

Whitman County Historical Society Board Meeting  
12-17-2025; 7:00pm; Via Zoom

Board members present: Mark Clinton, Janet Barstow, Denise Mahnkey, Krista Boyd, Carol Larsen, Wendy Blake, Val Gregory

Guest present: John-Mark Mahnkey

The November meeting did not have a quorum. See meeting discussion notes and post-meeting Coleman Cemetery decision via email, Appendix A.

Janet Barstow moved, Krista Boyd seconded, and the board approved the consent agenda as submitted.

To answer recent questions about our administrative fee policy, Val Gregory did some research into our past decisions and forwarded the following information to the group:

To assist with the funding of administrative costs, each fiscal quarter a 5% administrative fee will be assessed on each donation or eligible grant received during that quarter. The maximum fee of any donation or eligible grant will be capped at \$5,000. This policy is effective October 1, 2023

The Pullman Depot Heritage Center requested board approval to spend \$51,700 of the money they have raised in order to work with Design West Architects to proceed with plans for the interior restoration. See Appendix B

Janet Barstow moved, Carol Larsen seconded and the board approved that the Pullman Depot Heritage Center be authorized to pay \$51,700 to hire Design West Architects for help in planning interior restoration.

The Pullman Depot Heritage Center also requested board approval to spend \$23,074.05 as a final contract payment to Dan Thayer for work completed on the rolling stock. See Appendix C for itemized breakdown. John-Mark Mahnkey answered questions from the board and summarized the state of the project so far.

Janet Barstow moved, Krista Boyd seconded, and the board approved the authorization of the final contract payment of \$23,074.05 to Dany Thayer.

(See Appendix D regarding ERTS Complaint #743094 for related Board decision, via email, of December 12, 2025)

After soliciting volunteers, the following slate of officers was proposed for 2026:

Jeff Pietila, President  
Mark Clinton, Vice President  
Jon Anderson, Treasurer  
Wendy Blake, Secretary

Janet Barstow moved, Denise Mahnkey seconded, and the board approved the slate of officers as presented.

Val Gregory reported that she had been contacted by Denise Keegan and the mayor of Tekoa, Roy Shultz regarding The Empire Theater. They are in need of a fiscal sponsor for one project to save the theater. They have a group that is going to start a Tekoa Community fund and seek grant funding, but they won't have that set up until after the grant is due. The grant is for Theaters only through the Department of Archeology, so it wouldn't be a conflict of interest for any of WCHS locations. The group will work with the Tekoa City Clerk and a grant writer from the Port of Whitman to do all the grant application work. They just need our fiscal sponsorship as a non-profit to receive the funds. Val would work with the group to set up a fiscal sponsorship

agreement and collect an administrative fee, much as we recently decided to do with the Coleman Cemetery group.

Denise Mahnkey moved, Carol Larsen seconded, and the board approved that Whitman County Historical Society act as fiscal sponsor for The Empire Theater preservation efforts until the Tekoa community can establish its own group with 501c non-profit status.

Janet Barstow reported that the latest routine seasonal check of the heating system for the Printing Museum has revealed the need for some repairs. Initial estimate is slightly under \$1000—Ackerman Nolan Heating & Air Conditioning does not yet have exact figures.

Janet moved, Krista seconded and the board approved that the Roy M. Chatters Newspaper and Printing Museum be authorized to pay Ackerman Nolan up to \$1500.00 for the needed repairs to the heating system.

Mark reported that the Genealogical Society is now charging \$20 per hour for their services, and recommended that we also work with the Archives to update our pricing and fee collection. Wendy Blake reported that this is already being discussed within the Archives committee, and a new rate sheet with payment instructions is planned that can be posted on site and printed as a flyer for our potential customers. In addition, Alex has expressed a need to have USB drives on hand that patrons can take with them in return for a donation. Wendy is looking into these ideas, with the possibility that they can be printed with our organization name and a QR code for our donation page. She expects that after the holidays she will work with Alex to get a new rate schedule ready for board approval at either the January or February meeting. Janet added that USB drives would also be useful at the Printing Museum.

Meeting adjourned

Respectfully Submitted,  
Wendy Blake, Secretary

**Next Meeting:** 7:00pm Wednesday, January 21; Archives (or Zoom, in case of bad weather)

### ***Appendix A***

The November 2025 meeting of the Whitman County Historical Society was held at the depot on the 20th at 7:00. Members present included Mark Clinton, Jeff Pietila, Jon Anderson (via Zoom), Linda Hackbarth, and Denise Mahnkey. Also present was Executive Director, Val Gregory.

- Since there was no quorum present, the meeting was informational only. No votes or other action was taken.

Depot quarterly meeting:

- Prior to the meeting the board received an informational report from the depot rail car committee regarding the status of the rail cars refurbishment project, and the current shut down of work for the winter months.

- Linda expressed concerns about the different balances between the depot's and the WCHS's accounting balances.

- Linda also asked questions regarding the society's 5% for administrative costs. Linda was of the belief that this only was on donations and not on grants. Jeff said that he believed the exemption was only for those grants that expressedly state that none of the award could go for administrative expenses, The board directed the Executive Director

to find the appropriate minutes and board policy, and to report at the next meeting.

Board meeting:

- The board received three guests who would like to partner with the society to clean and preserve the Coleman Cemetery. The Coleman group would like to use the society's 501 C 3 status as a fiscal agent as they fund raise for their project. Jeff's suggested that this would be an appropriate time to hold an e-mail vote on the proposal. Val said that she could get one out. Jon said that if the proposal passes, the society and the Coleman group will need to sign a fiscal sponsorship agreement.
- Discussion was held on the new signage for the archives. Val reminded the group that if the cost was less than \$500.00 no prior approval is necessary. It was also shared that the Genealogical will be paying a portion of the costs, and that the Genealogical Society and Archives will be holding a joint open house on Sunday, December 7th from 11:45a.m. until 1:00 p.m.
- There was no new information regarding the possibility of joining a pool of non-profit organizations in the area. Mark will follow up with e-mails and phone calls regarding this possibility.
- Election of officers for 2026 was delayed until the December meeting.

Action items:

Prior to the next meeting these items are to be completed and readied for reporting:

- Electronic vote on the Coleman Cemetery Proposal Val
- Review of the minutes and policy on 5% for admin costs Val
- Information regarding a possible non-profit insurance pool Mark

The meeting closed at 7:35 p.m.

NEXT MEETING:

December 17th via Zoom

Respectfully Submitted,

Jeff Pietila

*Post Meeting Note:* The proposal to act as fiscal sponsor for the Coleman Cemetery project was forwarded to the whole board via email where it was discussed over the course of November 24-25, 2025. Krista Boyd moved, Mark Clinton seconded and the board approved that Whitman County Historical Society act as a non-profit fiscal agent for the Coleman Cemetery project. Val will work with the group to set up the sponsorship agreement.



DESIGN  
WEST

May 15, 2025

Ms. Linda Hackbarth  
Whitman County Historical Society/Pullman Depot Heritage Center  
330 N Grand Avenue  
Pullman, WA 99163  
[lindahackbarth39@gmail.com](mailto:lindahackbarth39@gmail.com)

RE: **Design Team Proposal –  
Whitman County Historical Society/Pullman Depot  
Zones 1 through 4 Interior Upgrades**

Dear Linda,

Thank you for considering Design West Architects for the on-going preservation work of the Pullman Historic Depot. From the previous master planning and historical preservation projects and the current Restoration Committee's work I believe that we have a defined scope of work for which we can provide a fee proposal.

**Services:**

The design team's work will include the interior improvements to Zones 1 through 4 of the facility, following through on the historical restoration of the building. This effort will be coordinated to work within the requirements of financial grants that the committee may be pursuing. We propose to provide the following design team services:

1. Interior Zones 1 through 4 Restoration:
- 2.
3.
  - a. Review original drawings and other owner supplied information related to desired project scope. Observe existing conditions in the building, including as-built measuring to confirm and verify existing conditions.
  - b. Meet with the City of Pullman building official, fire marshal, and possibly city planning/zoning staff. Discuss the city's expected scope of work related to the historic restoration of the interior zones 1 through 4.
  - c. Meet with the Restoration Committee to review the project design, schedule and budget. This meeting will be held in the Depot building to facilitate a walk-through of the existing space to discuss possible renovation projects and maintenance concerns.
  - d. The architect will develop a preliminary set of conceptual options for review by the committee. Through the course of two meetings and discussions refine the concept design to arrive at a preferred project scope. The process will include drawings, diagrams or narrative to explain the results of this process.
  - e. The architect will develop construction drawings and specifications for the interior restoration of zones 1 through 4 of the building. Review and confirm scope with the Restoration Committee.
  - f. The architect will coordinate with the client's designated HVAC trade-partner, Macdonald-Miller. The architect will not include mechanical engineering in their scope of work but will integrate Macdonald-Miller's design documents into the overall project. Any compensation to Macdonald-Miller for their services will be paid by the client.

PULLMAN, WASHINGTON  
SPOKANE, WASHINGTON  
KENNEWICK, WASHINGTON  
MERIDIAN, IDAHO  
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- g. The architect will coordinate with the client's designated electrical trade-partner, Electrical Contractor's Northwest. The architect will not include electrical engineering in their scope of work but will integrate Electrical Contractor's Northwest's design documents into the overall project. Any compensation to Electrical Contractor's Northwest for their services will be paid by the client.
- h. Apply for a building permit for the construction project. Please note that either the committee or the contractor will be responsible for paying for the permit.
- i. Administer the bidding process seeking bids from potential contractors specializing in historical restoration. Receive and analyze bids, provide bid review documents to the committee.
- j. Administer the construction phase of the restoration work. This will include drafting the construction contract, answering contractor's questions, attending progress meetings, reviewing contractor's billing, and assisting the committee with compiling contractor documents for the grant reimbursement process. Please note that the committee will be responsible for the submittal of grant reimbursement documents.

Our services will be provided under the basic provisions and conditions contained within our current standard AIA B105 Owner-Architect Agreement. This contract is similar to what has been our form of agreement on previous phases of work.

**Compensation:**

Compensation for the basic services shall be on lump sum basis. The compensation is broken down into the two areas of work as follows:

Interior Historical Restoration of Zones 1 through 4

Design Confirmation	\$15,500
Construction Documents	\$20,700
Permitting & Bidding	\$2,600
Construction Administration	\$12,900
<b>Total Basic Services =</b>	<b>\$51,700</b>

Optional additional Fire Sprinkler design scope \$12,100

Note: fire sprinkler protection of this property is not required by building code and would be voluntary on the part of the client.

Optional additional Multiple Phases of Construction \$15,500

Note: if the overall project is sub-divided into multiple phases of construction each additional phase of bidding and construction, shall require additional compensation.

Some reimbursable expenses may be incurred if we are requested to make large size prints of documents for the client's use, such as presentation boards with drawings or diagrams. We will bill these expenses at cost, plus an additional 15% mark up for our handling. We do not expect any reimbursable expenses to exceed \$500.

This proposed fee assumes that all services will be complete withing 24 months of the date of this proposal. Should the project continue beyond that point the architect's compensation may be renegotiated based upon the remaining work included in this original proposal.



The fee would be invoiced monthly, based upon the percentage completion of each of the phases of services at that date. Reimbursable expenses are included in the amount defined above.

**Additional Services if required/requested:**

The services listed above will be accomplished under the fee indicated. Should additional services beyond those listed above be requested by the client, the architect shall only proceed upon written authorization for these additional services. The fee for completing additional services would be negotiated based upon the following standard billing rates.

Standard Hourly Rates:	valid through December 2025
Principal Architect	- \$200/hour
Project Architect	- \$180/hour
Project Manager	- \$160/hour
CADD Production	- \$120/hour
Clerical	- \$90/hour

If this proposal is acceptable, please let us know and we will draft an Owner-Architect Agreement for your further review and signature. If you need any additional information, or if you have any questions please do not hesitate to call. We look forward to collaborating with you on your project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ned Warnick", written over a light gray rectangular background.

Ned Warnick, AIA, LEED® AP  
Principal

## Appendix C

Projected Cost			
Date: 11/21/25			
		Tax of 8% included	Billing
Based on 3Brothers Original Schedule of Values	<b>Contract</b>	<b>\$191,191.00</b>	100%
	<b>Prepayment</b>	<b>\$56,757.35</b>	30.00%
Labor, Overhead and Profit		<b>\$134,433.65</b>	\$0.70
Contract A) Structure, B) abrasive blasting, C) shop primer D) Window removal & E) steel Allowance = 22 % of the total project	<b>as a percentage</b>	<b>\$42,062.02</b>	<b>22.00%</b>
Removing D) Window removal	Minus	<b>\$1,569.00</b>	
Remove E) 7,000 steel allowance	Minus	<b>\$7,560.00</b>	
A) Structure, B) abrasive blasting, C) shop primer = 17.22 % of the total project	<b>Applied</b>	<b>\$32,933.02</b>	17.23%
Each area of A,B,C above is noted as equals \$32,933.02/ 3 =	<b>\$10,977.67</b>	10,977.67 x percent completed	
Note: Because the lead paint was found the project was stop per contract profit or full completed			
A) Shop constructed	1.00	\$10,977.67	100.00%
B) Abrasive Blasting Passanger and Caboose car	1.00	\$10,977.67	70.00%
C) Shop Primer - passanger and Caboose car	1.00	\$10,977.67	70.00%
Total todote of A, B, & C noted above		<b>\$32,933.01</b>	
<b>30% amount up front</b>		<b>\$56,757.35</b>	
<b>Minus Material</b>			
Minus estimated value of rental equipment with 8% state tax included	\$10,784.64		
Minus estimated value of material with 8% state tax included	\$25,502.65	\$36,287.29	
Minus - Cost for paint Benjamin Moore tax included (proposal)	\$0.00		
<b>Remaining of the 30% for material up front cost</b>	<b>\$20,470.06</b>		
dollars towards the 17.22% of the total project		<b>\$32,933.01</b>	
Add Change order no.2		\$11,161.10	
Complete Work		\$44,094.11	
Minus the remaining of the 30%		<b>\$20,470.06</b>	
Final Payment to 3 brothers painting		\$23,624.05	
Minus Me and my truck clean up		<b>\$550.00</b>	
<b>Total to 3 Brother's Painting Services</b>		<b>\$23,074.05</b>	

## Appendix D

On December 12, 2025, via email, the Board of Directors responded to the following request from The Pullman Depot Heritage Center:

From: John-Mark Mahnkey <johnnym@pullman.com>

Date: Fri, Dec 12, 2025, 12:57 PM

Subject: RE: ERTS Complaint #743094

To: Kathleen Ryan <kathleen.a.ryan@gmail.com>, Linda Hackbarth <lindahackbarth39@gmail.com>, Debbie Sherman <jdjsherman@msn.com>, Brandon Burch <brandon@burchweb.net>

Cc: Kenneth Casavant <kennethlcasavant@gmail.com>, Sid Pierson <sidhpierson@gmail.com>, Kelly McGee <kelly.mariej@gmail.com>, Annette Pettenger <apetteng@completebbs.com>, Valoree Gregory <wchsdirector1@gmail.com>

I have been in contact with Greg at AirTech and if we can get approval for testing from WCHS BoD in an expedient manner (prior to their meeting on Wednesday) we can probably schedule and have the tests done before Christmas. Otherwise, if I schedule them after the meeting on Thursday the 18th, the testing and results will likely not be available until after the New Year.

The estimate for testing the paint and blast materials remains \$3,520.00. If the WCHS BoD can approve an expenditure of that amount (or a reasonably higher amount at their discretion) we can get it scheduled and done ASAP.

You may remember, the preliminary tests conducted returned a result of 0.5 PPM lead contamination. With more thorough testing, an average finding of less than the 5PPM threshold of concern would end the need for the Dept. of Ecology to be involved. From there, we can plan a course of action for final material clean-up, depending on the results returned.

Time is of the essence, so I have included Valoree Gregory on this email. Val, would you please reach out to the WCHS Board members with this request and see if it can be approved via email prior to the scheduled meeting next week?

Thank-you!

--

John-Mark Mahnkey

(208) 301-0487

[JohnnyM@Pullman.com](mailto:JohnnyM@Pullman.com)

The board clarified that the payment for this expense would be dispersed from funds already collected for this project.

Jeff Pietila moved and Wendy Blake seconded, and the board approved to permit the depot group to use their funds to cover the costs of lead clean up, not to exceed \$4,000.00