From:	Ruud, Andy (SAO)
To:	Steve Austin
Cc:	Darren White; Jones, Travis (SAO); Michelle Courtney
Subject:	RE: SAO: Single Audit - Meeting Request and Outstanding Items
Date:	Tuesday, November 16, 2021 8:59:21 AM
Attachments:	image004.png image005.png image001.png

Hi Steve,

There is some overlap in the questions. I will go ahead and add you to the meeting and we can try to cover everything.

I will send the meeting invitation later this morning. My Microsoft TEAMS is not working correctly at the moment.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov

From: Steve Austin <saustin@clarkston-wa.com>
Sent: Tuesday, November 16, 2021 8:50 AM
To: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>; Michelle Courtney <mcourtney@clarkston-wa.com>
Cc: Darren White <firechief@clarkston-wa.com>; Jones, Travis (SAO) <jonest@sao.wa.gov>
Subject: RE: SAO: Single Audit - Meeting Request and Outstanding Items

External Email

Andy,

That will work better for me, if I need to attend. I wasn't sure if this was overlap from the questions you sent me Monday afternoon, or if that was separate.

Steve

From: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>
Sent: Tuesday, November 16, 2021 8:48 AM
To: Michelle Courtney <mcourtney@clarkston-wa.com>
Cc: Darren White <firechief@clarkston-wa.com>; Jones, Travis (SAO) <jonest@sao.wa.gov>; Steve Austin <saustin@clarkston-wa.com>
Subject: RE: SAO: Single Audit - Meeting Request and Outstanding Items

Hi Michelle,

10 am tomorrow works for me. I will send a meeting invitation.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov

From: Michelle Courtney <mcourtney@clarkston-wa.com>

Sent: Tuesday, November 16, 2021 8:44 AM
To: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>
Cc: Darren White <firechief@clarkston-wa.com>; Jones, Travis (SAO) <jonest@sao.wa.gov>; Steve Austin <saustin@clarkston-wa.com>
Subject: RE: SAO: Single Audit - Meeting Request and Outstanding Items

External Email

Good Morning Andy,
Darren has a couple of meetings today already on his schedule, Wednesday @ 10 am would be better for us.
Thank you,

Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Monday, November 15, 2021 3:27 PM
To: Michelle Courtney
Cc: Darren White; Jones, Travis (SAO); Steve Austin
Subject: SAO: Single Audit - Meeting Request and Outstanding Items

Hi Michelle,
I am emailing to provide summary of outstanding requests and to request a meeting. I am reaching the end of my testing and I have some final questions that I think would be easiest to cover in a meeting. Would you have time to meet sometime tomorrow?
Here is a summary of outstanding items from last week:

- Contractual Agreement with LN Curtis & Sons obligating them to perform safety checks on the SCBA units for 3 years
- Confirmation from Peter Lee at FEMA that Federal Financial Reports (SF-425) were not required to be submitted during 2020
- Copy of the signed intergovernmental agreement between the City of Clarkston and the Public Procurement Authority (The Lead Agency)

For the meeting, I would like to discuss the following areas:

- Preparation of Payment Requests
- Timing of Payment Requests
- Final Procurement Questions

Please let me know your availability and I will send a TEAMS meeting invite.
Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov