



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19294

Proposed No. 2021-0187.1

Sponsors Kohl-Welles

1 AN ORDINANCE relating to rates and charges for sewage
 2 treatment and disposal; and amending Ordinance 12353,
 3 Section 2, as amended, and K.C.C. 4A.670.100, Ordinance
 4 18745, Section 2, and Ordinance 11398, Section 1, as
 5 amended, and K.C.C. 28.84.055.

6 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

7 SECTION 1. Ordinance 12353, Section 2, as amended, and K.C.C. 4A.670.100

8 are hereby amended to read as follows:

9 A. Having determined the monetary requirements for the disposal of sewage, the
 10 council hereby adopts a ~~((2021))~~ 2022 sewer rate of ~~((forty-seven))~~ forty-nine dollars and
 11 ~~((thirty-seven))~~ twenty-seven cents per residential customer equivalent per month. Once a
 12 sewer rate ordinance becomes effective, the clerk of the council is directed to deliver a
 13 copy of that ordinance to each agency having an agreement for sewage disposal with King
 14 County.

15 B. The King County council approves the application of Statement No. 62 of the
 16 Governmental Accounting Standards Board (GASB-62) as it pertains to regulatory assets
 17 and liabilities to treat pollution remediation obligations and RainWise Program
 18 expenditures and strategic planning costs as regulatory assets, recovered ratably over the
 19 life of the underlying financing, and to establish a rate stabilization reserve for the

Ordinance 19294

20 purpose of leveling rates between years.

21 C. As required for GASB-62 application, amounts are to be placed in the rate
22 stabilization reserve from operating revenues and removed from the calculation of debt
23 service coverage. The reserve balance shall be an amount at least sufficient to maintain a
24 level sewer rate between 2021 and 2022, and shall be used solely for the purposes of:
25 maintaining the level sewer rate in ~~((2021))~~ 2022; and if additional reserve balance is
26 available, moderating future rate increases beyond ~~((2021))~~ 2022. The estimated amount
27 of the reserve, as shown in the financial forecast, Attachment A to ~~((Ordinance 19106))~~
28 this ordinance, shall be revised in accordance with the 2021-2022 Biennial Budget
29 Ordinance and financial plan. If the reserve needs to be reduced to meet debt service
30 coverage requirements for ~~((2020))~~ 2021, the county executive shall notify the council of
31 the change by providing an updated financial plan.

32 SECTION 2. Ordinance 18745, Section 2, as amended, is hereby amended to
33 read as follows:

34 Monetary requirements for the disposal of sewage as defined by contract with the
35 component sewer agencies for the fiscal year beginning January 1, ~~((2021))~~ 2022, and
36 ending December 31, ~~((2021))~~ 2022. The council hereby determines the monetary
37 requirements for the disposal of sewage as follows:

38 Administration, operating, maintenance repair and replacement (net of other
39 income): ~~((\$57,502,034))~~ \$64,625,987.

40 Establishment and maintenance of necessary working capital reserves:
41 ~~((\$93,206,863))~~ \$73,964,094.

42 Requirements of revenue bond resolutions (not included in above items and net of

Ordinance 19294

43 interest income): (~~(\$288,244,280)~~) \$295,026,970.

44 TOTAL: (~~(\$438,953,178)~~) \$433,617,051.

45 SECTION 3. Ordinance 11398, Section 1, as amended, and K.C.C. 28.84.055 are
46 hereby amended as follows:

47 A. The amount of the metropolitan sewage facility capacity charge adopted by
48 K.C.C. 28.84.050.O. that is charged monthly for fifteen years per residential customer or
49 residential customer equivalent shall be:

50 1. Seven dollars for sewer connections occurring between and including January
51 1, 1994, and December 31, 1997;

52 2. Ten dollars and fifty cents for sewer connections occurring between and
53 including January 1, 1998, and December 31, 2001;

54 3. Seventeen dollars and twenty cents for sewer connections occurring between
55 and including January 1, 2002, and December 31, 2002;

56 4. Seventeen dollars and sixty cents for sewer connections occurring between
57 and including January 1, 2003, and December 31, 2003;

58 5. Eighteen dollars for sewer connections occurring between and including
59 January 1, 2004, and December 31, 2004;

60 6. Thirty-four dollars and five cents for sewer connections occurring between
61 and including January 1, 2005, and December 31, 2006;

62 7. Forty-two dollars for sewer connections occurring between and including
63 January 1, 2007, and December 31, 2007;

64 8. Forty-six dollars and twenty-five cents for sewer connections occurring
65 between and including January 1, 2008, and December 31, 2008;

Ordinance 19294

66 9. Forty-seven dollars and sixty-four cents for sewer connections occurring
67 between and including January 1, 2009, and December 31, 2009;

68 10. Forty-nine dollars and seven cents for sewer connections occurring between
69 and including January 1, 2010, and December 31, 2010;

70 11. Fifty dollars and forty-five cents for sewer connections occurring between
71 and including January 1, 2011, and December 31, 2011;

72 12. Fifty-one dollars and ninety-five cents for sewer connections occurring
73 between and including January 1, 2012, and December 31, 2012;

74 13. Fifty-three dollars and fifty cents for sewer connections occurring between
75 and including January 1, 2013, and December 31, 2013;

76 14. Fifty-five dollars and thirty-five cents for sewer connections occurring
77 between and including January 1, 2014, and December 31, 2014;

78 15. Fifty-seven dollars for sewer connections occurring between and including
79 January 1, 2015, and December 31, 2015;

80 16. Fifty-eight dollars and seventy cents for sewer connections occurring
81 between and including January 1, 2016, and December 31, 2016;

82 17. Sixty dollars and eighty cents for sewer connections occurring between and
83 including January 1, 2017, and December 31, 2017;

84 18. Sixty-two dollars and sixty cents for sewer connections occurring between
85 and including January 1, 2018, and December 31, 2018;

86 19. Sixty-four dollars and fifty cents for sewer connections occurring between
87 and including January 1, 2019, and December 31, 2019;

88 20. Sixty-six dollars and thirty-five cents for sewer connections occurring

Ordinance 19294

89 between and including January 1, 2020, and December 31, 2020; ~~((and))~~

90 21. Sixty-eight dollars and thirty-four cents for sewer connections occurring

91 between and including January 1, 2021, and December 31, 2021; and

92 22. Seventy dollars and thirty-nine cents for sewer connections occurring

93 between and including January 1, 2022, and December 31, 2022.

94 B.1. In accordance with adopted policy FP-15.3.d. in the Regional Wastewater
95 Services Plan, K.C.C. 28.86.160.C., it is the council's intent to base the capacity charge
96 upon the costs, customer growth and related financial assumptions used in the Regional
97 Wastewater Services Plan.

98 2. In accordance with adopted policy FP- 6 in the Regional Wastewater Services
99 Plan, K.C.C. 28.86.160.C., the council hereby approves the cash balance and reserves as
100 contained in the attached financial plan for ~~((2021))~~ 2022, which is Attachment A to
101 ~~((Ordinance 19106))~~ this ordinance.

102 3. In accordance with adopted policy FP-15.3.c., King County shall pursue
103 changes in state legislation to enable the county to require payment of the capacity charge

Ordinance 19294

104 in a single payment, while preserving the option for new ratepayers to finance the
105 capacity charge.
106

Ordinance 19294 was introduced on 5/4/2021 and passed by the Metropolitan King County Council on 6/1/2021, by the following vote:

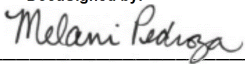
Yes: 9 - Ms. Balducci, Mr. Dembowski, Mr. Dunn, Ms. Kohl-Welles, Ms. Lambert, Mr. McDermott, Mr. Upthegrove, Mr. von Reichbauer and Mr. Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


DocuSigned by:

7E1C273CE9994B6...
Claudia Balducci, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...
Melani Pedroza, Clerk of the Council

APPROVED this _____ day of 6/17/2021, _____.

DocuSigned by:

4FBCAB8196AE4C6...
Dow Constantine, County Executive

Attachments: A. Wastewater Treatment Division Financial Plan

Wastewater Treatment Division Financial Plan

Attachment A

| KC Wastewater Treatment Division | Actual | Budget | Budget | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected |
|--|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Operating Financial Plan 4611 (\$ '000) | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Monthly Sewer Rate | \$45.33 | \$47.37 | \$49.27 | \$51.25 | \$53.30 | \$55.44 | \$58.22 | \$61.72 | \$65.43 | \$69.36 | \$73.53 | \$79.05 |
| Rate Increase | 0.00% | 4.50% | 4.00% | 4.00% | 4.00% | 4.00% | 5.00% | 6.00% | 6.00% | 6.00% | 6.00% | 7.50% |
| Residential Customer Equivalents (RCEs) | 765,746 | 734,063 | 733,403 | 754,682 | 758,606 | 762,551 | 766,516 | 770,502 | 774,509 | 778,536 | 782,585 | 786,654 |
| Revenue | | | | | | | | | | | | |
| Sewer Rate | \$ 417,228 | \$ 417,271 | \$ 433,617 | \$ 464,129 | \$ 485,205 | \$ 507,310 | \$ 535,519 | \$ 570,665 | \$ 608,113 | \$ 647,991 | \$ 690,521 | \$ 746,220 |
| Capacity Charge | 91,541 | 92,878 | 95,999 | 98,879 | 101,846 | 106,938 | 112,285 | 117,899 | 123,794 | 129,984 | 136,483 | 143,307 |
| Other Income | 20,245 | 18,468 | 16,495 | 16,589 | 16,685 | 13,783 | 13,883 | 13,986 | 14,090 | 14,198 | 14,308 | 14,420 |
| Investment Income | 7,472 | 4,496 | 3,230 | 2,630 | 2,931 | 3,359 | 3,899 | 4,771 | 5,877 | 7,291 | 7,858 | 8,146 |
| Use (Transfer to) Rate Stabilization Reserve | - | - | - | - | - | - | - | - | - | - | - | - |
| Total - Revenue | \$ 536,485 | \$ 533,113 | \$ 549,342 | \$ 582,227 | \$ 606,666 | \$ 631,389 | \$ 665,586 | \$ 707,321 | \$ 751,875 | \$ 799,463 | \$ 849,170 | \$ 912,093 |
| Expenditures & Transfers | | | | | | | | | | | | |
| O&M Expenses | \$ 161,893 | \$ 175,780 | \$ 177,121 | \$ 182,844 | \$ 192,170 | \$ 202,686 | \$ 211,433 | \$ 220,562 | \$ 230,091 | \$ 240,038 | \$ 250,420 | \$ 261,258 |
| Existing Debt Service | 248,118 | 230,368 | 254,217 | 252,169 | 255,458 | 256,973 | 255,497 | 252,748 | 252,655 | 254,045 | 268,982 | 269,575 |
| New Debt Service | - | 830 | 5,137 | 17,012 | 27,885 | 38,486 | 54,005 | 76,046 | 94,766 | 112,610 | 135,161 | 156,739 |
| Cash-funded Capital (transfer to 3611) [a] | - | 197,716 | 112,733 | 129,630 | 130,220 | 132,193 | 143,776 | 157,051 | 173,409 | 191,777 | 193,568 | 223,437 |
| Debt Retirement/ Defeasance Use of Cash | 88,342 | - | - | - | - | - | - | - | - | - | - | - |
| Minimum Operating Reserve Contribution | 762 | 2,151 | 134 | 572 | 933 | 1,052 | 875 | 913 | 953 | 995 | 1,038 | 1,084 |
| Total - Expenditures & Transfers | \$ 499,116 | \$ 606,845 | \$ 549,342 | \$ 582,227 | \$ 606,666 | \$ 631,389 | \$ 665,586 | \$ 707,321 | \$ 751,875 | \$ 799,463 | \$ 849,170 | \$ 912,093 |
| Net Cash Flow | \$ 37,369 | \$ (73,732) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Beginning Balance Operating 4611 Unrestricted | \$ 37,278 | \$ 73,732 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Cash Flow | 37,369 | (73,732) | - | - | - | - | - | - | - | - | - | - |
| Ending Balance | \$ 74,647 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Ending Reserve Balances | | | | | | | | | | | | |
| Water Quality Operating Liquidity Reserve | \$ 16,189 | \$ 17,578 | \$ 17,712 | \$ 18,284 | \$ 19,217 | \$ 20,269 | \$ 21,143 | \$ 22,056 | \$ 23,009 | \$ 24,004 | \$ 25,042 | \$ 26,126 |
| Rate Stabilization Reserve Account | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 | \$ 46,250 |
| Debt Service Coverage - Parity Bonds (Senior Lien) | 2.28x | 2.45x | 2.30x | 2.33x | 2.27x | 2.22x | 2.19x | 2.20x | 2.18x | 2.25x | 2.17x | 2.12x |
| Debt Service Coverage - All-In Debt Service | 1.51x | 1.55x | 1.44x | 1.48x | 1.46x | 1.45x | 1.47x | 1.48x | 1.50x | 1.53x | 1.48x | 1.53x |
| [a] Includes target 40% capital funding from rates, plus excess transfer from the operating reserve in 2021. | | | | | | | | | | | | |
| Capital Funding Plan - 3611 & 3612 (\$ '000) | | | | | | | | | | | | |
| Beginning Balance | \$ 129,584 | \$ 165,475 | \$ 225,615 | \$ 112,733 | \$ 129,630 | \$ 130,220 | \$ 132,193 | \$ 143,776 | \$ 157,051 | \$ 173,409 | \$ 191,777 | \$ 193,568 |
| WIFIA Proceeds | - | - | - | 134,500 | - | - | 96,845 | - | - | - | - | - |
| State Loan Proceeds | 36,634 | 31,873 | 29,465 | 18,047 | 3,103 | - | - | - | - | - | - | - |
| Variable Rate Debt Proceeds | - | 1,868 | 1,914 | 10,846 | 11,931 | 12,444 | 12,760 | 49,983 | 44,823 | 43,745 | 42,271 | 58,308 |
| Commercial Paper / Interim Financing | - | 91,350 | 54,225 | 30,280 | 18,555 | 7,170 | - | - | - | - | - | - |
| Retirement of Interim Financing | - | (4,440) | (67,955) | (52,365) | (2,715) | - | (74,105) | - | - | - | - | - |
| Net Bond Proceeds | 180,243 | - | 63,527 | 80,038 | 151,511 | 148,588 | 176,430 | 272,629 | 263,304 | 250,686 | 321,894 | 303,679 |
| Debt Reserve Contribution/(Requirement) | - | - | 602 | - | - | - | - | - | - | - | - | - |
| Grants, Settlements, and Other | 10,481 | 530 | 546 | 563 | 580 | 597 | 615 | 633 | 652 | 672 | 692 | 713 |
| Capital Expenditures | (196,073) | (258,758) | (307,939) | (334,642) | (312,594) | (299,019) | (344,737) | (467,021) | (465,830) | (468,512) | (556,634) | (556,268) |
| Ending Balance Before Transfers | \$ 160,869 | \$ 27,898 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Year-end Transfers from Operating 4611 | - | 197,716 | 112,733 | 129,630 | 130,220 | 132,193 | 143,776 | 157,051 | 173,409 | 191,777 | 193,568 | 223,437 |
| Ending Balance | \$ 160,869 | \$ 225,615 | \$ 112,733 | \$ 129,630 | \$ 130,220 | \$ 132,193 | \$ 143,776 | \$ 157,051 | \$ 173,409 | \$ 191,777 | \$ 193,568 | \$ 223,437 |
| Ending Reserve Balances | | | | | | | | | | | | |
| Capital Liquidity Reserve | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Emergency Capital Reserve | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Revenue Bonds Reserve Account | 134,655 | 128,470 | 132,449 | 142,112 | 152,798 | 163,172 | 179,003 | 198,127 | 216,847 | 234,690 | 257,242 | 278,820 |
| State Revolving Fund Reserve Account | 13,666 | 13,358 | 12,899 | 12,899 | 12,137 | 8,893 | 8,531 | 8,120 | 7,523 | 7,523 | 6,370 | 6,302 |

Certificate Of Completion

| | |
|---|----------------------------|
| Envelope Id: 3C1B5FF09A004EB689DEAB523CC419BB | Status: Completed |
| Subject: Please DocuSign: Ordinance 19294.docx, Ordinance 19294 Attachment A.xlsx | |
| Source Envelope: | |
| Document Pages: 6 | Signatures: 3 |
| Supplemental Document Pages: 1 | Initials: 0 |
| Certificate Pages: 5 | Envelope Originator: |
| AutoNav: Enabled | Cherie Camp |
| Enveloped Stamping: Enabled | 401 5th Ave |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | Suite 100 |
| | Seattle, WA 98104 |
| | Cherie.Camp@kingcounty.gov |
| | IP Address: 198.49.222.20 |


Record Tracking

| | | |
|--------------------------------------|---------------------------------|--------------------|
| Status: Original | Holder: Cherie Camp | Location: DocuSign |
| 6/2/2021 9:10:39 AM | Cherie.Camp@kingcounty.gov | |
| Security Appliance Status: Connected | Pool: FedRamp | |
| Storage Appliance Status: Connected | Pool: King County General (ITD) | Location: DocuSign |

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 King County General (ITD)
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 7E1C273CE9994B6...
 Signature Adoption: Pre-selected Style
 Using IP Address: 108.46.62.68
 Signed using mobile

Timestamp

Sent: 6/2/2021 9:12:50 AM
 Viewed: 6/7/2021 10:02:03 AM
 Signed: 6/7/2021 10:02:18 AM

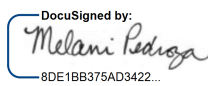
Electronic Record and Signature Disclosure:

Not Offered via DocuSign
 Supplemental Documents:

Ordinance 19294 Attachment A.xlsx

Viewed: 6/7/2021 10:02:08 AM
 Read: Not Required
 Accepted: Not Required

Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8DE1BB375AD3422...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.49.222.20

Sent: 6/7/2021 10:02:20 AM
 Viewed: 6/7/2021 11:03:56 AM
 Signed: 6/7/2021 11:04:11 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign
 Supplemental Documents:

Ordinance 19294 Attachment A.xlsx

Viewed: 6/7/2021 11:04:02 AM
 Read: Not Required
 Accepted: Not Required

Dow Constantine
 Dow.Constantine@kingcounty.gov
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 4FBCAB8196AE4C6...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.49.222.20

Sent: 6/7/2021 11:04:13 AM
 Viewed: 6/17/2021 3:54:51 PM
 Signed: 6/17/2021 3:55:07 PM

Electronic Record and Signature Disclosure:

Accepted: 6/17/2021 3:54:51 PM
 ID: 7e6ed4bf-6f77-497f-a60e-c3bf80fa674d
 Supplemental Documents:

Ordinance 19294 Attachment A.xlsx

Viewed: 6/17/2021 3:55:01 PM
 Read: Not Required

| Signer Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

Accepted: Not Required

| In Person Signer Events | Signature | Timestamp |
|-------------------------|-----------|-----------|
|-------------------------|-----------|-----------|

| Editor Delivery Events | Status | Timestamp |
|------------------------|--------|-----------|
|------------------------|--------|-----------|

| Agent Delivery Events | Status | Timestamp |
|-----------------------|--------|-----------|
|-----------------------|--------|-----------|

| Intermediary Delivery Events | Status | Timestamp |
|------------------------------|--------|-----------|
|------------------------------|--------|-----------|

| Certified Delivery Events | Status | Timestamp |
|---------------------------|--------|-----------|
|---------------------------|--------|-----------|

| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

Bailey Bryant
bailey.bryant@kingcounty.gov
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 6/7/2021 11:04:13 AM
Viewed: 6/16/2021 10:48:52 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

| | | |
|---------------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 6/2/2021 9:12:50 AM |
| Certified Delivered | Security Checked | 6/17/2021 3:54:51 PM |
| Signing Complete | Security Checked | 6/17/2021 3:55:07 PM |
| Completed | Security Checked | 6/17/2021 3:55:07 PM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| Electronic Record and Signature Disclosure |
|--|
|--|

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO King County ITD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO King County ITD:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bob.johnson@kingcounty.gov

To advise Carahsoft OBO King County ITD of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bob.johnson@kingcounty.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Carahsoft OBO King County ITD

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO King County ITD

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

| | |
|--------------------|---|
| Operating Systems: | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X |
| Browsers: | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader: | Acrobat® or similar software may be required to view and print PDF files |
| Screen Resolution: | 800 x 600 minimum |

| | |
|----------------------------|---------------------------|
| Enabled Security Settings: | Allow per session cookies |
|----------------------------|---------------------------|

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO King County ITD as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO King County ITD during the course of my relationship with you.