



INTERLOCAL COOPERATIVE AGREEMENT

**BETWEEN ENERGY NORTHWEST AND BENTON PUD TO PROVIDE SPECIALTY,
TECHNICAL AND/OR PROFESSIONAL SERVICES AS REQUESTED TO SUPPORT NEW
NUCLEAR**

As provided under RCW Title 39, Chapter 39.34, this Agreement for Professional Services (the "Agreement") is by and between Public Utility District No. 1 of Benton County, a municipal corporation in the State of Washington, with its principal office located at 2721 West 10th Avenue, Kennewick, WA 99336 (hereinafter referred to as "District"), and Energy Northwest, a municipal corporation and joint operating agency of the State of Washington and doing business by and through its Business Development Fund, with its principal office located at 3000 George Washington Way, Richland, WA 99352 (hereinafter referred to as "Energy Northwest" or "EN").

RECITALS

WHEREAS, the Interlocal Cooperation Act contained in RCW 39.34 authorizes local governments, such as the Parties to this Agreement, to contract for joint conduct of activities which each of the parties is individually authorized to perform to make the most efficient use of their respective resources; and

WHEREAS, the District desires to obtain cost effective technical and/or professional services to support the needs of the District, as more fully described and set forth in the attached Work Release Order; and

WHEREAS, Energy Northwest has the capacity and is willing to perform certain technical and/or professional services for the District hereinafter described in accordance with the provisions of this Agreement and the attached Work Release Order; and

WHEREAS, the District finds that Energy Northwest is qualified to perform the services, all relevant factors considered, and that such performance will be in furtherance of the District's business; and

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the Parties hereto agree as follows:

1. AUTHORITY AND PURPOSE

1.1 This agreement is executed pursuant to Chapter 39. 34 Revised Code of Washington (RCW) as a cooperative endeavor of the Parties, as follows:

1.1.1. RCW 39.34.010 permits **local governmental units to make the** most efficient use of their powers by enabling them to cooperate with other localities on a basis of

mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

- 1.1.2. Pursuant to RCW 39.34.080, each Party is authorized to contract with any one or more public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided that such contract shall be authorized by the governing body of each Party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

1.2 The purpose of this Agreement is to establish a contractual relationship under which the District can procure specialty, technical or professional services from Energy Northwest and Energy Northwest can avail its employees for that purpose on an “as needed” basis to support needs of the District, and to set forth the Parties respective rights, obligations, costs, and liabilities for this undertaking.

1.3 Filing: This Agreement shall be effective only upon execution by the parties and filing with the Benton County Auditor and/or posting an electronic copy of the Agreement on the Parties’ respective websites in compliance with RCW 39.34.040.

2. SCOPE OF WORK

2.1 The “Services” Energy Northwest may provide under this cooperative Agreement support new nuclear efforts more fully described in an attached Work Release Order which is incorporated herein and made a part of the Contract Documents.

2.2 Services provided by Energy Northwest shall not conflict or interfere with work conducted by the District’s Employees. For this reason, a Contract Work Manager shall be assigned at all times to coordinate work assignments directly through the District’s Management and/or Supervision where applicable. All services provided under this Agreement shall be consistent with applicable and existing Energy Northwest union labor bargaining agreements, which remain unchanged and in effect.

2.3 Services shall be requested by the District’s General Manager (or designee) by Work Release Orders (WRO) to Energy Northwest. WRO’s will be issued using the form provided in Exhibit A to this Agreement.

2.4 The exact Statement of Work, Period of Performance, the District crafts and Labor Rates based on current local bargaining agreements (if applicable), will be established prior to completion of the WRO and agreed upon between the parties, once services have been requested by the District. These WRO’s shall be incorporated as attachments to this Agreement when finalized, as provided in Exhibit A to this Agreement.

3. TERM

The duration of this Agreement, subject to its other provisions, shall be from its effective date when executed by both Parties, until July 31, 2025 unless otherwise terminated by either Party consistent with the terms and conditions set forth in this Agreement. This agreement may be

extended for an additional one-year term pursuant to the mutual written agreement of the Parties.

4. PAYMENT AND INVOICING TERMS

4.1 Payment for Services The District shall pay Energy Northwest as follows:

Charges will be invoiced to the District by Energy Northwest and will provide WRO reference, detail on the number of hours chargeable, travel and subsistence charges, and any special services delivered as they are ordered/approved by the District.

4.2 Reimbursable Costs The District shall reimburse Energy Northwest all costs incurred in connection with the Services rendered and shall be specified in WRO; including, but not limited to, travel costs, subcontractors, materials (subcontract and materials costs include the supplier's invoiced cost to Energy Northwest plus Energy Services & Development Overhead charge), computer costs, telephone, copies, delivery that are attributable to a project or Service (the "Reimbursable Costs"). Energy Northwest shall provide to the District substantiation of Reimbursable Costs incurred.

4.3 Invoicing Invoices will be submitted monthly by Energy Northwest for payment by the District. Payment is Net 30 Days term and is past due thirty days from receipt of invoice. The portion of an invoice which is not in dispute shall be paid in accordance with the procedures set forth herein. That portion of the invoice in dispute shall be resolved in accordance with Section 6.7 of this Agreement within thirty (30 days) of the receipt by Energy Northwest of the notice from the District as provided in this section.

Any attorney fees, court costs, or other costs incurred by Energy Northwest in collection of delinquent accounts shall be paid by the District.

4.4 Taxes The District shall pay all state, local sales and use taxes applicable to goods and services provided under this Agreement. Energy Northwest shall include sales tax charges, separately identified, in the Energy Northwest invoices to the District.

4.5 Prevailing Wages Where public work will be performed for the District, Energy Northwest shall pay the workers at least prevailing wages, as stated in RCW Title 39.12.

5. CHANGES

The District may, with the approval of Energy Northwest, issue written directions within the general scope of any Services to be ordered. Such changes (the "Change Order") may be for additional work or Energy Northwest may be directed to change the direction of the work covered by the WRO, but no change will be allowed unless agreed to by Energy Northwest in writing. Any such approved Change Order may result in an adjustment to Cost or Schedule or both for the Services.

6. STANDARD OF CARE -WARRANTY

Energy Northwest warrants that services shall be performed in a manner consistent with applicable industry standards and in accordance with all applicable statutes, regulations and laws. Such warranty will be effective for a period of six months from the date of the acceptance of performance of such service. No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement.

The District's exclusive remedy for any claim relating to this Agreement will be for Energy Northwest, upon receipt of written notice, either (i) to use commercially reasonable efforts to cure, at its expense, the matter that gave rise to the claim for which Energy Northwest is at fault, or (ii) return to the District the fees paid by the District to Energy Northwest for the particular service provided that gave rise to the claim, subject to the limitation contained in Section 8.2. For the foregoing warranty and remedy to apply, written claim must be made to Energy Northwest as soon as reasonably practicable after the non-conformance is detected by the District and in no event later than the expiration of the aforesaid warranty period. The District agrees and hereby acknowledges that this remedy is adequate and serves its essential purpose.

THIS SECTION SETS FORTH THE SOLE AND EXCLUSIVE WARRANTY PROVIDED BY ENERGY NORTHWEST CONCERNING THE SERVICES AND RELATED WORK PRODUCT. THIS WARRANTY IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR OTHERWISE.

7. INDEMNIFICATION AND LIABILITY

7.1 Indemnification To the extent of its comparative liability, each party shall indemnify, defend, and hold the other party, its departments, elected and appointed officials, employees, and agents, harmless from and against any and all claims, demands, damages, losses, actions, liabilities, costs, and expenses, including attorney's fees, for any bodily injury, sickness, disease, or death, or any damage or destruction of property, including the loss of use therefrom, which are alleged or proven to be caused in whole or in part by a negligent act or omission of the other party, its officials (elected or appointed), officers, directors, employees and agents.

If the claim, suit or action for injuries, death or damages as provided for in the preceding paragraph is caused by or results from the concurrent negligence of the parties or their respective agents or employees, the indemnity provision shall be valid and enforceable only to the extent of the indemnitor's/indemnitee's negligence.

Industrial Insurance Act: The indemnification obligations contained in this Section 7.1 shall not be limited by any worker's compensation, benefit or disability laws, and each indemnifying party hereby waives any immunity that said indemnifying party may have under the Washington Industrial Insurance Act, Title 51 RCW, and similar worker's compensation, benefit or disability laws.

THE PARTIES ACKNOWLEDGE BY THEIR EXECUTION OF THIS AGREEMENT THAT EACH OF THE INDEMNIFICATION PROVISIONS OF THIS AGREEMENT (SPECIFICALLY INCLUDING BUT NOT LIMITED TO THOSE RELATING TO WORKER'S COMPENSATION BENEFITS AND LAWS) WERE SPECIFICALLY NEGOTIATED AND AGREED TO BY THE PARTIES.

7.2 Limitation of Liability. Except for the indemnifications set forth in Section 7.1, neither Party shall be liable for any special, indirect, consequential, lost profits, or punitive damages. The limitation of liability set forth herein is for any and all matters for which the Parties may

otherwise have liability arising out of or in connection with this Agreement, whether the claim arises in contract, tort (negligence of whatever degree), strict liability, under any warranty, or under any other legal or equitable theory of law, of any nature arising at any time from any cause whatsoever.

The District agrees to limit Energy Northwest's liability to the District for any damage on account of any error, omission or negligence to the amount of payment received by Energy Northwest from the District for the particular service that gave rise to the claim and the District shall indemnify and hold Energy Northwest harmless for any amount in excess of the above agreed to limit. Energy Northwest's cumulative liability to the District under this Agreement is limited to the assets of the Business Development Fund of Energy Northwest. Obligations of the Energy Northwest Business Development Fund are not, nor shall they be construed as, general obligations of Energy Northwest or other Energy Northwest projects or funds.

7.3 Insurance. Each party shall secure and continuously carry in effect, with an insurance company or companies reasonably acceptable to the other, the following insurance policies:

Each party shall maintain insurance for bodily injury and property damage. Such insurance shall include: provisions or endorsements naming the other party and its elected officials, officers, agents, and employees as additional insureds; provisions that such insurance is primary insurance with respect to the interest of each party, and that any insurance maintained by the party is excess and not contributory insurance with insurance required hereunder; and provisions or endorsements to include broad form comprehensive liability and blanket contractual liability. Initial limits of liability for all required under this paragraph shall be \$1 Million (\$1,000,000) for each occurrence and \$2 Million (\$2,000,000) general aggregate. Anything in this Agreement notwithstanding, the parties to this Agreement mutually agree to limit the other party's liability for insurable events arising from the performance under this Agreement to the amount of the insurance proceeds available as provided in this Section 7.3.

All insurance policies required hereunder shall contain provisions that such policies shall not be canceled or their limits of liability reduced without thirty (30) days prior written notice to the other party. Each party shall provide the other with a Certificate of Liability Insurance naming the other, and its elected officials, officers, agents, and employees as additional insureds. It is expressly understood and agreed that is the intention hereof to constitute a waiver and release of any and all subrogation rights which a party may have under any such insurance policies.

The District is a member of the Interlocal Agreement for Public Utility Risk Management Services (PURMS) Joint Self Insurance Fund, which the parties acknowledge is the equivalent of insurance as described above in this subsection 7.3 and satisfies the insurance requirement set forth above so long it complies with specific provisions in this subsection.

7.4 Survival Articles 6 and 7 shall survive the expiration or termination of this Agreement for any reason.

8. MISCELLANEOUS

8.1 Severability Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid

portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances.

8.2 Waiver Waiver or breach of this Agreement by either party shall not be considered a waiver of any other subsequent breach

8.3 Independent Contractor Energy Northwest is an independent contractor to the District; no personnel furnished by Energy Northwest shall be deemed under any circumstances to be the agent, employee or servant of the District.

8.4 Termination Any party shall have the right to terminate this Agreement with or without cause at any time during the initial or extended term of this Agreement by giving thirty days' written notice of the termination to the other party by regular mail to the person identified in Section 9.6. Termination will be effective on the 31st day from the date the written notice was sent.

8.5 Notices All notices or other communications hereunder shall be in writing and shall be deemed given when delivered to the address specified below or such other address as may be specified in a written notice in accordance with this Section.

If to Energy Northwest:
Energy Northwest
Attn: Cassandra Otto
P. O. Box 968, MD1035
Richland, WA 99352-0968
Telephone: (509) 377-8778
Fax: (509) 377-4357
Email: csotto@energy-northwest.com

If to Public Utility District No. 1 of Benton County:
Public Utility District No. 1 of Benton County
Attn: Procurement Department Contract #22-01-04
P.O. Box 6270
2721 W. 10th Avenue
Kennewick, WA 99336
Office Phone: (509) 582-1239
Email: cp@bentonpud.org

Any party may, by notice given in accordance with this Section to the other parties, designate another address or person or entity for receipt of notices hereunder.

8.6 Assignment This Agreement is not assignable or transferable by either party without the written consent of the other party, which consent shall not be unreasonably withheld or delayed.

8.7 Disputes Energy Northwest and the District recognize that disputes arising under this Agreement are best resolved at the working level by the parties directly involved. Both parties are encouraged to be imaginative in designing mechanism and procedures to resolve disputes

at this level. Such efforts shall include the referral of any remaining issues in dispute to higher authority within each participating party's organization for resolution. Failing resolution of conflicts at the organizational level, then the parties may take other appropriate action subject to the other terms of this Agreement.

8.8 Section Headings Title and headings of sections of this Agreement are for convenience of reference only and shall not affect the construction of any provision of this Agreement.

8.9 Representations; Counterparts Each person executing this Agreement on behalf of a party hereto represents and warrants that such person is duly and validly authorized to do so on behalf of such party, with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations hereunder.

8.10 Residuals. Nothing in this Agreement or elsewhere will prohibit or limit Energy Northwest's ownership and use of ideas, concepts, know-how, methods, models, data, techniques, skill knowledge and experience that were used, developed or gained in connection with this Agreement. Energy Northwest and the District shall each have the right to use all data collected or generated under this Agreement.

8.11 Non-solicitation of Employees. During and for one year after the term of this Agreement, the District will not solicit the employment of, or employ Energy Northwest's personnel who has been directly involved in or supported this Agreement, without Energy Northwest's prior written consent.

8.12 Cooperation. The District will cooperate with Energy Northwest in taking actions and executing documents, as appropriate, to achieve the objectives of this Agreement. The District agrees that the Energy Northwest's performance is dependent on the District's timely and effective cooperation with Energy Northwest. Accordingly, the District acknowledges that any delay by the District may result in Energy Northwest being released from an obligation or scheduled deadline or in the District having to pay extra fees for Energy Northwest's agreement to meet a specific obligation or deadline despite the delay.

8.13 Governing Law and Interpretation. This Agreement will be governed by and construed in accordance with the laws of Washington, without regard to the principles of conflicts of law. Each party agrees that any action arising out of or in connection with this Agreement shall be brought solely in courts of the State of Washington, in Benton County.

8.14 Entire Agreement; Survival This Agreement, including any Exhibits, WRO, states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties respecting the subject matter hereof, and supersedes any and all prior understandings, representations, warranties, agreements or contracts (whether oral or written) between the District and Energy Northwest respecting the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the parties hereto.

8.15 Force Majeure Energy Northwest shall not be responsible for delays or failures (including any delay by Energy Northwest to make progress in the prosecution of any Services) if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications

failures, and severe weather, and acts or omissions of subcontractors or third parties.

8.16 Use By Third Parties Work performed by Energy Northwest pursuant to this Agreement are only for the purpose intended and may be misleading if used in another context. The District agrees not to use any documents produced under this Agreement for anything other than the intended purpose without Energy Northwest's written permission. This Agreement shall, therefore, not create any rights or benefits to parties other than to the District and Energy Northwest.

8.17 Entity Status This Agreement shall not require formation of any new governance entity. No property will be acquired or held, and no joint board or administrator is necessary to accomplish the purpose of this Agreement.

8.18 Audits The parties, shall, during the life of this Agreement, and for a period of three (3) years from the last day of the Agreement term, and at its sole expense, retain accurate books, records and original documentation which shall be freely disclosed to parties representatives, the Washington State Auditor, and the Bonneville Power Administration, to permit verification of performance and Energy Northwest's entitlement to payment under this Agreement, and to support any change requests, termination claims or any other claim submitted by parties. A copy of these records shall be available to either party of this agreement upon request.

8.19 Public Records In the event public record act requests are received by either party for records associated with this Agreement, the parties shall cooperate for purposes of responding to such requests.

8.20 Non-Discrimination The parties agree not to discriminate in the performance of this Agreement on the basis of race, color, national origin, sex, age, religion, marital status, disabled or Vietnam era veteran status, or the presence of any physical, mental, or sensory handicap.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year last below written:

BENTON PUD NO. 1

Accepted by:  DocuSigned by:
Rick Dunn
9DF6EC89804846E...

Name: Rick Dunn

Title: General Manager

Date: 10/11/2022

ENERGY NORTHWEST

Accepted By:  DocuSigned by:
Cassandra Otto
2AESCAS5EE29D4BC...

S. Otto
Lead Procurement Specialist

Date: 10/20/2022



**WORK RELEASE ORDER (WRO)
INTERLOCAL AGREEMENT
SAMPLE**

Agency: Public Utility District No.1 of Benton County
Attn: XXX
P.O. Box 6270
2721 W. 10th Avenue
Kennewick, WA 99336

EN Agreement No.: X-40750
Benton PUD Contract No.: 22-01-04
WRO No.: XX
WRO Date: XX

Under the provisions of Agreement No. X-, you are hereby authorized to proceed with the Work outlined below. If further technical information is required, contact the Energy Northwest (EN) Technical Representative, x, (509) 377-x, xx@energy-northwest.com.

1. STATEMENT OF WORK

Energy Northwest shall provide x.

District shall reimburse allowable travel and reimbursable expenses as defined by the Interlocal Agreement.

2. PERIOD OF PERFORMANCE

Estimated Start Date: X, 2020
Estimated Completion Date: X, 2020

3. CONSIDERATION

Compensation for the services provided shall be in accordance with this Agreement and under the terms of RCW 39.34.130. The Not to Exceed Cost for this WRO is \$X.00. Payment for satisfactory performance of the services shall not exceed this amount unless the parties mutually agree to a greater amount prior to the commencement of the services.

District shall reimburse allowable travel and reimbursable expenses as defined by the Inter-Local Agreement, Appendix A

4. ENERGY NORTHWEST ADMINISTRATION

Procurement Specialist; XX, (509) 372-XXXX, XXXX@energy-northwest.com

Technical Representative; XX, (509) 377-XXXX, XXXX@energy-northwest.com

5. EXECUTION

IN WITNESS WHEREOF, the [DISTRICT] and Energy Northwest have executed this WRO No. 01 to be included as part of Interlocal Agreement No. X-40719 each by its proper respective officers and officials thereunto duly authorized the date written below.

BENTON PUD NO. 1

ENERGY NORTHWEST

Accepted by: _____

Accepted By: _____

Name: _____

XX

XX

Title: _____

Date: _____

Date: _____

Certificate Of Completion

Envelope Id: 86FC4A30FA7B4B5A9A8242B7E761682D Status: Completed
 Subject: Benton PUD DocuSign: 2022-10-11 - 22-01-04 - Energy Northwest - InterLocal Agreement X-40750...
 Source Envelope:
 Document Pages: 12 Signatures: 4 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Michelle Ochweri
 AutoNav: Enabled ochwerim@bentonpud.org
 Envelopeld Stamping: Disabled IP Address: 64.146.233.129
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original Holder: Michelle Ochweri Location: DocuSign
 10/18/2022 3:54:25 PM ochwerim@bentonpud.org
 Security Appliance Status: Connected Pool: StateLocal
 Storage Appliance Status: Connected Pool: Carahsoft OBO SHI OBO Benton Public Utility Location: DocuSign
 District

Signer Events

Rick Dunn
 dunnr@bentonpud.org
 General Manager
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 9DF6EC89804846E...
 Signature Adoption: Pre-selected Style
 Using IP Address: 64.146.233.129

Timestamp

Sent: 10/18/2022 3:58:57 PM
 Viewed: 10/20/2022 9:11:01 AM
 Signed: 10/20/2022 9:11:23 AM

Electronic Record and Signature Disclosure:

Accepted: 10/20/2022 9:11:01 AM
 ID: 78cd61d0-b523-4c40-8467-8c4875c2ca16

Cassandra Otto
 csotto@energy-northwest.com
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 2AE9CA5EE29D4BC...
 Signature Adoption: Pre-selected Style
 Using IP Address: 66.119.205.190

Sent: 10/20/2022 9:11:24 AM
 Viewed: 10/20/2022 9:43:54 AM
 Signed: 10/20/2022 9:44:57 AM

Electronic Record and Signature Disclosure:

Accepted: 10/20/2022 9:43:54 AM
 ID: ce24c857-18b4-4939-8378-3de19cd53b58

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 Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/18/2022 3:58:57 PM
Certified Delivered	Security Checked	10/20/2022 9:43:54 AM
Signing Complete	Security Checked	10/20/2022 9:44:57 AM
Completed	Security Checked	10/20/2022 9:44:57 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO SHI OBO Benton Public Utility District (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 Carahsoft OBO SHI OBO Benton Public Utility District:

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: marshalj@bentonpud.org

To advise Carahsoft OBO SHI OBO Benton Public Utility District 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 scrimshd@bentonpud.org 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 Carahsoft OBO SHI OBO Benton Public Utility District

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 marshalj@bentonpud.org 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 Carahsoft OBO SHI OBO Benton Public Utility District

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 marshalj@bentonpud.org 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 Carahsoft OBO SHI OBO Benton Public Utility District 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 Carahsoft OBO SHI OBO Benton Public Utility District during the course of your relationship with Carahsoft OBO SHI OBO Benton Public Utility District.