

# **KING COUNTY**

# Signature Report

### FCD Resolution FCD2021-10

Proposed No. FCD2021-10.1 **Sponsors** 1 A RESOLUTION relating to the operations and finances of 2 the King County Flood Control Zone District; authorizing 3 the expenditure of District funds for projects and activities 4 in accordance with the Flood Reduction Grants. 5 WHEREAS, the King County Flood Control Zone District ("the District") adopts 6 an annual work program, budget, operating budget for King County, capital budget and 7 six-year capital improvement program pursuant to chapter 86.15 RCW, and 8 WHEREAS, in 2014, the District created the Flood Reduction Grant fund to 9 provide grant funding for projects with flood reduction benefits, including, but not 10 limited to, surface water overflows, near shore flooding, lake flooding due to outflow 11 blockage, or the clearance of clogged agricultural drainage systems, and 12 WHEREAS, in 2020, the District expanded the Flood Reduction Grant fund to 13 provide grant funding for projects addressing the countywide flood issues of urban 14 streams, coastal erosion/coastal flooding, and culvert replacement/fish passage 15 restoration, and 16 WHEREAS, the District desires to continue funding projects in the Flood 17 Reduction Grant fund, and 18 WHEREAS, in establishing the District's 2021 budget, the District provided 19 \$12,000,000 in funding in the Flood Reduction Grant Fund, and 20 WHEREAS, a selection committee composed of the director of the water and land

# FCD Resolution FCD2021-10

21	resources division of the King County department of natural resources and parks, the
22	District's executive director and a former Burien city council member reviewed the 2021
23	applications for grant funds and made a recommendation regarding them to the District,
24	and
25	WHEREAS, the District's executive committee reviewed the selection
26	committee's recommendations, and
27	WHEREAS, based on the recommendation of the selection committee, as
28	considered and modified by the District's executive committee, the board of supervisors
29	desires to approve the 2021 grant fund applications and projects;
30	NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
31	SUPERVISORS OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

- 32 <u>SECTION 1.</u> The board of supervisors approves the 2021 King County Flood
- Reduction Fund Grant Projects described in Attachment A to this resolution.

FCD Resolution FCD2021-10 was introduced on and passed by the King County Flood Control District on 9/14/2021, 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 FLOOD CONTROL ZONE DISTRICT KING COUNTY, WASHINGTON

DocuSigned by:

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Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

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Melani Pedroza, Clerk of the Board

Attachments: A. 2021 Flood Reduction Grant Recommendation List

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
		ORIGINAL FLOOD REDUCTION CA	TEGORY				
Burien, City of	Occidental Ave S. Drainage Improvements	Alleviate flooding of roadway and private properties in a residential neighborhood that has reoccurred over the last several years during large rain events. The existing system consists of shallow ditches and pipes that are damaged, broken, and disjointed along the west shoulder of Occidental Ave S. The proposed improvements include a new underground drainage system of 12" to 18" pipe and new drainage structures. This riparian reforestation effort will provide bank stabilization	Original Flood Reduction	8	\$400,000	\$0	\$400,000
Carnation Farms	Carnation Farms Riparian Planting	This riparian reforestation effort will provide bank stabilization and flood protection for 300 feet of the Snoqualmie River in an area subject to high rates of erosion. The project will help protect more than 50 acres of food-producing agricultural land and critical farm infrastructure, result in a reduction of potential siltation in critical salmon habitat, and provide a contiguous canopy cover on the south shore of the river to help mitigate rising river water temperatures	Original Flood Reduction	3	\$23,430	\$0	\$23,430
Drainage Improvement District #7	Levee Rebuilding in Cherry Valley Design, Permits & Construction, Phase C	This proposal builds on completed levee project elements in other phases. Phase C of the levee project will include final design, permit acquisition, and constructed levee improvements along the final 2,000 feet of the left bank of Cherry Creek within the Snoqualmie River floodplain.	Original Flood Reduction	3	\$250,000	\$365,000	\$250,000
Enumclaw, City of	Boise Creek Restoration at Enumclaw Golf Course	Restore Boise Creek at the Enumclaw Golf Course to its historic channel against the forested southeastern hillside of the course and daylight a 900ft long culverted section of an adjacent tributary (Chappel Springs) for vastly improved fish passage, salmonid spawning, and riparian habitat. In addition to the ecological benefits, this work will eliminate current routine seasonal flooding of the Enumclaw Golf Course which damages the course, adjacent properties, and significantly impacts course playability.	Original Flood Reduction	9	\$450,000	\$1,500,000	\$450,000
Hidden Valley Property Owners Assocation	Retaining Walls South Fork Hamm Creek	Build a soldier pile retaining wall system beneath four 150 foot sections of Country Club Lane. Secure the road with a gate to stop persistent dumping of garbage from outside community members. This project will assist in mitigating the erosion, landslide, seismic, and pollution hazards to South Fork of Hamm	Original Flood Reduction	8	\$250,000	\$0	\$250,000
Hunts Point, Town of	Fairweather Place Drainage Improvement	Raise the finished grade leve in the cul-de-sac by 1-6 inches to reduce flooding that occurs as the water level rises in Lake Washington.	Original Flood Reduction	6	\$30,390	\$3,010	\$30,390

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
Issaquah, City of	East Lake Sammamish Parkway - 56th St. to 51st St. Drainage Improvements Construction	Parkway between SE 56 <sup>th</sup> St. and SE 51st St. is underperforming and causing street flooding during both high-intensity and long-duration lower-intensity storm events. The City will upsize two culverts to improve ditch conveyance and hydraulic capacity, reducing the likelihood of flooding along the corridor. This will reduce the extent and amount of maintenance required while also improving fish habitat and enhancing an active stream and wetland system. The grant would pay for construction of the culverts, invasive species removal from the conveyance channel, planting of native species, and improvement of conveyance pipes and catch basins.	Original Flood Reduction	3	\$300,000	\$1,585,000	\$300,000
King Conservation District	KCD Agricultural Drainage Project - Phase 7	This project builds on five years of Flood Reduction Grants awarded to KCD to develop, implement and expand services that facilitate increased cooperator participation in King County's Agricultural Drainage Assistance Program (ADAP). With a high backlog of willing participants (including specific outreach to non-English speaking farmers) in areas identified with drainage issues, KCD proposes an extension of funding for our partnering role with King County.	Original Flood Reduction	3, 7, 9	\$300,000	\$149,250	\$0
King County Drainage District No. 5	Lateral A Conveyance Improvements	This project will replace an aging and undersized piped conveyance system that drains a large area of the City of Enumclaw. The existing undersized conveyance is deteriorated and a source of frequent flooding along Cedar Street and Rainier Ave during high intensity storms. This grant request is to facilitate design and permitting for future construction of the project.	Original Flood Reduction	9	\$33,000	\$3,000	\$33,000
Kirkland, City of	83rd/110th Intersection Flood Reduction	The intersection of NE 110th PI and 83rd Ave NE has experienced repeated flooding, which has resulted in public and private property and infrastructure damage, erosion in the right of way, traffic impacts to Juanita Drive from flooding, and a stormwater system that is difficult to maintain. This project will remedy the flooding by replacing approximately 320 lineal feet of existing, undersized and poorly functioning, 12-inch stormwater pipe system with a realigned 24-inch stormwater pipe system and associated catch basins from 83rd downstream to Juanita Drive.	Original Flood Reduction	1	\$550,000	\$0	\$550,000

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
Lakewood Shores Condominiu m HA	Flood Reduction & Mitigation at Lakewood Shores Condominiums	Prevent future flooding "water management" measures taken by the City or County to raise Lake Sammamish lake levels do not impact the City of Redmond Pump Station (which is located on our property) and our Community. We are requesting a site assessment be conducted by a third party for a Site Assessment — Proposed Design to Reduce Risk and Mitigate Flooding — Permitting and an Execution Plan with a high level ROM estimate. If the site assessment deems another form of prevention measure to be taken - we would consider that as well and require additional monies for execution of the proposed solution by the 3rd party.	Original Flood Reduction Grants	3/6	\$150,000	\$0	\$150,000
Watershed Improvement	Cherry Creek Phase 2 Floodplain Reconnection	This project includes restoration and enhancement of approximately 7-acres of channel migration zone to address agriculture drainage, flood impacts to critical infrastructure, and aquatic organism passage. Phase 2 construction includes removal of the temporary breach repair installed in 2020, excavation of a secondary channel, additional berm removal to enhance floodplain connection, installation of a low, setback, earthen berm for habitat and minor flood protection, and installation of large wood and native plants throughout the project area. This project is supported by agricultural landowners and will receive technical feedback on habitat elements from the Snoqualmie Watershed Forum and the Snohomish Basin Salmon Recovery Technical Committee.	Original Flood Reduction Grants	3	\$368,632	\$207,500	\$0
Stewardship Partners	Expanding GSI Incentive Outreach	Continue and expand a combined earned media and advertising effort to promote green infrastructure at local and regional scales via radio ads, web ads, and billboards. This project will expand knowledge of GSI and promote GSI installation on private land leading to flood prevention and less pollution in the Puget Sound.	Original Flood Reduction Grants	3	\$30,000	\$117,500	\$0
Maury Island	Tahlequah Creek Acquisition & Restoration	Purchase two parcels in lower Tahlequah Creek on Vashon Island totaling 4.82 acres and including 850 feet of streambed and a 1,500 square foot house located entirely in the 100-year floodplain of the Creek. The house is also located 60 feet from the Class S stream (suitable for salmon) where the King County Code requires a 165-foot setback. We propose to demolish the house and restore wildlife habitat in the riparian zone.	Original Flood Reduction	8	\$555,000	\$0	\$20,000
			SUBTOTA	AL FOR ORI	GINAL FLOOD R	EDUCTION	\$2,456,820

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER		
	CULVERT REPLACEMENT/FISH PASSAGE CATEGORY								
Des Moines, City of	Massey Creek Pocket Estuary Restoration/ Fish Passage	Improve riparian vegetation, remove armoring and fill, increase nearshore habitat, and enhance pocket estuaries and stream mouths. This will be accomplished by removing 300 feet of rock line stream bank and small jetty, abandoning two long box culverts that are identified as a fish barrier, daylighting 500 feet of stream & riparian vegetation, and creating a pocket estuary at the new mouth of the creek. This grant would pay for acquisition, site assessment. 60% design, and permiting.  This project will remove and replace two undersized fish barrier	Culvert Replacement / Fish Passage	5	\$365,000	\$1,165,000	\$365,000		
King County Housing Authority	Illahee Apartments Fish Passage and Stream Restoration	culverts on Kelsey Creek, which are located at the east and west boundaries of Illahee Apartments, a low income residential community. The two culverts run under the property's main access road and result in periodic seasonal flooding of the road, riverbanks and two residential buildings. The conceptual development of the proposed project took a multi-benefit approach to reduce flood risk and potential roadway hazard and to improve habitat within Kelsey Creek by removing the two fish barriers, expanding flood capacity, restoring floodplain connectivity, treating stormwater and adding Large Woody	Culvert Replacement / Fish Passage	6	\$225,000	\$70,000	\$225,000		
King County Road Services Division	NE 24th St. Culvert Fish Passage	Material and native riparian plantings. This project will alleviate the flooding on NE 24th Street, a sole access road, and an adjacent driveway. A 2004 inspection of the Langlois Creek pipe crossing at NE 24th Street revealed that the 60.5-foot-long, 42-inch squash corrugated metal pipe (CMP) was corroded and failing. This project would replace the existing deteriorated pipe with a new larger, 55-foot-long, 18-foot-wide, 5-foot-high, precast concrete box culvert with a 45-degree skew angle	Culvert Replacement / Fish Passage	3	\$950,000	\$360,000	\$950,000		
Maple Valley, City of	SE 254th Place & Witte Road Flood Reduction	As part of the larger Witte Road expansion project, these funds will go towards replacement of an existing 24-inch corrugated metal culvert that conveys South Fork Jenkins Creek under SE 254th Place with a box culvert with 18-foot wide and 9-foot tall inner dimensions to properly convey the 100-year flow and allow fish passage. Replacement of this existing culvert will remove the last significant flow barrier along this section of South Fork Jenkins Creek, which is expected to reduce flooding and restore passage for a fish bearing stream.	Culvert Replacement / Fish Passage	9	\$200,000	\$515,000	\$200,000		

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
Mid Sound Fisheries Enhancement Group	Restoration	Restore fish passage and reduce flooding and erosion risks by removing a weir. The weir was originally built as a dam for irrigation, but it no longer serves its purpose and strongly influences sediment transport in the reach and is the lowest barrier in Cottage Lake Creek.	Culvert Replacement / Fish Passage	3	\$118,840	\$0	\$118,840
Seattle Public Utilities	Tolt Bridge Siwash & Chuck Judd Creeks Fish Passage	Project addresses road crossings on Siwash and Chuck Judd creeks in the South Fork Tolt Watershed. These crossings are fish barriers that incur flood damage during the late fall and winter. Both crossings serve as vital infrastructure for the City of Seattle's water supply.	Culvert Replacement / Fish Passage	3	\$450,000	\$112,500	\$450,000
Snoqualmie Valley Watershed Improvement District	Langlois Creek Culvert Replacement	The proposed project is to remove and replace two culverts and one log weir that are barriers to fish passage and impediments to drainage on Langlois Creek. The barrier culverts will be replaced with precast concrete box culverts designed using the WDFW stream simulation approach to provide fish with passage at as wide a range of flows as possible. The barrier log weir will be removed, and the streambed restored to match the natural grade of the channel.	Culvert Replacement / Fish Passage	3	\$442,332	\$273,115	\$442,332
Tukwila, City of	Gilliam Creek Fish Passage & Habitat Enhancement	Restore fish passage between Gilliam Creek and the Green River and improve habitat conditions within lower Gilliam Creek. This creek is mostly inaccessible to aquatic species due to the presence of a 1960s era 108"-diameter flapgate at the outlet of a 207-foot long culvert beneath 66th Ave S.	Culvert Replacement / Fish Passage	5	\$300,000	\$300,000	\$300,000
			SUBTOTA		/ERT REPLACEM ASSAGE	ENT / FISH	\$3,051,172
		COASTAL EROSION/ COASTAL FLOODII	NG CATEGO	RY			
King County Water & Land Resources Division	McSorley Creek Shoreline & Estuary Restoration Design & Permitting	This grant is intended to support final design and permitting of the McSorley Creek Shoreline and Estuary Restoration Project. The project objectives are to restore 1000 feet of shoreline and 1 acre of pocket estuary habitat, reduce risk to park structures from coastal erosion and flooding, increase resilience to sea level rise, and improve user experience for this regionally-important urban beach park.	Coastal Erosion/ Coastal Flooding	5	\$450,000	\$800,000	\$450,000

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
Mid Sound Fisheries Enhancement Group	Comiskey- Lockett Coastal Flooding Protection & Nearshore Restoration	Adjacent homeowners require coastal flooding management and seek to also enhance nearshore habitat including forage fish habitat through a soft-shore designed berm. The berm and beach nourishment will cross the properties which lie at a lower elevation than the surrounding parcels, and will be anchored with native vegetation and placed wood to provide long-term stability and habitat. We are seeking design support to encourage the homeowners to pursue a habitat friendly, cross-parcel design together, rather than developing their own separate options over time.	Coastal Erosion/ Coastal Flooding	5	\$57,552	\$10,000	\$57,552
			SUBTOTA		STAL EROSION , OODING	COASTAL	\$507,552

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
		URBAN STREAMS CATEGOR	RY				
Adopt A Stream Foundation	Friendly Village Flood Reduction Bridge Replacement Designs	This is a scalable project that if fully funded will create final engineered designs for the replacement of the Snohomish drive car bridge and the raising of a covered pedestrian bridge. Insufficient conveyance capacity of these bridges is causing significant flooding to occur at the Friendly Village Mobile Home Park in Redmond, WA. The designs developed as a result of this project will, once implemented, significantly reduce flood stage by increasing the ability of the bridges to pass floodwaters and associated debris.	Urban Streams	3	\$86,250	\$5,000	\$86,250
Bellevue, City of	Valley Creek at NE 21st St. Urban Flood Reduction	This project is focused on replacing an undersized culvert with a larger concrete box culvert that will reduce street and property floodingand improve stream capacity. By removing silt and invasive vegetation currently overgrown in the fish channels and installing native riparian vegetation, this project will enhance instream habitat.	Urban Streams	6	\$1,500,000	\$1,907,727	\$1,500,000
Delridge Neighborhoo ds Development Association	Delridge Wetland Restoration & Stewardship	This project involves restoring an urban wetland, constructing a system of bioswales to intercept stormwater before it enters the wetland, constructing pathways to provide public access to the park and developing an outdoor classroom for local students. To decrease flooding in this neighborhood, DNDA continues to work in partnership with SDOT, SPU to improve existing green stormwater infrastructure (gsi) and create a safe route to school connection between Delridge Wetland Park and K-8 STEM School at Louisa Boren	Urban Streams	8	\$60,500	\$557,000	\$60,500
Des Moines, City of	Redondo Creek Pipe Project	Upgrade the storm ditch system and cage structure near the intersection of Redondo Way S. & Sound View Dr. S. to reduce flood impacts on Redondo Way S. during large storm events. This project includes the stream bed restoration of approximately 50 ft of stream in the ravine areas to the east. This project also includes the piping of approximately 20 ft of ditch-line and tightlining an existing storm conveyance to a new storm structure.	Urban Streams	5	\$24,999	\$1,967	\$25,000

	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
Friends of Arboretum Creek with Seattle Parks Foundation as fiscal	Alder to Arboretum Creek Design	Remove 48,000 gallons per day of clean spring water from city and county combined sewers. Reconnect this spring water to Arboretum Creek. Address urban flooding in the vicinity, including the Japanese Garden, as well as revitalize the creek's riparian habitat.	Urban Streams	2	\$487,000	\$0	\$487,000
	Pickering Ditch Habitat & Drainage Improvements	Pickering Ditch is a tributary of Issaquah Creek that is entirely located within Lake Sammamish State Park, which conveys drainage from the developed Pickering Place area of the City. Beaver dams exist within the Pickering Ditch and, despite continued maintenance efforts, have created flooding resulting in property damage and hazardous pedestrian and driving conditions when the water backs up. The City would hire a consultant to do a baseline assessment of the ditch system and develop conceptual options, one of which could be implemented to solve this long-standing drainage problem, as well as providing opportunities to enhance habitat and other amenities within the State Park.	Urban Streams	3	\$120,000	\$30,000	\$120,000
King County Housing Authority	Sandpiper East Bridge Replacements & Stream Restoration Design	KCHA will restore two failing roadway bridges and a damaged public sewer line crossing over Kelsey Creek at the Sandpiper East Apartments, an affordable housing development. The bridge replacements and associated riparian habitat restoration would prevent further subsidence and scouring of the existing pipe arch bridge foundations that could lead to failure of the sewer line running under the 13th Street bridge as well as eventual collapse of the bridges, resulting in flooding, downstream water quality impacts and loss of vital infrastructure to this development, including access to six multifamily buildings.	Urban Streams	6	\$365,000	\$90,000	\$365,000
Kirkland, City of	North Rose Hill Infiltration Wells	Construct water quality treatment followed by infiltration wells on NE 111th Place east of 127th Ave NE in Kirkland. Project will reduce the volume of stormwater reaching NE 116th Street beneath I-405, a location that floods frequently. Project will improve the quality and will reduce the flow of stormwater that reaches Forbes Creek.	Urban Streams	6	\$353,375	\$1,413,500	\$353,375

APPLICANT	PROJECT NAME	DESCRIPTION	GRANT CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
Mid Sound Fisheries Enhancement Group	Lake City Floodplain Park Design	Mid Sound Fisheries Enhancement Group will continue its partnership with Seattle Parks and Recreation, Seattle Public Utilities, and the community to increase flood storage capacity on the North Branch of Thornton Creek. The multi-benefit project will improve stream and riparian habitat while providing important public green space for the diverse Lake City neighborhood community.	Urban Streams	1	\$599,990	\$150,000	\$600,000
Redmond, City of	Evans Creek Relocation	Relocate Reach 2 of Evans Creek out of an industrial area and into adjacent floodplain wetlands. The project will reduce flooding, engage the channel with floodplain wetlands, increase flood storage, restore in-stream habitat and improve an existing multiuse pedestrian trail. The grant would be used for preparing final design documents and securing permits.	Urban Streams	3	\$400,000	\$670,000	\$400,000
Sammamish, City of	Louis Thompson Road Tighline	Mitigate erosion, flooding, and landslide hazards on a public road as well as provide stormwater flow control and water quality treatment. Install curb, gutter, sidewalk, catch basins, conveyance, and water quality.	Urban Streams	3	\$400,000	\$400,000	\$400,000
Stewardship Partners	Duvall Green Infrastructure Hub Implementation	Facilitate a green infrastructure outreach, awareness and implementation project with partners in the City of Duvall.  Working in conjunction with the City of Duvall, the Duvall Public Library and local business such as the Grange, SP will perform a green infrastructure assessment, install green infrastructure signage, install and give away rain barrels, and install a small rain garden in a green infrastructure hub around City Hall, the Library and local businesses located within a block of each other. Green infrastructure features will manage 20,000 gallons of storm water	Urban Streams	3	\$47,965	\$7,000	\$48,000
Trout Unlimited	Tibbetts Creek Flood Reduction Feasibility Study	Tibbetts Creek is subject to regular localized flooding in Tibbetts Valley Park that has damaged public property and threatens loss of additional public property and infrastructure. Tibbetts Creek was mined for coal historically and was subject to extreme sedimentation events due to the mobilization of tailings which caused the City to install (2003) and maintain an inline sediment pond at significant expense and upgraded stream crossings. The tailings pile has since been stabilized; however, localized flooding persists, and this proposal would examine the stream characteristics, evaluate the efficacy of the sediment pond, and develop restoration alternatives to reduce the impacts of flooding and protect public property.	Urban Streams	3	\$184,144	\$20,000	\$184,144

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	APPLICANT	PROJECT NAME	DESCRIPTION	I CATEGORY	KC COUNCIL DISTRICT	REQUESTED AMOUNT	LEVERAGE	OFFER
		SUBTOTAL FOR URBAN STREAMS			AMS	\$4,629,269		
-				ТОТА	LS	\$ 11,878,399	\$ 12,788,069	\$10,644,813

**Certificate Of Completion** 

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**Signer Events** 

Dave Upthegrove

dave.upthegrove@kingcounty.gov

Chair

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Supplemental Documents:

FCD2021-10 Attachment A.xlsx

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Read: Not Required Accepted: Not Required

Melani Pedroza

melani.pedroza@kingcounty.gov

Clerk of the Council King County Council

Security Level: Email, Account Authentication

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Melani Kedraa

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**In Person Signer Events** Signature

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Signing Complete	Security Checked	9/16/2021 12:52:30 PM				
Completed	Security Checked	9/16/2021 12:52:31 PM				
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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.

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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

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### 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 <sup>TM</sup> 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

<sup>\*\*</sup> 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.

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