



Member Newsletter

Spring 2023

Procurement Services That Save You Time and Money



Director's Corner

Business Conditions Stabilizing

I think it's fair to say the last three years have brought unprecedented disruption. From a global pandemic and school shutdowns to global supply chain disruptions, double-digit inflation and rising interest rates, we have all faced numerous challenges to our operations. Fortunately, most of these disruptions are abating and conditions are stabilizing, allowing a return to a more "normal" state - but what is the new "normal"?

While no one can predict the timing or magnitude of the next pandemic, there are some things that are reasonably foreseeable. Competitive price pressures and the pursuit of low cost alternatives led to expansion of global manufacturing and global sourcing. Supply chain disruptions, short lead times, and rising transportation costs require a more balanced approach to local versus global sourcing. While material prices will still fluctuate, KCDA will continue to scrutinize manufacturer cost increases and consider awarding alternate bidders or rebidding a category to ensure competitive pricing.

There is, of course, a seasonality to school operations and facility management. Seasonal demand for consumable products creates supply and inventory challenges which becomes more costly in a rising interest rate environment. KCDA's scheduled delivery and student supply programs provide savings to members while providing greater order visibility to KCDA and its vendors. While KCDA is committed to providing members with the products you need at competitive prices, please inquire about our scheduled delivery or student supply programs with KCDA Customer Service or your Field Representative.

KCDA is proud to operate as an extension of your purchasing department, governed by and complying with the same public procurement laws as our members. We aggregate purchases across all our members to increase purchasing power and drive lower prices. Members also save time and minimize risk with KCDA's established and compliant contracts.

*Bart Powelson
Executive Director*

Spring Holidays

Memorial Day - Monday May 29th, 2023

CUSTOMER SERVICE CORNER



2023 School Start Up Delivery Request Form

It's that time of year again to reserve the delivery day for your "Back to School" supply orders.

The KCDA Customer Service team has been emailing office manager members with the summer delivery request form. The information you provide will help us better manage the delivery of all summer orders.

Customer Service will schedule your future delivery dates as we receive your requests, and as our schedule tends to fill up quickly, especially for August and September, we recommend you submit your request dates by May 31st.

Once KCDA receives your completed form with your requested delivery dates we will send you confirmation with the tentative delivery date, requests are scheduled on a first come first serve basis, we will also acknowledge any other delivery requirements you may have.

Our purchasing team is currently buying inventory based on the member orders from previous years, it is helpful to us if you place your orders as soon as possible so that we can be certain to maintain sufficient inventory to cover the needs of every member. With this in mind you can place your orders any time convenient for your district. When you create your cart, use the date you reserved as your delivery date.

If you have not received an email, you can access this form on the KCDA website. To access click on the "How to Order" link on the top navigation ribbon, then click on the "School Start up Delivery Request" tab. You can choose a PDF version of the form, or you can complete the web form and submit it online.

Using Templates for School Start Up and Recurring Orders

As your Purchasing Partner, KCDA understands the purchasing patterns of its customers and their seasonal and recurring nature. Saving your orders as Templates allows you to easily recreate your repeat orders in a few easy steps, they then can also be shared with others as needed.

Creating a Template

Step 1: Open the Order you would like to save as a Template by clicking on Cart Name/# from.

- a. Cart Manager.
- b. Order History (link to Cart).

Step 2: Select "Save as Template" option on the top of the carts.

Step 3: You are presented with the Template saved in the same name as the original cart.

- a. Click on "Edit Template" to give it a name and description you will remember.
- b. Make it a Public Template to share it with users across your entire location.

Accessing a Template

Step 1: Locating your Template.

- a. Cart Manager on the top right corner "View Cart Templates".
- b. Using the Orange "Options" button by your Open Cart Name.
- c. On the Create New Cart page use the "Use Existing Cart Template".

Step 2: Find and Select the Template you want to use from the Cart Templates Page.

Step 3: Review the template and click on "New Cart from Template" button to create a new order.

Using a Template

Once you create your new template, you can change quantities, add/remove items and add budget codes to the new cart, just like you would do on a new order.

NEWEST PRODUCTS

Window Business Envelopes

These window mailing envelopes feature a diagonal side seam, made with 24# white paper.
#10 measures - 4-1/8"x9-1/2".

12814....500/Box..... \$39.64



Windowless Business

These plain mailing envelopes, feature a diagonal side seam and are made with 24# white paper.
#9 measures - 3-7/8"x8-7/8"

12813....500/Box..... \$30.48



Notebook Filler Paper

Binder filler paper, white, 11"x8-1/2", three-hole punched on the 11" side. Standard red margin with blue rules on both sides.

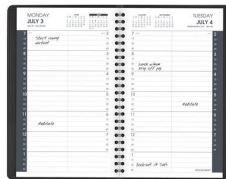
15269....College Ruled 50/Pkg ..\$2.15

15249....Wide Ruled 50/Pkg ..\$2.16



Daily Calendar Book, July – June - 19010002

- July 2023 through June 2024
- 12 Months Split / Academic Year Calendar
- Size: 5-5/8"x8-5/16"
- Black textured cover, 5"x8" page size.
- One day per page spread has ruled quarter-hourly appointment times from 7:00 a.m. - 7:45 p.m. on weekdays and from 7:00 a.m. - 4:45 p.m. on Saturdays.



With a clean single page layout, this daily planner lets you schedule each day in style. Administrators, parents, and teachers can use this academic planner to keep track of meetings, deadlines, special events and more. Special pages include a 3 year reference calendar, a class schedule, 2 "Important Numbers" pages and an inside storage pocket. Bound with twin wire to prevent snags and secure pages. Non-refillable.

CAL104324..... Each ...\$18.61

Wall Calendar, July – June, 1 Month Pages

- July 2023 through June 2024
- 12 Months – Split / Academic Year Calendar
- Size: 12"x17"
- Date block size 1-9/16"x2-7/16".

Federal holidays and Julian dates, wire bound with hanging loop.

CAL104424..... Each ...\$10.15

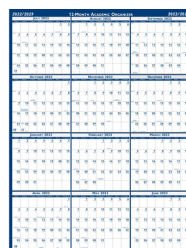


Wall Calendar, July – June, Laminated

- July 2023 through June 2024
- 12 Months /Split / Academic Year Calendar
- Size: 24"x37"
- Hangs vertical with block sizes 1-1/8"x1-5/8"
- Hangs horizontal with block sizes 1-1/2"x 1-3/8".

Heavy laminated write on/wipe off surface wipes clean with a damp cloth. Includes water soluble marker. Four peel and stick tabs for hanging. Printed on 100% post-consumer recycled FSC certified paper with soy inks.

CAL104524 Each ...\$22.86



TrueBlock Inkjet Printer Shipping Labels

Create professional-looking labels quickly. Bright white labels with TrueBlock Technology are guaranteed to completely cover everything underneath so you can re-use mailing tubes, boxes and more. Prints on a 8-1/2"x11" sheet.



56949....2"x4" 250/Pkg

\$6.40

56952....8-1/2"x11" 100/Box..... \$23.10

Pendaflex Hanging File Folder Tabs and Inserts

Customize your hanging folders with these plastic tabs and blank white inserts. Stagger the position of your tabs from folder to folder to keep each file heading in view. For letter and legal sized hanging folders. 25 Tabs and inserts per pack.

12557....2" Green 25/Pkg..... \$3.77

12558....2" Red 25/Pkg..... \$3.77

12556....3-1/2" Orange 25/Pkg..... \$3.77

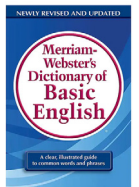
12555....3-1/2" Violet 25/Pkg..... \$2.32



Webster's Dictionary of Basic English

This dictionary designed for people with limited English language skills. Great for ESL students. More than 36,000 entries include inflected forms and variants. Concise, easy-to-use definitions. Nearly 20,000 usage examples and over 400 detailed line drawings. Includes word history and synonym paragraphs. Special sections include Signs and Symbols; Confused, Misused, and Misspelled Words; English Grammar; and Weights and Measures. 800 pages. Measures 5-3/4" x 8-1/2".

92353....Each \$16.49



Metal Book Trucks

These book trucks feature 2 flat double welded shelves to help prevent sagging, each tier is 16" deep with the bottom shelf having 12" height clearance. Ruggedly constructed with heavy-duty 16-gauge steel, 1" round steel tube frames designed to support up to 525 pounds of evenly distributed weight. These mobile carts have 5" diameter swivel casters with 2 locking for safety. The overall measurements are 37" high x 30" wide x 17" deep. Demco or equal.

19911....Putty..... Each ..\$526.27



Nurses Cot

Recovery cot with 2" firm foam padding, 1" thick solid plywood frame. Stain resistant, woven, knit backed vinyl upholstery. Chrome legs, holds up to 250 pounds. These cots measure 72" long x 18" high x 27" wide and the paper dispenser is included and uses paper 18" to 21" wide.

52313....Desert Tan Vinyl..... Ea. \$556.06



Western Washington prices listed include delivery. Delivered prices Eastern Washington and the San Juan Islands and other states may be slightly higher. For all current pricing please visit www.kcda.org. All KCDA prices are subject to change without notice.

NEWEST PRODUCTS

Art Tissue Paper

Bleeding art tissue paper. Use to create art and craft projects with a beautiful mosaic look. Available in a variety of stunning colors to inspire creativity. This tissue can withstand cutting, crinkling and folding without tearing.

Assorted Colors. 1-1/2"x1-1/2" square pieces.

92294....2500/Pkg\$10.98



Flat Shader Synthetic Paint Brushes

These shader paint brushes feature blended synthetic bristles with short handle. Hand-crafted with specially blended multi-diameter synthetic bristles that allows versatility for use on multi paint surfaces from paper, wood and stone.

83574....Size 4 Each\$1.06

83575....Size 6 Each\$1.21

83576....Size 8 Each\$1.25

83577....Size 10 Each\$1.41

83578....Size 12 Each\$1.55



Round Camel Hair Paint Brushes

Pointed shape, aluminum ferrule.

84436....Size 2 Each\$1.31



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Flat White Bristle Paint Brushes

Featuring flat natural white bristles and a long handle, these paint brushes are ideal for oil and acrylic painting.

83606....Size 2 Each\$0.78

83607 ...Size 4 Each\$0.94

83608 ...Size 6 Each\$0.87

83609 ...Size 8 Each\$1.06

83610 ...Size 10 Each\$1.02

83611 ...Size 12 Each\$1.20



Camel Hair Round Paint Brushes

Great for applying thin watercolor coatings and perfect for educational and industrial applications. These brushes have round camel hair bristles with a short handle. This is an economically priced brush series.

83521....Size 2 Each\$0.62

83522....Size 4 Each\$0.69

83523....Size 6 Each\$0.79

83524....Size 8 Each\$0.87

83525....Size 10 Each\$1.27

83526....Size 12 Each\$1.89



Long Grain Dry Brown Rice

This 100% whole long grain brown rice has a slightly nutty flavor and firm texture. The light brown color of the grain comes from the nutritious bran layers. Cook and serve warm.

45772....25# Bag.....\$28.66



NEW AND UPDATED CONTRACTS

For more than 80 years, KCDA has been a leader in providing centralized procurement services. Every dollar spent using our contracts increases our purchasing power and helps us get lower pricing. We are governed by the basic laws and regulations that apply to our members so you can be assured that our contracts are safe, legal, and compliant.

Contracts Awarded in December 2022, January and February 2023

Art Brushes, Bid 23-152

AV Equipment & Supplies, Bid 23-050

Ceramic Supplies, Bid 23-160

Classroom Aids, Bid 23-015

Commercial Kitchen Equipment, Bid 21-040

Copiers, AEPA 021-C

Custodial Products, Bid 23-060

Digital Display Solutions, AEPA 020-F

Digital Resources & Instructional Materials, AEPA 020-C

Facility Management Software, AEPA 020-D

First Aid Supplies, Bid 23-110

Food Staples and Canned Goods, Bid 20-080

General Furniture, Bid 22-130A

Health & Wellness, AEPA 022-B

Hon Furniture, Bid 21-134

HVAC Building Systems & Installation, Bid 23-270

Integrated Systems and Critical Communications, Bid 22-405

Lawn & Groundskeeping Equipment, AEPA 020-E

LED Lighting, AEPA 022-E

Library Supplies, Bid 23-020

MRO, (Maintenance Repair & Ops) Bid AEPA 023-A

Multi-Purpose Copy Paper - White Only, Bid 23-019

Natural & Synthetic Surfaces, AEPA 020-A

Paper Supplies/Reference Resources, Bid 23-010

Patient Care Training Equipment, Bid 21-116

PE Equipment & Supplies, Bid 23-120

Promotional Items, Bid 22-145

Roofing & Related Services, AEPA 021-D

Security Solutions, AEPA 021-G

Sport Count and Field Lighting, Bid 23-406

Technology Buyback, Bid AEPA 023-E

Technology Catalog, AEPA 022-G

Vehicles, AEPA 020-G

Virco Furniture, Bid 21-134

Whiteboards & Display Cases, Bid 23-131

FROM OUR PURCHASING DEPARTMENT



In 2023, KCDA Purchasing will continue to create new contract categories and renew existing contracts that are performing well, in order to provide our members with the best possible service.

To date, KCDA has managed a total of 83 contract categories through either formal bid solicitation or awarding AEPA (Association of Educational Purchasing Agencies) contract.

I am happy to let all know that KCDA board of directors approved below new bids and contract extensions in January & February.

These supplies can be purchased on our ecommerce website, and most will ship directly from our warehouse.

- #23-152, Art Brushes
- #23-050, Audio Visual Equipment & Supplies
- #23-160, Ceramic Supplies
- #23-015, Classroom Aids
- #23-060, Custodial Supplies
- #23-110, First Aid Supplies
- #23-020, Library Supplies
- #23-120, Physical Education Equipment & Supplies
- #23-131, Whiteboards & Display Cases

Contracts available to our members for your specific needs can be found on our website at www.kcda.org, listed in the “Contracts & Bids” tab.

- #23-270, HVAC building systems - *Current vendors:* Honeywell International and Hermanson Company, LLP.
- #22-405, Integrated Systems & Critical Communications - *Current vendors:* CNR, Inc., Dimensional Communications and Electrocom.
- #23-406, Sports Courts & Field Lighting - *Current vendor:* Musco Sports Lighting, LLC
- #22-145, Promotional Items - *Current vendor:* Image Source, Inc.
- #21-116, Patient Care Training Equipment - *Current vendors:* BMK Ventures, Inc. and Laerdal Medical Corp.
- AEPA#020D, Facility Management Software - *Current vendor:* Brightly.
- AEPA#020A, Natural & Synthetic Surfaces - *Current vendors:* AstroTurf Corporation, FieldTurf USA, Inc., Hellas Construction, Inc., Shaw Sports Turf and Sprinturf, LLC
- AEPA#020F, Digital Display Solutions - *Current vendor:* Daktronics
- AEPA#021C, Copiers - *Current vendors:* Konica Minolta Business Solutions USA, Inc. and Kyocera Document Solutions America, Inc.
- AEPA#021D, Roofing & Building Envelope Services - *Current vendors:* Weatherproofing Technologies/Tremco
- AEPA#021G, Security Solutions - *Current vendors:* Centegix and Deledao
- AEPA#022G, Online Technology Catalog Contract - *Current vendor:* CDW-Government LLC.
- AEPA#022E, LED Lighting Solutions - *Current vendor:* Facilites Solutions Group (FSGI)
- AEPA#022B, Health & Wellness - *Current vendors:* School Health Corporation and TinyEYE Therapy Services
- AEPA#020C, Digital Resources and Instructional Materials - *Current vendor:* Mackin Educational Resources.
- AEPA#020G, Vehicles - *Current vendor:* Phil Long Dealerships
- AEPA#020E, Landscaping & Grounds Equipment - *Current vendor:* Bobcat Company and Husqvarna Professional Products.

We've also awarded 2 brand-new AEPA contracts in Q1 2023.

- AEPA#023A, MRO, Maintenance, Repair and Operations - *Current vendors:* Ameresco, Inc., Best Plumbing Specialties, Lawson Products and Liftnow Automotive Equipment
- AEPA#023E, Technology Buyback - *Current vendor:* Total Technology.

Spring is around the corner and KCDA is taking this time to review our services and policies to ensure that we are up to date with the latest industry standards and procurement regulations. In addition, we are participating in several events including WASBO in Spokane WA to build relationships with our partner agencies and vendors. We are also actively searching for new vendors that can provide us with the best value for our money. This gives us the opportunity to negotiate better deals and ensure that we are getting the most out of our resources.

Thomas Kim
Director of Purchasing

FROM OUR MARKETING DEPARTMENT



KCDA's Student Supply Program: Equity for all Students

KCDA's Student Supply program is a cost-effective purchasing option that allows school districts to offer sets of high-quality school supplies to all students to begin the school year, saving time and money for parents and families.

Each year, families are tasked with buying supplies from a list provided by schools (pencils, markers, glue sticks, notebooks, etc). Due to economic and financial reasons or simply to get the best deal on items, some families don't fulfill the list to specification, or they buy the cheapest options, leaving many students to begin the school year inadequately prepared with lower quality or incomplete sets of school supplies.

When KCDA members purchase through the Student Supply program, they offer students an equitable chance to begin the school year with the same set of high-quality and affordable supplies for each grade level, regardless of family financial status and shopping preferences. Schools that charge a nominal fee to families to offset the cost ultimately offer savings and convenience in exchange.

How does the Student Supply program work?

- Schools provide KCDA with supply lists by grade level for the upcoming school year. Lists may be customized at the class level based on teacher preferences as well.
- KCDA procures these items at very competitive prices, packs and ships the orders in bulk by grade level to each school location.
- Once the school supply orders are received, school staff and volunteers unpack and build supply kits for each student (by the way, KCDA also offers items to help with kitting such as plastic zip bags and school supply boxes!).

If you would like more information on the Student Supply Program, please contact KCDA Customer Service or your Field Representative at 800-422-5019 or email customerservice@kcda.org. We highly encourage you to submit your Student Supply orders as early as possible so that our teams can work to secure school supplies at competitive pricing and get ahead on vendor lead times.

*Randi Michie
Director of Marketing*



KCDA Purchasing



@KCDA PurchasingCoop

VENDOR HIGHLIGHT



Technology Buyback Service, Contract AEPA 023-E

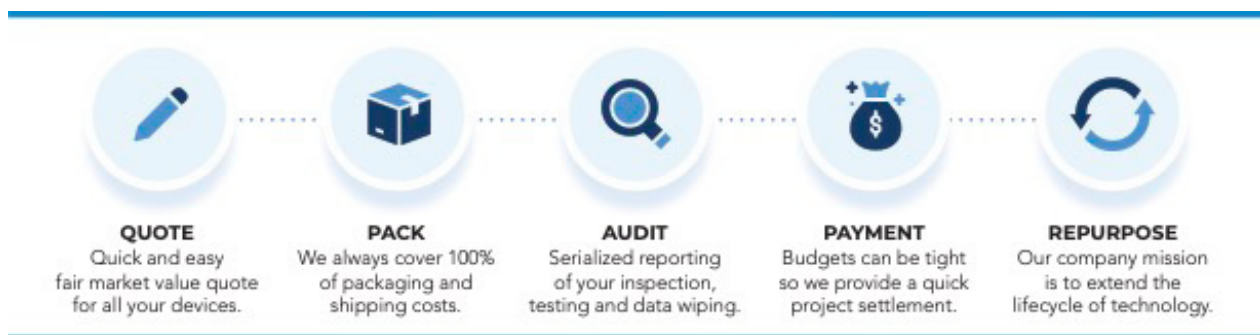
KCDA is excited to offer a unique service to our membership. You are accustomed to getting great contract pricing using KCDA contracts. Now you can use the Technology Buyback contract to enlist their fully vetted device buyback vendor to maximize the value of technology like laptops, tablets, desktops, and mobile phones that you may be retiring. This service is designed to get funds back into your budget.

Total Technology has been fully vetted by the AEPA and now holds the KCDA contract for Technology Buyback Services. With the technology buyback contract, you can avoid the administrative hassles of an RFP, and employ a vendor you can trust that is backed by KCDA. With this contract, getting funds back for the used, yet still functional, devices you are retiring is a simple process.

Total Technology has been working with schools and governmental agencies since 2011. Total Technology started from the humble beginnings of a garage but quickly built an organization that has a national reach, but a local approach, with two state-of-the-art facilities to process devices. As 1-1 initiatives have become more prevalent, so has the need for Device Buyback. Each year Total Technology processes hundreds of thousands of devices extending the lifecycle of most of these devices. Their environmentally sound approach extends the life of a device whenever possible and responsibly recycles devices when they are beyond economical repair & truly end-of-life.

The process is simple. Reach out to your dedicated Total Technology representative for a quick consultation and visit our Total Technology Contract AEPA 023-E vendor page to learn more.

Brendan Wittry, VP of Business Development | bwittry@totaltechnology.com | (224) 402-2424



STAFF DIRECTORY

Administrative

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Karen Robertson, General Accounting Assistant
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Thomas Kim, Director of Purchasing
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LED Lighting Solutions, HVAC & Mechanical Products and Solutions, LED lighting Solutions, Portable Air Purifiers, School & Instructional Supplies, Vehicles.

Contract & Procurement Specialists

Karl Durham
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Auditorium Seating, Binder Indexes, Binders, Bleachers, General Supplies, HVAC Building Systems, Integrated Security Systems & Fire Controls, Lockers, Markers, Promotional Items, Roofing and Building Envelope Services, Security Solutions, Tapes & Adhesives, Writing Instruments.

Julie Harris
jharris@kcda.org.....ext. 116
Calculators, Ceramics Supplies, Commercial Kitchen Equipment, Copiers and Multifunction Devices, Custom Printed Materials - Envelopes & Letterhead, Food Staples & Canned Goods, Health & Wellness, HVAC Maintenance, Library Supplies, Lunchroom Supplies & Equipment, Plumbing Supplies.

Janice Lee
janice.lee@kcda.org.....ext. 141
Athletic Equipment, Uniforms & Accessories, Calendars - Academic & Annual, Commercial Fitness Equipment, Crayola Art & Craft Supplies, Critical Communications Systems, Facility Management Software, Interactive Technology Mobile Cellular Connectivity, Musical Instruments, Physical Education Equipment & Supplies, Science Equipment & Supplies, Technology Catalog, Telephone Communications Systems.

Purchasing

Thomas Kim, Director of Purchasing
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Classroom Aids, Custodial Supplies, Digital Display Solutions - Scoreboards & Signage, Early Childhood Supplies & Furniture, Field Lighting, First Aid Supplies, Maintenance Machines, Modular Athletic Field Protection, Natural & Synthetic Athletic Surfaces, Plastic Can Liners, Sports Field Drainage & Irrigation Sprinkler Systems.

Tonya Webster
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Artco Bell Furniture, Carpet & Specialty Flooring General Furniture, Virco Furniture, White Boards & Display Cases.

Karri Wyman
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Art Brushes, Arts & Crafts, Audio Visual Equipment & Supplies, Bus Stop Arm Camera, Digital Resources/ Instructional Materials, Event Seating & Staging Solutions, Landscaping and Grounds Equipment, Patient Care Training Equipment
Playground Equipment, Surfacing & Site Amenities, Portable Classrooms/Modulars, Restroom - Playground and Recreational Structures, Wireless Bus Video Security Systems.

Carmen Parker
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HVAC Air Filters, Ink & Toner Cartridges, Paper, Color Copy, Construction, Paper Supplies, Dated Materials and Reference, Printing Paper - Colors & Specialty, Multi-Purpose Copy Paper - White

Inventory & Procurement Support

Debbie Day, Lead
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Responsibilities: Inventory Item Maintenance, Inventory Management Support, Purchasing for Strategic Departments and Training.

Chao Boli, Assistant
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Managing Contracts: Hon Furniture
Supports: Arts & Crafts, Classroom Aids, General Supplies. Music.

Veronica Kester, Assistant
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Supports: Arts & Crafts, Ceramics, Classroom Aids Crayola.



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Field Representatives

Ryan Burge
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Representing Counties: Adams, Asotin, Benton, Columbia, Franklin, Garfield, Island, Kitsap, S. King, Pierce, San Juan, Skagit, N. Snohomish, Thurston, Walla Walla, Whatcom, Whitman, Yakima.
Representing School Districts: Auburn, Enumclaw, Finley, Kennewick, Kiona-Benton, Prosser, Richland, Tahoma

Kevin Hedeem
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Representing Counties: Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, N. King, Okanogan, Pend Oreille, S. Snohomish, Spokane, Stevens.
Representing School Districts: Bellevue, Edmonds, Everett, Federal Way, Highline, Issaquah, Kent, Lake Washington, Mukilteo, Northshore, Renton, Riverview, Seattle, Shoreline, Snoqualmie Valley.

Mike Rebitzke
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Representing Counties: Clallam, Clark, Clowlitz, Grays Harbor, Jefferson, Klickitat, Lewis, Mason, Pacific, Skamania, Wahkiakum.
Representing States: Alaska, Idaho, Oregon.

Information Services

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Dustin Lohse, Network Administrator
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Tony Apodaca, Assistant Manager
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