



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### Ordinance 19942

**Proposed No.** 2025-0129.1

**Sponsors** Balducci

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, as amended, and Ordinance 11398,  
5 Section 1, as 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 ((2025)) 2026 sewer rate of ((~~fifty-eight~~)) sixty-two dollars and  
11 ((~~twenty-eight~~)) sixty-six 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  
20 purpose of leveling rates between years.

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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 ~~((2025))~~ 2026 and ~~((2026))~~ 2027, and shall be used solely for  
25 the purposes of: maintaining the level sewer rate in ~~((2026))~~ 2027; and if additional  
26 reserve balance is available, moderating future rate increases beyond ~~((2026))~~ 2027. The  
27 estimated amount of the reserve, as shown in the financial forecast, Attachment A to  
28 ~~((Ordinance 19447))~~ this ordinance, shall be revised in accordance with the ~~((2025~~  
29 ~~Annual Budget))~~ 2026-2027 Biennial Budget Ordinance and financial plan. If the reserve  
30 needs to be reduced to meet debt service coverage requirements for ~~((2024))~~ 2025, the  
31 county executive shall notify the council of the change by providing an updated financial  
32 plan.

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

35 Monetary requirements for the disposal of sewage as defined by contract with the  
36 component sewer agencies for the fiscal year beginning January 1, ~~((2025))~~ 2026, and  
37 ending December 31, ~~((2025))~~ 2026. The council hereby determines the monetary  
38 requirements for the disposal of sewage as follows:

39 Administration, operating, maintenance repair and replacement (net of other  
40 income): ~~((98,885,775))~~ \$123,844,438.

41 Establishment and maintenance of necessary working capital reserves:  
42 ~~((159,207,572))~~ \$107,549,086.

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Requirements of revenue bond resolutions (not included in above items and net of interest income): (~~(\$290,381,168)~~) \$360,794,645.

TOTAL: (~~(\$548,474,514)~~) \$592,188,168.

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

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

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

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

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

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

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

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

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

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- 65           8. Forty-six dollars and twenty-five cents for sewer connections occurring  
66 between and including January 1, 2008, and December 31, 2008;
- 67           9. Forty-seven dollars and sixty-four cents for sewer connections occurring  
68 between and including January 1, 2009, and December 31, 2009;
- 69           10. Forty-nine dollars and seven cents for sewer connections occurring between  
70 and including January 1, 2010, and December 31, 2010;
- 71           11. Fifty dollars and forty-five cents for sewer connections occurring between  
72 and including January 1, 2011, and December 31, 2011;
- 73           12. Fifty-one dollars and ninety-five cents for sewer connections occurring  
74 between and including January 1, 2012, and December 31, 2012;
- 75           13. Fifty-three dollars and fifty cents for sewer connections occurring between  
76 and including January 1, 2013, and December 31, 2013;
- 77           14. Fifty-five dollars and thirty-five cents for sewer connections occurring  
78 between and including January 1, 2014, and December 31, 2014;
- 79           15. Fifty-seven dollars for sewer connections occurring between and including  
80 January 1, 2015, and December 31, 2015;
- 81           16. Fifty-eight dollars and seventy cents for sewer connections occurring  
82 between and including January 1, 2016, and December 31, 2016;
- 83           17. Sixty dollars and eighty cents for sewer connections occurring between and  
84 including January 1, 2017, and December 31, 2017;
- 85           18. Sixty-two dollars and sixty cents for sewer connections occurring between  
86 and including January 1, 2018, and December 31, 2018;

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

20. Sixty-six dollars and thirty-five cents for sewer connections occurring between and including January 1, 2020, and December 31, 2020;

21. Sixty-eight dollars and thirty-four cents for sewer connections occurring between and including January 1, 2021, and December 31, 2021;

22. Seventy dollars and thirty-nine cents for sewer connections occurring between and including January 1, 2022, and December 31, 2022;

23. Seventy-two dollars and fifty cents for sewer connections occurring between and including January 1, 2023, and December 31, 2023;

24. Seventy-four dollars and twenty-three cents for sewer connections occurring between and including January 1, 2024, and December 31, 2024; ~~((and))~~

25. Seventy-six dollars and nine cents for sewer connections occurring between and including January 1, 2025, and December 31, 2025; and

26. Seventy-seven dollars and ninety-nine cents for sewer connections occurring between and including January 1, 2026, and December 31, 2026:

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

2. In accordance with adopted policy FP- 6 in the Regional Wastewater Services Plan, K.C.C. 28.86.160.C., the council hereby approves the cash balance and reserves as

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109 contained in the attached financial plan for ~~((2025))~~ 2026, which is Attachment A to  
110 ~~((Ordinance 19782))~~ this ordinance.

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

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- 113 in a single payment, while preserving the option for new ratepayers to finance the  
114 capacity charge.

Ordinance 19942 was introduced on 5/13/2025 and passed by the Metropolitan King County Council on 6/17/2025, by the following vote:

Yes: 8 - Balducci, Barón, Dembowski, Mosqueda, Perry, Quinn,  
von Reichbauer and Zahilay

No: 1 - Dunn

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Signed by:

*Girmay Zahilay*

1AEA3C5077F8485...

Girmay Zahilay, Chair

ATTEST:

DocuSigned by:

*Melani Hay*

8DE1BB375AD3422...

Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 6/26/2025, \_\_\_\_\_.

Signed by:

*Shannon Braddock*

AAA4841FD7644BE...

Shannon Braddock, County Executive

**Attachments:** A. Wastewater Treatment Division Financial Plan

g County WTD - Sewer Rate Financial Model	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Wastewater Treatment Division	Actual	Budget	Rate Proposal	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Attachment A - Financial Forecast	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Operating Financial Forecast - 4611 (\$ '000)												
Monthly Sewer Rate	\$55.11	\$58.28	\$62.66	\$70.65	\$79.66	\$90.42	\$102.63	\$116.49	\$124.94	\$134.00	\$136.68	\$139.42
Rate Increase	5.75%	5.75%	7.50%	12.75%	12.75%	13.50%	13.50%	13.50%	7.25%	7.25%	2.00%	2.00%
Residential Customer Equivalents (RCEs)	774,178	780,874	787,568	792,492	797,424	802,365	807,315	812,274	817,241	822,217	827,202	832,196
Revenue												
Sewer Rate <sup>1</sup>	\$ 514,634	\$ 546,112	\$ 592,188	\$ 671,875	\$ 762,274	\$ 870,598	\$ 994,257	\$ 1,135,461	\$ 1,225,273	\$ 1,322,125	\$ 1,356,744	\$ 1,392,297
Capacity Charge	101,469	98,149	104,960	111,668	117,122	121,924	126,634	131,421	135,314	138,247	140,689	144,577
Industrial Waste	10,206	10,258	10,310	10,362	10,415	10,468	10,522	10,575	10,629	10,684	10,738	10,793
Resource Recovery	10,680	9,509	6,584	6,782	6,985	7,195	7,410	7,633	7,862	8,098	8,341	8,591
Other Income	3,714	3,578	3,597	3,616	3,635	3,655	3,676	3,697	3,719	3,742	3,765	3,789
Investment Income	26,990	25,484	19,639	17,335	17,421	20,476	22,891	25,369	29,178	31,989	34,120	35,384
Use (Transfer to) Rate Stabilization Reserve	-	-	-	-	-	-	-	-	-	-	-	-
Total - Revenue	\$ 667,693	\$ 693,090	\$ 737,277	\$ 821,637	\$ 917,852	\$ 1,034,317	\$ 1,165,390	\$ 1,314,156	\$ 1,411,975	\$ 1,514,885	\$ 1,554,398	\$ 1,595,431
Expenditures & Transfers												
O&M Expenses	\$ (205,478)	\$ (227,606)	\$ (249,295)	\$ (267,664)	\$ (283,528)	\$ (299,973)	\$ (317,417)	\$ (333,056)	\$ (349,475)	\$ (366,713)	\$ (384,811)	\$ (403,813)
Existing Debt Service	(260,856)	(271,001)	(287,706)	(288,253)	(260,877)	(271,362)	(290,154)	(289,525)	(260,530)	(265,544)	(235,871)	(225,992)
New Debt Service	-	(11,363)	(43,105)	(88,669)	(142,627)	(217,321)	(284,979)	(334,152)	(408,414)	(465,354)	(516,976)	(550,610)
Debt Retirement/ Defeasance Use of Cash	(15,897)	(81,174)	-	-	-	-	-	-	-	-	-	-
Minimum Operating Reserve Contribution	(3,247)	(2,940)	(2,169)	(1,837)	(1,586)	(1,644)	(1,744)	(1,564)	(1,642)	(1,724)	(1,810)	(1,900)
Total - Expenditures & Transfers	\$ (485,478)	\$ (594,082)	\$ (582,275)	\$ (646,422)	\$ (688,619)	\$ (790,300)	\$ (894,295)	\$ (958,297)	\$ (1,020,061)	\$ (1,099,335)	\$ (1,139,468)	\$ (1,182,316)
Net Cash Flow	\$ 182,215	\$ 99,008	\$ 155,002	\$ 175,215	\$ 229,233	\$ 244,017	\$ 271,095	\$ 355,859	\$ 391,914	\$ 415,550	\$ 414,930	\$ 413,116
Beginning Balance	\$ 2,520	\$ 90,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow	182,215	99,008	155,002	175,215	229,233	244,017	271,095	355,859	391,914	415,550	414,930	413,116
Policy Cash-Funded Capital (Transfer to Capital Fund)	(110,000)	(189,012)	(155,002)	(175,215)	(229,233)	(244,017)	(271,095)	(355,859)	(391,914)	(415,550)	(414,930)	(413,116)
Ending Balance <sup>2</sup>	\$ 74,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Reserve Balances												
Water Quality Operating Liquidity Reserve	\$ 20,548	\$ 22,761	\$ 24,929	\$ 26,766	\$ 28,353	\$ 29,997	\$ 31,742	\$ 33,306	\$ 34,947	\$ 36,671	\$ 38,481	\$ 40,381
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)	3.22x	3.34x	2.81x	2.43x	2.49x	2.37x	2.15x	2.18x	2.18x	2.05x	1.93x	1.95x
Debt Service Coverage - All-In Debt Service	1.77x	1.65x	1.48x	1.47x	1.57x	1.50x	1.47x	1.57x	1.59x	1.57x	1.55x	1.53x
<sup>1</sup> Sewer rate revenue in 2024 includes a billing adjustment of \$2.6m												
<sup>2</sup> Difference between 2024 ending balance and 2025 beginning balance driven by reconciliation of cash and accrual, timing of transfers between funds												
Capital Funding Forecast - 3611 & 3612 (\$ '000)												
Beginning Balance	\$ 119,476	\$ 182,707	\$ 189,012	\$ 155,002	\$ 175,215	\$ 229,233	\$ 244,017	\$ 271,095	\$ 355,859	\$ 391,914	\$ 415,550	\$ 414,930
WIFIA Proceeds	9,616	16,927	15,907	15,588	5,617	-	-	284,000	-	-	-	-
State Loan Proceeds	35,355	54,267	15,651	878	-	-	-	-	-	-	-	-
Variable Rate Debt Proceeds	-	154,157	17,445	106,670	82,713	134,317	171,043	157,514	155,110	163,190	145,345	146,539
Commercial Paper / Interim Financing	66,000	49,725	108,632	22,982	5,472	-	-	-	-	-	-	-
Retirement of Interim Financing	-	(35,620)	(18,172)	(18,548)	(5,472)	-	-	(175,000)	-	-	-	-
Net Bond Proceeds	192,081	40,085	366,884	574,698	720,610	975,346	817,037	660,849	702,699	692,807	642,895	378,788
Reserve Contribution/(Requirement) <sup>3</sup>	(34,239)	-	-	-	-	-	-	-	-	-	-	-
Grants, Settlements, and Other	3,665	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	(312,597)	(462,248)	(695,360)	(857,271)	(984,155)	(1,338,896)	(1,232,097)	(1,198,458)	(1,213,668)	(1,247,910)	(1,203,790)	(940,257)
Ending Balance Before Transfers	\$ 79,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year-end Transfers from Operating Fund	110,000	189,012	155,002	175,215	229,233	244,017	271,095	355,859	391,914	415,550	414,930	413,116
Ending Balance	\$ 189,357	\$ 189,012	\$ 155,002	\$ 175,215	\$ 229,233	\$ 244,017	\$ 271,095	\$ 355,859	\$ 391,914	\$ 415,550	\$ 414,930	\$ 413,116
Ending Reserve Balances												
Capital Liquidity Reserve	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
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	145,167	133,590	159,105	198,541	248,091	315,435	373,546	420,784	482,142	531,697	574,926	589,373
State Revolving Fund Reserve Account	219	219	176	133	133	133	68	-	-	-	-	-
<sup>3</sup> Capital Liquidity Reserve increased from \$5m to \$40m in 2024												

Note: Bond covenants are written to allow that in any given year, use of the Rates Stabilization Reserve can be recognized as revenue eligible for inclusion in the bond coverage calculation. In years that WTD contributes to this reserve, that portion of revenue is deducted from the revenue basis for calculating bond cc

Unit Conversion

1,000

Check

TRUE



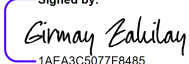
## Certificate Of Completion

Envelope Id: CF1A05BC-76FC-432E-B02D-D2E6ADFD8A8C	Status: Completed
Subject: Complete with Docusign: Ordinance 19942 Attachment A.pdf, Ordinance 19942.docx	
Source Envelope:	
Document Pages: 7	Signatures: 3
Supplemental Document Pages: 1	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Angel Foss
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Angel.Foss@kingcounty.gov
	IP Address: 146.129.133.64

## Record Tracking

Status: Original	Holder: Angel Foss	Location: DocuSign
6/18/2025 11:02:10 AM	Angel.Foss@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: Docusign

## Signer Events

Signer Events	Signature	Timestamp
Girmay Zahilay	Signed by:	Sent: 6/18/2025 11:03:48 AM
Girmay.Zahilay@kingcounty.gov		Viewed: 6/18/2025 12:21:41 PM
Council Chair	1AEA3C5077F8485...	Signed: 6/18/2025 12:21:50 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 71.227.166.164	


### Electronic Record and Signature Disclosure:

Accepted: 6/18/2025 12:21:41 PM  
ID: 5a71e39d-edc4-4ebd-af01-4af208f0352e

Melani Hay	DocuSigned by:	Sent: 6/18/2025 12:21:51 PM
melani.hay@kingcounty.gov		Viewed: 6/18/2025 12:22:26 PM
Clerk of the Council	8DE1BB375AD3422...	Signed: 6/18/2025 12:23:25 PM
King County Council	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 198.49.222.20	

### Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM  
ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

shannon braddock	Signed by:	Sent: 6/18/2025 12:23:27 PM
shannon.braddock@kingcounty.gov		Viewed: 6/26/2025 12:21:27 PM
Deputy Executive	AAA4841FD7644BE...	Signed: 6/26/2025 12:22:01 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 146.129.84.133	

### Electronic Record and Signature Disclosure:

Accepted: 6/26/2025 12:21:27 PM  
ID: 53f8133f-43c6-4213-8ce4-a8b9e39f6806

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
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Ames Kessler akessler@kingcounty.gov Executive Legislative Coordinator & Public Records Officer King County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/18/2025 2:58:43 PM Viewed: 6/18/2025 3:00:44 PM
Rhonda Lewis Rhonda.Lewis@kingcounty.gov Chief of Staff KCC District 2 Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 9/12/2024 1:36:15 PM ID: fd510acf-932b-44d2-8026-9e6faabe664a	<b>COPIED</b>	Sent: 6/26/2025 12:22:02 PM
cherie camp cherie.camp@kingcounty.gov Legislative Clerk - Ccl King County Council Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/26/2025 12:22:03 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	6/18/2025 11:03:48 AM
Envelope Updated	Security Checked	6/18/2025 11:37:00 AM
Envelope Updated	Security Checked	6/18/2025 1:48:50 PM
Envelope Updated	Security Checked	6/18/2025 2:58:43 PM
Certified Delivered	Security Checked	6/26/2025 12:21:27 PM
Signing Complete	Security Checked	6/26/2025 12:22:01 PM
Completed	Security Checked	6/26/2025 12:22:03 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, King County-Department of 02 (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 system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **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 the signing session and, if you elect to create a DocuSign account, you may access the documents 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. Further, 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 King County-Department of 02:**

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: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from King County-Department of 02**

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 email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with King County-Department of 02**

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

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing 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**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents 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 confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email 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 as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.