

Town of Yacolt Council Meeting Agenda Monday, March 04, 2019 7:00 PM Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Primerica Resolution to move investment funds

Minutes of Previous Meeting(s)

1. Approve Council Meeting Minutes 2-19-19

<u>Citizen Communication</u>

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Old Business

- 2. Discuss combining National Night Out with Fire District 13's Health Fair
- 3. CRESA Meetings to be held March 1st and April 22nd.

New Business

- 4. Upgrading to Fiber Optic lines
- 5. Clark County Councilor Eileen Quiring to attend our 3-18-19 Council Meeting

Public Works Department Report

Town Clerk's Report

6. State Auditor FIT Program

Council's Comments

Mayor's Comments

Attorney's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

<u>Adjourn</u>

Town of Yacolt Council Meeting Minutes Tuesday, February 19, 2019 7:00 PM Town Hall

Call to Order

The meeting was called to order at 7:00 pm

Flag Salute

Roll Call

PRESENT Mayor Vince Myers Council Member Tami Bryant Council Member Amy Boget Council Member Malita Moseley Council Member Herb Noble Public Works Director Bill Ross

ABSENT Council Member Rhonda Rowe-Tice Clerk Dawn Salisbury

Motion to excuse absence made by Council Member Bryant, Seconded by Council Member Noble. Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble

Late Changes to the Agenda

None

Minutes of Previous Meeting(s)

1. Approve 2-4-19 Meeting Minutes

Motion made by Council Member Bryant, Seconded by Council Member Moseley. Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble

Citizen Communication

None

Old Business

None

New Business

2. Discuss combining National Night Out with Fire District 13's Health Fair

The name would be changed to "Safety Fair" and would be held the first Saturday in August. Questions about Insurance, grants for bike helmets and overtime. Tabled until next meeting.

3. Historical Preservation Committee Interlocal Agreement - Review only

For review only but are expecting comments from the council by February 28th. Mayor Myers and council members voiced concerns about the interlocal agreement.

Public Works Department Report

Discussed spring clean-up and if we wanted to do just hazardous clean up. Will be too confusing to just do hazardous clean up.

Speed pillows are \$4500. Need to be installed in early spring. Checking with clerk about REET money availability. Received quote for tree removal \$1169 for one tree. Will be able to trim other tree to keep it.

Discussed Jones Street county project, construction vehicle traffic and weight limits.

Town Clerk's Report

None

Council's Comments

Council member Moseley will be attending the State of the County Meeting on March 6th.

Mayor's Comments

No new news on North Clark Little League. PW will check with Devin on Christmas video.

Mayor proposed making a memorial for Skip Benge at the Veterans Memorial flower garden.

Upcoming CRESA meeting concerning interlocal changes.

Attorney's Comments

Did not attend

Approve to Pay Bills on Behalf of the Town

Motion made by Council Member Boget, Seconded by Council Member Moseley. Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble

Executive Session

4. Potential Litigation

Mayor Myers adjourned the regular council meeting at 8:00 to enter into an executive session. The executive session is authorized by RCW 42.30.110(1)(i). Executive session lasted 20 minutes. Mayor Myers reopened public meeting at 8:20 pm.

<u>Adjourn</u>

Mayor Myers adjourned meeting at 8:20 pm

Vince Myers, Mayor

Katie Younce, Assistant Clerk



Town of Yacolt Request for Council Action

	RMATION FOR PERSON/GROUP/D				
	Shaun Ford or Justin Earls	-	Fire District 13		
Name:	Shaun Ford or Justin Earls	Group Name:	Fire District 13		
Address:		Phone: Justin-			
		360-640-9071			
Email Address:		Alt. Phone:			
ITEM INFORMA	-				
Item Title:	Discuss combining National Nigh	t Out with Fire Dist	trict 13's Health Fair		
- ·					
Proposed	August 3 2018				
Meeting Date:					
Action	Discuss moving National Night O	ut to August 3 rd to	coincide with Fire District 13's		
Requested of	Health Fair	ut to August 5 to	concide with the District 13 3		
Council:	nearth ran				
council.					
Proposed					
Motion:					
Summary/	Fire District 13 is holding their ar	nual health fair on	August 3 rd . They would like to		
Background:	know if we would like to combin	e National Night O	ut with the health fair for a		
	bigger turn out. They will have a	bouncy house, life	eflight, and many vendors.		
Staff	Dawn Salisbury				
Contact(s):					

Hello!

I hope you are enjoying the weather! =)

Last year I was the main point of contact for the health and safety fair, and I will be doing the same this year. Last year it was a success and this year I intend to achieve the same. Chief Ford approached me today, advising me that you were considering merging the National Night Out with what we are doing, or at least hosting both on the same day. This last week I have been going through what I had from last year and looking to reach out to our venders from last year. Before I do that I would love to open a line of communication about what you would like to see or do for that day and I will let you know what I plan on. At a minimum I'd like to hear your input on the hours of it, last year we did 1000am-2pm for the sake of getting venders committed. With you doing National NIGHT OUT, I would understand why that may be early for a NIGHT OUT. Let me know what you think.

I'm looking forward to working with you!

Justin Earls Lead Paramedic NCEMS Resident & PMA Coordinator 360-640-9071



Town of Yacolt Request for Council Action

CONTACT INFOR	MATION FOR PERSON/GROUP/DI	EPARTMENT REQUESTING COUNCIL ACTION:	
Name:	Dawn Salisbury	Group Name:	
Address:		Phone:	
Email Address:		Alt. Phone:	
ITEM INFORMAT	FION:		
Item Title:	Upgrading to Fiber Optic lines		
Proposed Meeting Date:	03-04-19		
Action Requested of Council:	Review and discuss options for upgrading to Fiber Optics lines		
Proposed Motion:	Approve to enter agreement with Silver Star Telecommunications for Fiber Optic service.		
Summary/ Background:	Fiber Optic service is now available to town hall which would vastly increase the speed of our internet services. (see below)		
Staff Contact(s):	Dawn Salisbury		
	-	or 4 phone lines and DSL service is roughly \$400 a ith Silver Star would cost \$325 a month. We	

current usage from Centurylink for 4 phone lines and DSL service is roughly \$400 a month. Moving to Fiber Optics with Silver Star would cost \$325 a month. We would also be keeping our elevator line and dedicated fax line through Centurylink for roughly \$100 per month. Elevator line is required from L & I. The fax line would also be our analog line to use if the fiber optics ever went down. The combined services would be \$425.00 per month increasing our costs roughly \$300 per year.

Order Change Confirmation

Feb 12 2019 Page 1 of 6

Thank you for choosing CenturyLink

Communications are an important part of your business, so allow us to extend a genuine thank you for putting your trust in us. We're here to support your success, while providing a level of service you'd be proud to offer your own customers, and recommend to your peers.

CenturyLink provides the communication essentials for your business, working together as one simple, seamless solutions at a price that's good for your bottom line. If you have questions, we would be happy to hear from you. This is not a bill.

YACOLT TOWN OF P O BOX 160 St. YACOLT, WA 98675-0108 USA⁹

YACOLT TOWN OF

Account Information & Order Confirmation

Monthly Recurring Charges for Services Ordered	\$265.69
Services for: 3606863922	\$52.00
Package: Core Connect 2 Business B1 Additional Line	\$52.00
Business Voice Mail	
Multi Line 1 Pty CC2 BDL 3YR	
Unlimited Long Distance (Voice Only)	
Voice Mail	
Services for: 3606863291	\$44.75
Voice	
Business Anytime II	\$6.95
Call Forward Busy Bus	\$3.00
Call Forward No Ans Bus	\$2.80
Multi Line 1 Party Business	\$32.00
Services for: 3606863853	\$77.00
Package: Core Connect 2 B1 Primary Line Bundle	\$77.00
Business No Voice Mail	
Multi Line 1 Pty CC2 BDL 3YR	
Unlimited Long Distance (Voice Only)	
Services for: yacolty	\$59.94
Package: Core Connect 2 B1 Primary Line Bundle	\$54.99
HSI 10M CC 3YR	
Broadband	
HSI/DSL Networking	\$4.95

IMPORTANT INFORMATION

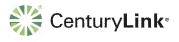
When contacting us refer to:					
Order Date:	02-12-2019				
Order Number:	C: 1530526922				
Account Number:	300544680				
Reference:	87649251				

ACCOUNT ADJUSTMENTS

Adjustments occur due to changes made to your services or applications of prior payments and discounts in the billing cycle before your new service was activated.

ABOUT YOUR FIRST BILL

The first bill you receive with your new service may be higher than future bills due to Prorated Charges for partial month service, delayed charges, and/or full monthly charges. In most instances, all charges should be reconciled by your next billing cycle.



Account Information & Order Confirmation (cont.)

Monthly Recurring Charges for Services Ordered (Cont.)	\$265.69
Services for: 3606864343	\$32.00
Voice	
Multi Line 1 Party Business	\$32.00
One Time Charges	<u>\$18.75</u>
Services for: 3606864343	\$18.75
Voice	
Central Office Wrk Chrg	\$18.75
Fees and Surcharges	\$98.53
Services for: 000000000	\$3.80
Voice	
County 911 Surcharge	\$2.80
State 911 Tax	\$1.00
Services for: 3606863291	\$24.59
Voice	
Federal Administrative Expense Fee	\$0.12
Federal Property Surcharge	\$0.37
Federal Universal Service Fund Surcharge	\$4.18
Federal and Other Cost Recovery Fee	\$0.40
WASHINGTON Franchise Cost Recovery	\$0.00
YACOLT Utility Users Tax	\$2.33
Facility Relocation Cost Recovery Fee	\$1.00
Long Distance Line Charge	\$3.99
Subscriber Line & Access Recovery Charge	\$12.20
Services for: 3606863922	\$24.19
Voice	
Federal Administrative Expense Fee	\$0.06
Federal Property Surcharge	\$0.19
Federal Universal Service Fund Surcharge	\$3.32
Federal and Other Cost Recovery Fee	\$0.20
WASHINGTON Franchise Cost Recovery	\$0.00
YACOLT Utility Users Tax	\$0.24
Facility Relocation Cost Recovery Fee	\$1.00
Long Distance Line Charge	\$3.99
Non-Telecom Services Surcharge	\$2.99
Subscriber Line & Access Recovery Charge	\$12.20

ONLINE RESOURCES

To learn more about your services, visit <u>www.centurylink.com/welcome</u> For instructions on how to set up and use Voicemail, visit <u>centurylink.com/help</u>

For equipment warranty and returns, visit **centurylink.com/help**

For descriptions of taxes, fees, and surcharges, visit **centurylink.com/help/feesandtaxes**

ABOUT YOUR FIRST BILL

Your first bill will include the applicable Total First Bill Prorated Charges plus the Total Monthly Charges. After your first bill, the Total Monthly Charges should apply.

Account Information & Order Confirmation (cont.)

Fees and Surcharges (Cont.)	\$98.53				
Services for: 3606863853	\$21.02				
Voice					
Federal Administrative Expense Fee	\$0.06				
Federal Property Surcharge	\$0.19				
Federal Universal Service Fund Surcharge	\$3.32				
Federal and Other Cost Recovery Fee	\$0.20				
WASHINGTON Franchise Cost Recovery	\$0.00				
YACOLT Utility Users Tax	\$0.06				
Facility Relocation Cost Recovery Fee	\$1.00				
Long Distance Line Charge	\$3.99				
Subscriber Line & Access Recovery Charge	\$12.20				
Services for: yacolty	\$1.99				
Broadband					
Broadband Cost Recovery Fee	\$1.99				
Services for: 3606864343	\$22.94				
Voice					
Federal Administrative Expense Fee	\$0.06				
Federal Property Surcharge	\$0.19				
Federal Universal Service Fund Surcharge	\$3.32				
Federal and Other Cost Recovery Fee	\$0.20				
WASHINGTON Franchise Cost Recovery	\$0.00				
YACOLT Utility Users Tax	\$1.98				
Facility Relocation Cost Recovery Fee	\$1.00				
Long Distance Line Charge	\$3.99				
Subscriber Line & Access Recovery Charge	\$12.20				
Taxes	\$27.47				
Services for: 3606863922	\$6.76				
Package: Core Connect 2 Business B1 Additional Line					
WASHINGTON Sales Tax	\$3.66				
YACOLT Sales Tax	\$1.07				
Voice					
WASHINGTON Sales Tax	\$1.57				
YACOLT Sales Tax	\$0.46				
Services for: 3606863291	\$5.81				
Voice					
WASHINGTON Sales Tax	\$4.49				
YACOLT Sales Tax	\$1.32				
Services for: 3606863853	\$8.71				
Package: Core Connect 2 B1 Primary Line Bundle					
SHINGTON Sales Tax	\$5.38				
11 COLT Sales Tax	\$1.57				



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Account Information & Order Confirmation (cont.)

Taxes (Cont.)	\$27.47
Services for: 3606863853	\$8.71
Voice	
WASHINGTON Sales Tax	\$1.36
YACOLT Sales Tax	\$0.40
Services for: 3606864343	\$6.19
Voice	
WASHINGTON Sales Tax	\$4.78
YACOLT Sales Tax	\$1.41
Total Monthly Charges (FEB 2019)	\$410.44

Total first month bill charges include recent order activity above and applicable partial monthly taxes, fees, charges and discounts.

Total Next Bill (MAR 2019) \$391.69

Estimated charges for next month's bill.

If there is anything more that your CenturyLink Business Team can do for you, we will be happy to help. Just call us at 1-800-990-9886 Monday through Friday from 7:00 a.m. to 8: 00 p.m. CST or visit <u>www.centurylink.com/bizwelcome</u> anytime.

For technical support or repair, please call 1-800-990-9886, 24 hours a day, 7 days a week.

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16420 SE McGillivray Suite 103-233 Vancouver, WA 98683 360-859-4450 Office 524-7255 efax

360-

www.silverstartelecom.com

760-574-7751

	Product Quote to: Contact: Short description:	Town of Yacolt Dawn Salisbury Fiber Internet Access and Voice Services	CC)PY	
Qty	Product	Service Description	Term	Monthly Recurring Charge	Install Cha
3	Hosted Voice Business Lines	3 Hosted Voice Business Lines. Includes voicemail and unlimited domestic US and Canada calls per month. Includes e911 and local number porting.	36 Months	Included	\$
2	Yealink VoIP Phones	2 New Yealink SIP-T46G Gigabit IP Phone	36 Months	Included	\$
1	Yealink Wireless Phone	Yealink W60P IP Phone - Wireless - DECT with charging base	36 Months	Included	\$
1	ATA Fax	ATA Fax Line		Included	\$
1	Internet Access	50Mbps down/25Mbps up Fiber Internet Access for service at 202 W Cushman St, Yacolt, WA 98675	36 Months	Included	\$
			Total	\$ 325.00	\$
		Silver Star Telecom Confidential & Proprietary Infor	mation		

This quote does not include 2 analog lines for \$100.00 a month that we need



This quote does not include 2 analog lines for \$100.00 a month

Customer Information	Account Information	Prepared By
Name: Yacolt Town Of Primary Contact: UNKNOWN Primary Contact Phone: (360) 686-3922 Primary Contact Email: Billing Contact: Billing Contact Phone: Billing Contact Email:	BPID: 1095120 Billing Account: Billing Address: P O BOX 160 YACOLT, WA 98675-0108 Contract ID#: New (Internal Use Only)	Name: Fay Benagni Phone: 5034255334 Email: fay.benagni1@centurylink.com

<u>Order</u>

Pricing Table

14

Product	Qty	Location	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
Fiber+ Internet and IA	1		202 W CUSHMAN ST YACOLT WA 98675		Integrated Access with 1 voice line 1G Pro	36 Months	\$399.00	\$99.00	\$99.00
	1			Business Essentials - Standard	Includes 10 Licenses	36 Months	\$0.00	\$0.00	
	1			Hunt Group		36 Months	\$4.95	\$10.00	\$10.00
	Service Sub Total:					Sub Total:	\$403.95	\$0.00	

"Terms and Conditions for Fiber+ Internet and Integrated Access Package Offer"

CenturyLink provides Fiber+ Internet and Integrated Access services under: (a) the Fiber+ Internet and Integrated Access Package Attachment ("Attachment") and (b) the Analog VoIP, Domestic CenturyLink IQ Networking, Local Access, and Rental CPE Service Exhibits.

The CenturyLink IQ Networking port is an Internet Port. The port bandwidth details appear in the first "Fiber+ Internet and IA" row under the "Service Attributes" column of the above table. The Local Access bandwidth details appear in the first "Fiber+ Internet and IA" row under the "Service Attributes" column of the above table. The number of VoIP lines included in the package/bundle pricing appears in the first "Fiber+ Internet and IA" row under the "Service Attributes" column of the above table. Any additional lines ordered appear as a separate line item. It will be understood that any reference to "voice line" means VoIP line. The package pricing includes rental equipment that CenturyLink will provide while Customer purchases the Services from CenturyLink. CenturyLink may provide equipment from various manufacturers at its discretion. The Rental CPE maintenance is ProMET® On-Site Standard (8x5, on-site, next business day) maintenance unless "Pro MET 24x7 Professional" appears in the "Service Details" column of the above table. If "Pro MET 24x7 Professional" appears in the "Service Details" column of the above table. If "Premium (24x7, on-site, 4-hour response) maintenance for that location. There is an additional MRC for ProMET® On-Site Premium maintenance. Customer's site must qualify for ProMET® On-Site Premium maintenance. The Configuration Management type appears in the first "Fiber+ Internet and IA" row under the "Service Attributes" column of the above table.

Service is subject to the 911 Emergency Service Acknowledgment below.

Upgrade/MACD pricing and Other Charges are per the online Rate Sheet located at: http://www.centurylink.com/legal/FiberPlus_offers/FiberPlus_offers_Rate_Sheet_v1.pdf ("Rate Sheet").

As part of the Service provisioning process, CenturyLink will identify whether Customer's Local Access functionality is IP Connection as described in the Local Access service-specific terms. If it is, Customer agrees to use the CenturyLink IQ Networking Internet Port only for the provision of either: (i) wireline broadband Internet access (as defined in applicable Federal Communications Commission orders and regulations), or (ii) wireline broadband Internet access plus additional information services, with wireline broadband Internet access constituting a principal use. If the IP Connection Local Access functionality is used in conjunction with a CenturyLink IQ Networking Private Port, Customer must, so long as the Private Port is used, either: (ii) have entered into an agreement or amendment directing Customer to the Network-Based Security ("NBS") service-specific terms and use NBS with the Private Port or (iv) use the Private Port in conjunction with an interconnected Internet Port in a multi-site configuration. In either case, Customer agrees the arrangement will be configured so each Private Port connection will be used consistent with the wireline broadband Internet access usage limitations noted in (i) and (ii) above.

No Resale. Customer warrants: 1) Services are for its own use and 2) it will not resell the Services or extend any Services for a fee to others, regardless of whether it qualifies as a reseller under the Telecommunications Act of 1996 or under state law.

mer is currently eligible to receive the following optional business applications provided by CenturyLink with the Fiber+ Internet tunity ID#: 56293590 Page 1 of 5 © CenturyLink. All Rights Reserved. CONFIDENTIAL OFC **FINANCIAL INTELLIGENCE** TOOL

Financial Health Indicators Quick Reference Guide

Having a particular Outlook does not necessarily indicate financial stability or stress. We designed the indicators to alert viewers to potential financial health concerns by comparing the ratios to our recommended thresholds. In many cases, further inquiry is recommended and is it important to point out governments may have measures different from our guidelines.

Meaning: This indicator shows the number of days a fund(s) could operate based solely on its ending cash and investments balance.

Importance: Maintaining a cash and investment balance sufficient to operate for at least 60 days is important. This helps make sure the government has enough cash on hand to operate, as well as deal with unexpected costs or emergencies. This indicator is a way to measure whether the government's level of "savings" or "reserves" is sufficient or concerning.

CASH BALANCE SUFFICIENCY OUTLOOK: GOOD 🕕

Meaning: This indicator shows the percent change in ending cash and investments compared to the prior year. That is, it will show the extent to which cash increased or was used up during the year.

Importance: The ability to "add" to the savings account (i.e. cash and investment balance) is usually a positive sign that an entity is moving in a good direction to either build reserves or set aside funds for future capital improvements. However, setting aside more cash than is needed can

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represent a missed opportunity to provide programs or other services in the current year. Alternatively, when the "savings" is being used up, this indicator will be negative and will prompt users to ask more questions about why that is occurring. It can be easons, such as to pay for capital improvements that were planned for or to pay off debt, but it can also indicate the 15 nt might not be living within its means. It is not uncommon for this indicator to fluctuate and a negative indicator is not necessarily a concern. It is important to evaluate the reasons for the decline in cash balances. However, multiple years of declines in cash balances might be more concerning.





Meaning: This indicator shows if the funds are spending in line with the revenue they receive (spending includes expenditures plus debt service). General governmental activities usually do not have a lot of control over their primary sources of revenues. The government should limit programs and services in order to balance their budget in the long term.

Importance: This ratio can help you evaluate whether the government is living within its means. While the



benchmark is 0, the indicator results should ideally be greater than zero. This would indicate the government has funds available for capital improvements or to build reserves. If the indicator is negative, it might indicate the government is living beyond its means. However, further inquiry might be needed to complete that assessment. For example, if the government paid down extra debt in one year, this indicator would likely be negative for that year.

Meaning: This indicator shows how much of the government's revenue are being used to make debt payments.

Importance: Issuing debt is common in governments to finance capital improvements, however at certain levels it can reduce financial flexibility and potentially become a burden. The more revenues that are used to make debt payments, the less these funds are available to provide services and fund other programs. When evaluating the debt load, it is



important to consider the length of the maturities for the debt that is outstanding, the nature of the debt (was it for operations or capital needs), and the timing of the payments (balloon payments or back loaded – payments are deferred for the first few years but then there is a catch up that occurs). However, in the majority of cases, debt is for capital purposes and repayment is structured over a fixed time period, typically of 30 years.

Meaning: This indicator shows if enterprise funds are generating enough revenues to cover its costs to operate and pay debt service each year. Enterprise funds are typically expected to recover their own costs through charges for services and other revenues. The ratio does not include the cost of outlay for capital improvements. Ideally the ratio indicator would be greater than zero to allow for capital improvements to be made.



Importance: Unlike governmental funds, most enterprise funds have the ability to increase revenues through changes to rates. A ratio greater than 0 indicates that enterprise funds are at least recovering expenditures and debt service through rates. However, the ratio does not consider the cost of capital improvements, which should also be recovered through rates. A ratio less than 0 indicates that enterprise funds had to borrow from the past, borrow from the future, or be subsidized by other means. The **g** 16 nent should possibly evaluate spending or consider reevaluating its rate structure. In some cases, the government's generation might be choosing to subsidize the activity, for various reasons.





Office of the Washington State Auditor Pat McCarthy

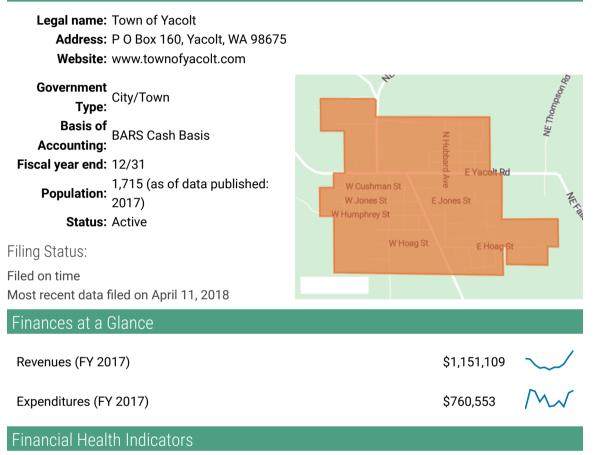
> Filed on time 10+ years

running!

GOVERNMENT PROFILE: Town of Yacolt

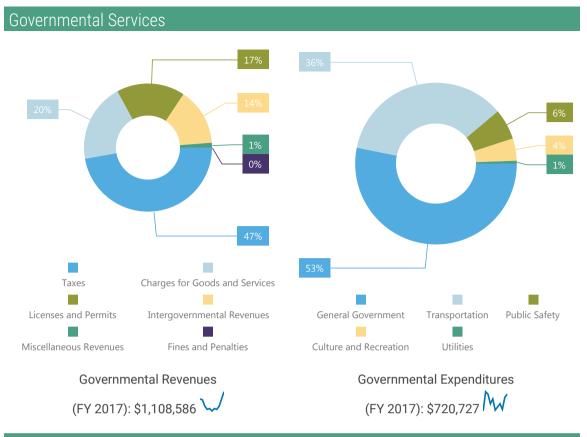
Report prepared: February 27, 2019, 2:05 PM For detailed, interactive analysis visit: https://portal.sao.wa.gov/FIT/?mcag=0254

About this Government



Having a particular Outlook does not necessarily indicate financial stability or stress. We designed the indicators to alert viewers to potential financial health concerns by comparing the ratios to our recommended thresholds. In many cases, further inquiry is recommended and is it important to point out governments may have measures different than our guidelines.

Cash Balance Sufficiency	Change in Cash Position	Governmental Funds Sustainability
Outlook: GOOD All indicators have a good outlook or are indeterminate	Outlook: GOOD All indicators have a good outlook or are indeterminate	Outlook: GOOD All indicators have a good outlook or are indeterminate
Debt Load	Enterprise Self-Sufficiency	
Outlook: GOOD All indicators have a good outlook or are indeterminate	Outlook: GOOD All indicators have a good outlook or are indeterminate	



Enterprise Services



Enterprise Revenues \$42,523 vs. Enterprise Expenditures \$39,826: FY 2017

Report prepared: February 27, 2019, 2:05 PM | For detailed, interactive analysis visit: https://portal.sao.wa.gov/FIT/?mcag=0254