

APPLICATION

The City of Tumwater's advisory boards, commissions and committees are listed below with a short paragraph describing the make-up of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. Please attach a letter of interest and a resume with this application showing your current qualifications and interests.

Name: Grace Anne Edwards

Address: [REDACTED]

Telephone: [REDACTED]

Telephone: _____ (Home) [REDACTED] _____ (Cell)

Telephone: _____ (Work)

Date: 4/5/2019 Email: [REDACTED]

BOARD, COMMITTEE OR COMMISSION

PREFERENCE NUMBER:

Barnes Lake Management District Steering Committee
Eleven members; Mayoral appointment; two-year terms; active

8

Board of Parks and Recreation Commissioners:
Seven members; Mayoral appointment with Council confirmation; three-year terms; active

7

Civil Service Commission:
Three members; Mayoral appointment; six-year terms; active

6

Crime Stoppers:

One citizen representative; Mayoral appointment with Council confirmation; three-year terms; active

5

Historic Preservation Commission:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

2

Planning Commission:

Nine members; Mayoral appointment with Council confirmation; four-year terms; active

1

Thurston Community Television:

One citizen representative; Mayoral appointment; three-year terms; active

3

Tree Board:

Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active

4

Grace Anne Edwards

EDUCATION

Bachelors of Arts in Political Science, Western Washington University, 2013
Concentration: American Politics; Minor: Latin

CERTIFICATES

Lean Six Sigma Green Belt, The University of Washington Tacoma, November 2018
Project Coordinator, South Puget Sound Community College, August 2020

EMPLOYMENT HISTORY

Project Manager, Washington State Department of Health March 2021 to Present

- Engage stakeholders to ensure project is defined, authorized, funded, and properly prioritized within the agency's portfolio of projects. Work with project team, executive sponsor and stakeholders to develop detailed project management plans; gain approval from the executive sponsor and other key decision makers. May interface with external stakeholders as part of this work.
- Lead and facilitate project teams conducting the work. This includes managing project plans, project budgets, resources including vendors, project communications (internal and external), organizational change management, risk and issue management, and administering the project meeting and reporting functions as necessary.
- Closely monitor and manage projects to ensure they remain on time and on budget, risks are properly mitigated, issues are resolved effectively, and changes are conducted according to the appropriate project change management methods.
- Closing projects and reporting final results to internal and external partners, decision-makers and stakeholders.
- Provide project management advice and consultation within DOH
- Ensuring all stakeholders are appropriately involved, engaged, and aligned throughout the project life cycle.
- Maintaining and administering the PMO SharePoint site and other communications channels as approved by the PMO Manager.
- Providing training and educational opportunities to increase the project management capacity of agency staff.

Management Analyst 3, Strengthening Families Washington Program, Department of Children Youth and Families, February 2020- March 2021

- Managed and performed analyses of financial and programmatic progress and service delivery of direct service contracts for accountability, planning, reporting, and communications.
- Prepared ongoing and ad hoc reports to supervisor, team members, partners and funders.
- Administered (Business Owner) the web-based application for contractor reporting, called the Prevention Services Reporting System (PSRS).
- Organized training, and leading the development and implementation of the PSRS, the web-based application for contractor reporting.
- Managed, organized, and communicated for interagency coordination across HVSA partnership organizations.
- Developed and implemented organizational and communications tools and messaging to support coordination.
- Planned statewide meetings in partnership with internal and external partners, including organizing work groups, logistics and materials development.
- Provided technical and content expertise for webinars, remote meetings, and in person trainings.

- Coordinated procurement, contract development, invoicing functions, and deliverables tracking for the DCYF Community Prevention Services Contracting Team.
- Gathered documents and data and prepared materials to support state and federal monitoring and audits.

Administrative Assistant 4, Project Management Office, Department of Retirement Systems, June 2018- February 2020

- Assisted team members with requests for office equipment, technology support and other business tools. This included developing cost estimates and coordinating purchases as needed.
- Processed invoices and prepared financial analysis.
- Assisted in providing communication to team members and stakeholders.
- Had full delegated responsibility for managing and overseeing the tracking, analysis, and reporting of project data and measures. Monitored projects for compliance with administrative standards, procedures, and framework.
- Had full delegated authority to manage the agency's project central SharePoint site to ensure complete and accurate agency-wide project report.
- Coordinated administrative standards and procedures for agency projects.
- Assisted with the development and update of the project management framework.
- Created, updated and maintained project templates.
- Created new project sites.
- Assisted project managers and project team members with completing required project documents including project charters, status updates, budget monitoring, risk/issue logs, communication plans, etc.
- Tracked and reported out on project resources across the agency and projects.

Program Assistant, Facilities Oversight Program, Office of Financial Management, April 2017- June 2018

- Transmitted decision memos and modified pre-design materials to key stakeholders, including the Department of Enterprise Services, legislative staff, affected agencies, and others as needed.
- Produced reports from the program's database, such as modified pre-design reports, to facilitate timely responses.
- Sent emails regarding assignments, such as project outcomes.
- Assisted staff with requests for office equipment, technology support and other business tools. This included developing cost estimates and coordinating purchases as needed.
- Maintained the Facilities Oversight SharePoint site.
- Maintained the OFM Facilities Oversight website.
- Provided basic administrative support to visitors of the mobile work center as needed such as assisting users in setting up Wi-Fi connections and printing on an occasional basis.
- Assisted in providing communication to stakeholders on Facilities Oversight activities such as FIS and Six Year Plan.
- Documented internal business processes in a facilities oversight manual.
- Served as the first point of contact for agency questions regarding the FPMT system. This included assisting agencies with general use and troubleshooting of FPMT system.
- Developed and updated user management materials for the FPMT system in collaboration with the Facilities Inventory System Administrator and the state's vendor.
- Coordinated stakeholder review of user management tools with FPMT system users.
- Coordinated and conducted stakeholder training for new users and for FPMT system updates.
- Developed training videos for use of the FPMT system.
- Maintained internal business process tools such as procedures and forms.
- Updated and maintained the modified pre-design and lease approval (MPD) Microsoft Access database, which included a record of each request submitted to OFM, their status, and their disposition.

- Created reports and consulted with management and staff to evaluate the effectiveness of these activities. Made recommendation related to potential improvements on an as needed basis.
- Served as point of contact for Work Pattern Assessment Surveys.
- Supported MOD WA by giving users access when requested by the Statewide Workplace Strategist.
- Coordinated reoccurring and special events such as the State Agency Facilities Oversight Stakeholder Forum, agency training opportunities, webinars /audio conferences, and similar forums by: obtaining venues, preparing agendas, coordinating conference lines, web-ex, or related tools, preparing and providing notifications to participants and coordinating logistics.

Session Legislative Aide, Senator Jim Honeyford, January 2017- April 2017

- Same duties as the position below.

Executive Assistant, Washington State Senator Linda Evans Parlette, November 2014-January 2017

- Organized and analyzed the follow of administrative, policy, or issue information.
- Established and maintained cordial and effective working relationships with co-workers, legislators, executive agency personnel, interest group representatives, constituents, and the public.
- Gathered, organized, reviewed and analyzed data on pertinent policy issues, administrative matters or other questions of current interest.
- Explored possible solutions to problems, defined options, and suggested or recommended the best course of action.
- Involved in the hiring process of Legislative Assistant and Intern.
- Responsible for the day to day supervision and direction of Legislative Assistant and Intern.
- Preformed special projects and followed through to completion as directed by the Senator.
- Read, sorted and prioritized all mail; answered correspondence or prepared response by the Senator based on own judgement and discretion.
- Planed, coordinated and supervised the performance of office activities and the provision of administrative services.
- Obligated the Senator's time according to knowledge of priorities.
- Responded to inquires posed by Members and or/ their constituents, interest group representatives, and executive agencies, within guidelines provided by the Senator using own judgement and discretion.
- Preformed other duties as required.

From: [Grace Edwards](#)
To: [Hanna Miles](#)
Subject: Interest in Advisory Boards, Commissions, and Committees
Date: Monday, April 5, 2021 7:32:25 PM
Attachments: [AdvisoryBoardApplicationFi.pdf](#)
[Grace Anne Edwards Resume .pdf](#)

Good Evening,

I noticed on your website that there was an opening on the Tumwater Planning Commission and I was hoping to apply. Please find attached my resume and Advisory Board application. In addition to my work history I have served on the Thurston County Historic Commission and Thurston County Fair Board for over a year.

Please let me know if you have any questions or need anything else.

Thanks!

Grace Edwards

Hanna Miles

From: Pete Kmet
Sent: Saturday, November 20, 2021 9:42 AM
To: [REDACTED]
Cc: Hanna Miles; Brad Medrud; Debbie Sullivan
Subject: Appointment to Planning Commission

Hi Grace. Thank you for taking the time to interview with us (again). With consensus from the interview panel, I have decided to recommend your appointment to Tumwater's Planning Commission.

That appointment will be on the Council's agenda for their concurrence at their Dec 7th meeting. I expect they will approve of your appointment. You are welcome to join us that evening (via Zoom) if you wish to introduce yourself to the Council. Let me know and I'll have Hanna send a Zoom link to you.

Once you are appointed, Brad Medrud will contact you to provide you with an orientation.

Feel free to contact me if you have any questions.

Congratulations! I think you will be a great addition to the Planning Commission!

Pete

Pete Kmet, Mayor
City of Tumwater
360 754 4120
pkmet@ci.tumwater.wa.us

Application


Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Rob Paylor

Address: 

Tumwater, 98501

Telephone: (Home) _____

(Mobile) 

(Work) _____

Date: 15 May 24

Email: 

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
<u>Barnes Lake Management District Steering Committee</u> Eleven members; Mayoral appointment; two-year terms; active	_____
<u>Board of Parks and Recreation Commissioners</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Civil Service Commission</u> Three members; Mayoral appointment; six-year terms; active	_____
<u>Historic Preservation Commission</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	<u>1</u>
<u>Lodging Tax Advisory Committee</u> Five to seven members; Mayoral appointment with Council confirmation; annual term; active	_____
<u>Planning Commission</u> Nine members; Mayoral appointment with Council confirmation; four-year terms; active	_____
<u>Tree Board</u> Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	<u>2</u>

Rob Paylor

Tumwater, WA 98501

15 May 2024

Honorable Debbie Sullivan, Mayor

City of Tumwater
555 Israel Road
Tumwater, WA 98501

Dear Mayor Sullivan:

I read today in the city's "Tumwater on Tap" newsletter that there were several positions available on various city commissions and advisory boards. I write today to express my interest in serving on Tumwater's Historic Preservation Commission.

I moved to Tumwater early last year from Hoquiam, where I was an owner of a 1924 building that sat in the city's Historic Preservation District. In applying for permits to solve persistent leaks throughout our 100 year old stucco-clad building, I was asked to present my plan to the Historic Preservation Committee. Because my plan at the time required "significant alteration" to the aesthetic look of the exterior of the building, my permit application was denied. Don't get me wrong, I loved the way the building looked, but I also was a small business owner without an unlimited budget, and the leaks had to be stopped. Interested in finding a balance between historical accuracy (my best quote to repair the stucco was \$100k) and financial solvency (one option was hideous metal siding for \$30k) I applied to join the committee.

I was appointed to serve in 2019, and have enjoyed the last five years helping to shape what Hoquiam will look like in years to come. I'd like to think my votes in committee have reflected my passion for Hoquiam's history and historical buildings, with a nod to the financial constraints of small business owners. I'm very proud of a project that is currently restoring a 1920's era fraternal lodge in Hoquiam that our commission worked with to take full advantage of the special valuation incentives offered. I also just finished restoring a 1910 Foursquare in Hoquiam that I will now go through the special valuation process on.

On a personal note, I moved to Tumwater to live with my then-girlfriend early last year, who I proposed to in Brewery Park last April. We were married at our family's Thanksgiving celebration last November in the 1924 Hoquiam building that housed my brewery and restaurant. I sold my interest in the brewery this year, and have focused on growing my latest venture, a home repair and handyman business based in Tumwater. Together, Erin and I have 6 kids; Robbie 20, Audrey 17, Evy 12, Kai 10, and twins Scout and Sloan are 9.

Since moving to Tumwater I have enjoyed diving into our area's history. I toured Olympia's Bigelow house shortly after moving here, joined the historical society, and started volunteering with the crew that maintains the grounds there. I frequently attend the monthly historical talks given at the Schmidt House and have enjoyed those (and the house itself!) greatly. I often find myself chaperoning field trips or volunteering in the classroom at Peter G Schmidt elementary as well.

My family has led by example for generations, demonstrating to each successive generation that volunteering and giving back to the community that you live in is an important part of living there. I'd be thrilled with the opportunity to give back to my new community, with a seat on the Historical Preservation Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Paylor". The signature is fluid and cursive, with the first name "Rob" being particularly prominent and stylized.

Rob Paylor

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The City of Tumwater's advisory boards, commissions and committees are listed below, with a short paragraph describing the make-up and the intent of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. A resume included with this application would also demonstrate your current qualifications and interests. Thank you!

Name: Don Trospen
Address: [REDACTED]
Olympia, WA 98512
Date: 11-30-99
Telephone: [REDACTED] (Home)
[REDACTED] (Work)

BOARD, COMMITTEE
OR COMMISSION:

PREFERENCE
NUMBER:

Planning Commission:

Nine members, mayoral appointment, with Council confirmation, six year terms; active

Civil Service Commission:

Three members, mayoral appointment, six year terms; active

Tree Board

Five to seven members, mayoral appointment, with Council confirmation, for four-year terms; active

Board of Parks Commissioners:

Five members, mayoral appointment with Council confirmation, three year terms; active

Historic Preservation Commission:

Seven member, mayoral appointment with Council confirmation, three year terms; active

_____ | _____

Tumwater Human Services Review Committee:

One citizen member, mayoral appointment, indefinite terms; active

Tumwater Library Board of Trustees:

Five members, mayoral appointment with Council confirmation, five year terms; active

Building Board of Appeals / Building Code
Advisory Committee

Seven members, mayoral appointment

Crimestoppers

One City of Tumwater representative to a regional program

Resume for:**Don Trospen**Donald W. Trospen
[REDACTED][REDACTED]
Olympia, WA 98512
[REDACTED]

Current Position & Duties: (as of Nov. 1999)

- * **Operations Manager, KVSN Christian Radio, 1340 AM, Tumwater**
 - Oversight of on-air operations of 1000 watt daytime station (12 years)
 - Morning Drive Time host of "Morning Vision", Christian Music/News/features and interviews from 6:30 - 9:15 a.m. weekdays (11 years)
 - Writer & layout for station's monthly newsletter "Lightpoint" using Microsoft Publisher (3 years)
 - Liaison/Public Relations with local churches & pastors (over 80 evangelical churches in the 3-City area)

- * **Other KVSN experience since 1987**
 - Advertising Consultant (commercial sales) part time (8 years)
 - Copy writer and production of commercial and promotional spots (12 years)
 - Office management of station (6-7 years)
 - Produced radio series of history features on Tumwater for it's Sesquicentennial (based on my Tumwater history book series for local historical association)
 - Publicity & Promotions Director (3 months)
 - Traffic manager (12 years)
 - Music & acting Program Director (12 years)

Previous radio background

- 1972 to 75 U.S. Army broadcaster for AFN Europe (Frankfurt, Germany)
- 1975 part time DJ at KGY, Olympia (1240 AM, Dick Pust P.D. 943-1240)
- 1976 6 months board operator at KITN 920 AM, Olympia (no longer on air)
- Got out of radio until KVSN went on the air 1987
- Have been with KVSN since that time (360-943-9834 office #)

Other Experience/Background

- Graduated Tumwater High School 1971 (3.2 gpa)
- (1972 -75) U.S.Army, Europe ... Broadcasting on Amer. Forces Network
- (1975 to 1987) Vice-President, Trospen Cement Products, Inc.
Duties included: concrete manufacturing laborer, single -axle truck driving, office management, payroll/accts. receivable/billing, employee supervision, retail sales to customers, fork lift operation, etc.
- Ran 3 times for political office (one win, two losses) Thurs. County Freeholder in 1978, candidate for State Representative in 1980 (Dist 22.) and 1982 (Dist. 20).
- Session staff, State House of Representatives 1980 & 81 (Committee Clerk, Legislative Assistance, Bill Room Supervisor)
- President of the Tumwater Historical Association (2 years). (Currently Vice-President.)
- Member of Tumwater Chamber of Commerce (past board member of Tumwater Action Committee; predecessor to the Chamber)
- Author of History of Tumwater book series (4 volumes printed so far)
- Member of Tumwater Sesquicentennial Committee (1995)
- Tumwater Historian of the Year (1997)
- Secretary of the Board of Neighborhood Christian Center in Tumwater
- Have spoken before many groups about Tumwater history over past 15-20 years

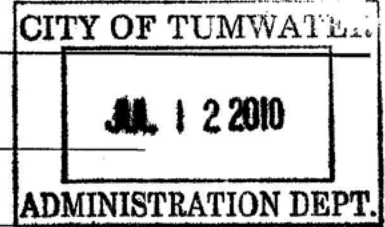
**** References or more information available on request ****

for Donna

City of Tum

APPLICATION

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Name: DAVID L. NICANDRI

Address: [REDACTED]
TUMWATER, WA 98512

Telephone: [REDACTED] (Home) _____ (Cell)
[REDACTED] (Work)

Date: 7/10/10 Email: [REDACTED]

<u>BOARD, COMMITTEE OR COMMISSION</u>	<u>PREFERENCE NUMBER:</u>
<u>Barnes Lake Management District Steering Committee</u> Nine members; Mayoral appointment; two-year terms; active	_____
<u>Board of Park Commissioners:</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Building Board of Appeals / Building Code Advisory Committee:</u> Seven members; Mayoral appointment; two-year terms	_____
<u>Civil Service Commission:</u> Three members; Mayoral appointment; six-year terms; active	_____

7/10/10

Dear Pete:

Thanks for asking me to consider joining the Timewater Historical Commission. This will be a homecoming of sorts, having served on the Commission in the 1970's. I've been looking for a way to re-engage in civic life in Timewater and this is a good way to do it.

Sincerely,

Love Wendell