



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### Ordinance 19782

**Proposed No.** 2024-0146.1

**Sponsors** Zahilay

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 ((2024)) 2025 sewer rate of ((fifty-five)) fifty-eight dollars and  
 11 ((eleven)) twenty-eight cents per residential customer equivalent per month. Once a sewer  
 12 rate ordinance becomes effective, the clerk of the council is directed to deliver a copy of  
 13 that ordinance to each agency having an agreement for sewage disposal with King County.

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

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20 C. As required for GASB-62 application, amounts are to be placed in the rate  
21 stabilization reserve from operating revenues and removed from the calculation of debt  
22 service coverage. The reserve balance shall be an amount at least sufficient to maintain a  
23 level sewer rate between ~~((2023))~~ 2025 and ~~((2024))~~ 2026, and shall be used solely for  
24 the purposes of: maintaining the level sewer rate in ~~((2024))~~ 2026; and if additional  
25 reserve balance is available, moderating future rate increases beyond ~~((2024))~~ 2026. The  
26 estimated amount of the reserve, as shown in the financial forecast, Attachment A to  
27 ~~((Ordinance 19447))~~ this ordinance, shall be revised in accordance with the ~~((2023-2024~~  
28 ~~Biennial Budget))~~ 2025 Annual Budget Ordinance and financial plan. If the reserve  
29 needs to be reduced to meet debt service coverage requirements for ~~((2023))~~ 2024, the  
30 county executive shall notify the council of the change by providing an updated financial  
31 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, ~~((2024))~~ 2025, and  
36 ending December 31, ~~((2024))~~ 2025. 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): ~~((76,762,508))~~ \$98,885,775.

40 Establishment and maintenance of necessary working capital reserves:  
41 ~~((151,283,097))~~ \$159,207,572.

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42 Requirements of revenue bond resolutions (not included in above items and net of  
43 interest income): (~~(\$285,003,893)~~) \$290,381,168.

44 TOTAL: (~~(\$513,049,498)~~) \$548,474,514.

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;

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

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;

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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  
89 between and including January 1, 2020, and December 31, 2020;

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

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

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

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

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

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

104           2. In accordance with adopted policy FP- 6 in the Regional Wastewater Services  
105 Plan, K.C.C. 28.86.160.C., the council hereby approves the cash balance and reserves as  
106 contained in the attached financial plan for ~~((2024))~~ 2025, which is Attachment A to  
107 ~~((Ordinance 19447))~~ this ordinance.

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108           3. In accordance with adopted policy FP-15.3.c., King County shall pursue  
109 changes in state legislation to enable the county to require payment of the capacity charge  
110 in a single payment, while preserving the option for new ratepayers to finance the  
111 capacity charge.

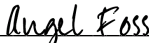
Ordinance 19782 was introduced on 5/7/2024 and passed by the Metropolitan King County Council on 6/18/2024, by the following vote:

Yes: 7 - Balducci, Barón, Dembowski, Mosqueda, Perry, Upthegrove and Zahilay  
No: 2 - Dunn and von Reichbauer

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...  
Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
C267B914088E4A0...  
Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 6/18/2024, \_\_\_\_\_.

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Dow Constantine, County Executive

**Attachments:** A. King County Wastewater Treatment Division - Sewer Rate Financial Model

## Ordinance 19782

King County WTD - Sewer Rate Financial Model			2023	2024
Wastewater Treatment Division		Actual	Budget	
Attachment A - Financial Forecast		2023	2024	
<b>Operating Financial Forecast - 4611 (\$ '000)</b>				
Monthly Sewer Rate		\$52.11		\$55.11
Rate Increase		5.75%		5.75%
Residential Customer Equivalents (RCEs)		768,447		775,653
<b>Revenue</b>				
Sewer Rate <sup>1</sup>	\$	479,425	\$	512,955
Capacity Charge		90,860		96,060
Industrial Waste		10,769		10,825
Resource Recovery		10,857		9,274
Other Income		4,687		3,392
Investment Income		15,234		19,041
Use (Transfer to) Rate Stabilization Reserve		-		-
<b>Total - Revenue</b>	<b>\$</b>	<b>611,832</b>	<b>\$</b>	<b>651,546</b>
<b>Expenditures &amp; Transfers</b>				
O&M Expenses	\$	(187,185)	\$	(198,208)
Existing Debt Service		(273,545)		(251,743)
New Debt Service		-		(9,350)
Debt Retirement/ Defeasance Use of Cash		(143,000)		-
Minimum Operating Reserve Contribution		(1,082)		(2,520)
<b>Total - Expenditures &amp; Transfers</b>	<b>\$</b>	<b>(604,812)</b>	<b>\$</b>	<b>(461,821)</b>
<b>Net Cash Flow</b>	<b>\$</b>	<b>7,020</b>	<b>\$</b>	<b>189,725</b>
Beginning Balance	\$	42,431	\$	2,520
Net Cash Flow		7,020		189,725
Policy Cash-Funded Capital (Transfer to Capital Fund)		(43,000)		(192,245)
Ending Balance <sup>2</sup>	\$	6,451	\$	0
<b>Ending Reserve Balances</b>				
Water Quality Operating Liquidity Reserve	\$	18,718	\$	19,821
Rate Stabilization Reserve Account	\$	46,250	\$	46,250
Debt Service Coverage - Parity Bonds (Senior Lien)		3.07x		3.12x
Debt Service Coverage - All-In Debt Service		1.55x		1.74x
<sup>1</sup> Sewer rate revenue includes a billing adj. of \$1.1m				
<sup>2</sup> Difference between 2023 ending balance and 2024 beginning balance driven by reconciliation of				

**Capital Funding Forecast - 3611 & 3612 (\$ '000)**

Beginning Balance	\$	201,482	\$	119,476
WIFIA Proceeds		17,686		-
State Loan Proceeds		133,894		46,571
Variable Rate Debt Proceeds		-		-
Commercial Paper / Interim Financing		-		73,945
Retirement of Interim Financing		(72,100)		(17,953)

Net Bond Proceeds	138,239	94,086
Debt Reserve Contribution/(Requirement)	459	-
Grants, Settlements, and Other	568	-
<b>Capital Expenditures</b>	<b>(361,117)</b>	<b>(316,126)</b>
Ending Balance Before Transfers	\$ 59,111	\$ -
Year-end Transfers from Operating Fund	43,000	192,245
Ending Balance	\$ 102,111	\$ 192,245
<b>Ending Reserve Balances</b>		
Capital Liquidity Reserve	5,000	5,000
Emergency Capital Reserve	15,000	15,000
Revenue Bonds Reserve Account	128,764	130,709
State Revolving Fund Reserve Account	981	219

Note: Bond covenants are written to allow that in any given year, use of the Rates Stabilization Reserve on a month-to-month basis for calculating bond coverage. This allows WTD 1



	2025	2026	2027	2028	2029
Rate Proposal	Projected	Projected	Projected	Projected	Projected
2025	2026	2027	2028	2029	
	\$58.28	\$62.36	\$66.73	\$71.41	\$77.31
	5.75%	7.00%	7.00%	7.00%	8.25%
	784,252	789,176	794,108	799,049	803,999
\$	548,475	\$ 590,556	\$ 635,890	\$ 684,721	\$ 745,886
	102,369	109,517	116,355	122,181	128,032
	10,880	10,936	10,993	11,050	11,107
	7,372	7,593	7,821	8,056	8,297
	3,405	3,419	3,433	3,448	3,463
	20,153	16,153	16,093	16,656	18,590
	-	-	-	-	-
<b>\$</b>	<b>692,654</b>	<b>\$ 738,175</b>	<b>\$ 790,585</b>	<b>\$ 846,112</b>	<b>\$ 915,375</b>
\$	(222,912)	\$ (238,307)	\$ (258,412)	\$ (271,281)	\$ (284,533)
	(249,021)	(259,861)	(274,108)	(244,766)	(257,349)
	(21,009)	(37,179)	(61,754)	(95,291)	(138,481)
	-	-	-	-	-
	(2,470)	(1,539)	(2,011)	(1,287)	(1,325)
<b>\$</b>	<b>(495,413)</b>	<b>\$ (536,886)</b>	<b>\$ (596,285)</b>	<b>\$ (612,625)</b>	<b>\$ (681,689)</b>
<b>\$</b>	<b>197,242</b>	<b>\$ 201,289</b>	<b>\$ 194,300</b>	<b>\$ 233,487</b>	<b>\$ 233,686</b>
\$	0	\$ 0	\$ 0	\$ 0	\$ -
	197,242	201,289	194,300	233,487	233,686
	(197,242)	(201,289)	(194,300)	(233,487)	(233,686)
<b>\$</b>	<b>0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>
\$	22,291	\$ 23,831	\$ 25,841	\$ 27,128	\$ 28,453
\$	46,250	\$ 46,250	\$ 46,250	\$ 46,250	\$ 46,250
	3.19x	2.92x	2.53x	2.67x	2.58x
	1.74x	1.68x	1.58x	1.69x	1.59x

cash and accrual, timing of transfers between funds

\$	192,245	\$	197,242	\$	201,289	\$	194,300	\$	233,487
	-		96,845		111,905		32,690		25,440
	17,856		-		-		-		-
	15,974		16,693		21,519		50,439		77,592
	20,391		21,314		8,032		1,796		-
	(10,548)		(32,149)		(55,000)		(9,828)		-

162,064	174,027	261,507	411,384	536,223
-	-	-	-	-
-	-	-	-	-
<b>(397,982)</b>	<b>(473,971)</b>	<b>(549,251)</b>	<b>(680,782)</b>	<b>(872,741)</b>
\$ -	\$ -	\$ -	\$ -	\$ -
197,242	201,289	194,300	233,487	233,686
\$ 197,242	\$ 201,289	\$ 194,300	\$ 233,487	\$ 233,686
5,000	5,000	5,000	5,000	5,000
15,000	15,000	15,000	15,000	15,000
141,435	157,725	183,996	212,751	249,875
219	176	133	133	133

eserve can be recognized as revenue eligible for inclusion in the bond coverage calculation. In ye  
to use reserves to smooth rate increases and otherwise manage rate levels without compromisi

	2030	2031	2032	2033	2034
	Projected	Projected	Projected	Projected	Projected
	2030	2031	2032	2033	2034
	\$83.69	\$90.60	\$98.99	\$108.15	\$118.16
	8.25%	8.25%	9.25%	9.25%	9.25%
	808,958	813,925	818,901	823,886	828,880
\$	812,420	\$ 884,899	\$ 972,756	\$ 1,069,239	\$ 1,175,286
	133,148	138,379	142,656	145,937	148,706
	11,164	11,222	11,280	11,339	11,398
	8,546	8,802	9,067	9,339	9,619
	3,479	3,495	3,511	3,528	3,546
	19,673	20,733	22,447	25,160	27,253
	-	-	-	-	-
<b>\$</b>	<b>988,430</b>	<b>\$ 1,067,531</b>	<b>\$ 1,161,717</b>	<b>\$ 1,264,542</b>	<b>\$ 1,375,807</b>
\$	(298,440)	\$ (313,035)	\$ (328,353)	\$ (344,429)	\$ (361,301)
	(273,915)	(273,748)	(249,327)	(258,833)	(240,104)
	(190,216)	(237,433)	(295,159)	(346,532)	(381,526)
	-	-	-	-	-
	(1,391)	(1,459)	(1,532)	(1,608)	(1,687)
<b>\$</b>	<b>(763,962)</b>	<b>\$ (825,675)</b>	<b>\$ (874,370)</b>	<b>\$ (951,401)</b>	<b>\$ (984,618)</b>
<b>\$</b>	<b>224,469</b>	<b>\$ 241,855</b>	<b>\$ 287,347</b>	<b>\$ 313,141</b>	<b>\$ 391,189</b>
\$	-	\$ -	\$ -	\$ -	\$ -
	224,469	241,855	287,347	313,141	391,189
	(224,469)	(241,855)	(287,347)	(313,141)	(391,189)
<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
\$	29,844	\$ 31,304	\$ 32,835	\$ 34,443	\$ 36,130
\$	46,250	\$ 46,250	\$ 46,250	\$ 46,250	\$ 46,250
	2.19x	2.06x	2.13x	2.01x	2.07x
	1.49x	1.48x	1.53x	1.52x	1.63x
\$	233,686	\$ 224,469	\$ 241,855	\$ 287,347	\$ 313,141
	9,544	14,547	-	-	-
	-	-	-	-	-
	100,198	118,588	113,204	141,343	131,341
	-	-	-	-	-
	-	-	-	-	-

653,478	582,590	703,018	647,063	434,564
-	-	-	-	-
-	-	-	-	-
<b>(996,906)</b>	<b>(940,193)</b>	<b>(1,058,077)</b>	<b>(1,075,753)</b>	<b>(879,047)</b>
\$ -	\$ -	\$ -	\$ -	\$ -
224,469	241,855	287,347	313,141	391,189
\$ 224,469	\$ 241,855	\$ 287,347	\$ 313,141	\$ 391,189
5,000	5,000	5,000	5,000	5,000
15,000	15,000	15,000	15,000	15,000
295,254	336,512	384,190	429,840	461,395
68	-	-	-	-

ears that WTD contributes to this reserve, that portion of revenue is deducted from the revenue  
 ng the ability to meet annual bond coverage targets.

**Certificate Of Completion**

Envelope Id: C0378226F5C141FF8CF2349DF210981E	Status: Completed
Subject: Complete with DocuSign: Ordinance 19782.docx, Ordinance 19782 Attachment A.xlsx	
Source Envelope:	
Document Pages: 6	Signatures: 3
Supplemental Document Pages: 6	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)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

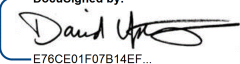
**Record Tracking**

Status: Original	Holder: Cherie Camp	Location: DocuSign
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Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

**Signer Events**

Dave Upthegrove  
dave.upthegrove@kingcounty.gov  
Chair  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
E76CE01F07B14EF...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 198.49.222.20

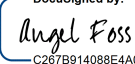
**Timestamp**

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Viewed: 6/18/2024 4:13:15 PM  
Signed: 6/18/2024 4:13:29 PM

**Electronic Record and Signature Disclosure:**

Accepted: 6/18/2024 4:13:15 PM  
ID: b22edd0a-5af8-49ce-96e0-5fcd0ae41c7b

Angel Foss  
Angel.Foss@kingcounty.gov  
Deputy Clerk of the Council  
King County Council  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
C267B914088E4A0...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.49.222.20

Sent: 6/18/2024 4:13:30 PM  
Viewed: 6/18/2024 4:14:04 PM  
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**Electronic Record and Signature Disclosure:**

Accepted: 9/30/2022 11:28:30 AM  
ID: 020c9a0a-c529-4443-8490-bad8ecc7fb95

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

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 146.129.84.117

Sent: 6/18/2024 4:14:25 PM  
Viewed: 6/18/2024 4:27:27 PM  
Signed: 6/18/2024 4:28:13 PM

**Electronic Record and Signature Disclosure:**

Accepted: 6/18/2024 4:27:27 PM  
ID: 193365af-2036-4aad-938a-a278fde53594

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Ames Kessler  
akessler@kingcounty.gov  
Executive Legislative Coordinator & Public Records  
Officer  
King County  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 6/18/2024 4:14:25 PM  
Viewed: 6/18/2024 4:17:31 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/18/2024 4:09:11 PM
Certified Delivered	Security Checked	6/18/2024 4:27:27 PM
Signing Complete	Security Checked	6/18/2024 4:28:13 PM
Completed	Security Checked	6/18/2024 4:28:13 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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.