



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16876

Proposed No. 2025-0257.1

Sponsors Zahilay

1 A MOTION approving renewal of contract for chief legal
2 counsel to the King County council.

3 WHEREAS, RCW 36.32.200 grants county councils the authority to hire their
4 own legal counsel for up to a two-year term upon the approval of the presiding superior
5 court judge of the county, and

6 WHEREAS, the King County council has used the authority provided in RCW
7 36.32.200 to hire legal counsel to provide the council with legal advice on legislative,
8 contractual, and other legal matters, and

9 WHEREAS, Monique Cohen was previously appointed to the position of chief
10 legal counsel to the King County council for a two-year term November 17, 2023,
11 through November 16, 2025;

12 NOW, THEREFORE, BE IT MOVED by the Council of King County:

13 The chair of the employment and administration committee is authorized to sign a
14 contract letter that is substantially similar to Attachment A to this motion appointing
15 Monique Cohen to serve a two-year term in the position of chief legal counsel to

Motion 16876

- 16 the King County council, effective November 17, 2025, and upon approval by the
17 presiding judge of the King County superior court.

Motion 16876 was introduced on 8/26/2025 and passed by the Metropolitan King County Council on 9/16/2025, by the following vote:

Yes: 8 - Balducci, Barón, Dembowski, Dunn, Perry, Quinn, von
Reichbauer and Zahilay
Excused: 1 - Mosqueda

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

-

Attachments: A. Contract Letter - Cohen

Motion 16876



King County Council

King County Courthouse
516 Third Avenue, Suite 1200
Seattle, WA 98104
206-477-1000
www.kingcounty.gov/council

September 2, 2025

Monique Cohen, Chief Legal Counsel
King County Council
1200 King County Courthouse
Seattle, WA 98104

Dear Ms. Cohen:

On behalf of the Metropolitan King County Council, I am pleased to offer you a two-year term appointment as the Council's Chief Legal Counsel. This contract is effective from November 17, 2025 through November 16, 2027. This position is at-will and exempt from career service.

As Chief Legal Counsel, you will report to the Chair of the King County Council and receive assignments directly from individual councilmembers. You will be compensated at pay range 136, step 13, on the Legislative Branch salary schedule. You will continue to receive the benefits extended to all non-represented employees of the Legislative Branch who serve in an exempt status. The Council will pay your WSBA licensing fee for 2026 and 2027 as well as continuing legal education as approved by the Chair of the Council.

The Council looks forward to your continued support as we address the important issues facing King County over the next two years. Thank you for your service.

Sincerely,

Girmay Zahilay, Chair
Employment & Administration Committee

REVIEWED AND ACCEPTED:

Monique Cohen

Honorable Ketu Shah, Presiding Judge
King County Superior Court
Approved per RCW 36.32.200

CC Stephanie Cirkovich, Council Chief of Staff
Deandra Stanley, HR Manager
Leesa Manion, King County Prosecuting Attorney

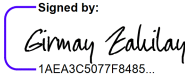
Certificate Of Completion

Envelope Id: B2B9D37E-9DBD-40EB-BF31-DBBD74780589	Status: Completed
Subject: Complete with Docusign: Motion 16876.docx, Motion 16876 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 1	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
9/17/2025 1:43:25 PM	Cherie.Camp@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		Sent: 9/17/2025 1:44:07 PM
girmay.zahilay@kingcounty.gov		Viewed: 9/17/2025 1:53:28 PM
Council Chair		Signed: 9/17/2025 1:53:36 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 146.129.133.77	

Electronic Record and Signature Disclosure:

Accepted: 9/17/2025 1:53:28 PM
ID: dcacc334-77a4-42f8-bc69-cf57d63942f2

Melani Hay		Sent: 9/17/2025 1:53:37 PM
melani.hay@kingcounty.gov		Viewed: 9/17/2025 2:04:03 PM
Clerk of the Council		Signed: 9/17/2025 2:04:09 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

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/17/2025 1:44:07 PM
Certified Delivered	Security Checked	9/17/2025 2:04:03 PM
Signing Complete	Security Checked	9/17/2025 2:04:09 PM
Completed	Security Checked	9/17/2025 2:04:09 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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

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 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 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 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>.

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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.

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- 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.