



**INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
ENERGY NORTHWEST AND KITTITAS PUBLIC UTILITY DISTRICT NO. 1
FOR SPECIALTY, TECHNICAL AND/OR PROFESSIONAL SERVICES AS REQUESTED**

As provided under Chapter §39.34 Revised Code of Washington (RCW), this Interlocal Cooperative Agreement for Technical and/or Professional Services (Agreement) is by and between 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 345 Hills Street, Richland, WA 99352 (hereinafter referred to as "EN") and Kittitas Public Utility District No. 1 (PUD), a municipal corporation in the State of Washington, with its principal office located at 1400 Vantage Hwy, Ellensburg, WA 98926 (hereinafter referred to as "District").

RECITALS

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

WHEREAS District desires to obtain the most cost effective technical and/or professional services to support its needs, which will be more fully described in forthcoming Work Release Orders (WROs); and

WHEREAS, Energy Northwest has the capacity and willingness to perform certain technical and/or professional services for District hereinafter described in accordance with the provisions of this Agreement and the attached will be addressed in subsequent WROs; and

WHEREAS District finds that after considering all relevant factors, that Energy Northwest is qualified to perform the services needed and that such performance will further 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 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 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 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 District, and to set forth the Parties respective rights, obligations, costs, and liabilities for this undertaking.
- 1.3 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 Agreement include (but are not limited to) the following and will be more fully described in the WROs.
 - Staff Augmentation Services
 - Engineering
 - IT
 - Legal
 - Cyber/IT Services
 - Safety Consultation Services
 - Demand Voltage Reduction
 - Demand Response
 - Electric vehicle services
 - Constructions/Site Development Services
 - Hydropower Operations and Maintenance Services
 - Wind Turbine Operation and Maintenance Services
 - Calibration Services
 - Strategic Planning
 - Project Management
 - Environmental Services

- Enterprise Risk Management Services
- Membership subscription services (e.g., DEED)
- Human Resources/Recruiting Services

- 2.2 Services shall be requested by District's General Manager (or designee) by WRO to Energy Northwest. WRO's will be issued in accordance with the form provided in Exhibit A to this Agreement.
- 2.3 The exact Statement of Work, Period of Performance, and Energy Northwest labor rates will be established prior to issuance of the WROs and agreed upon between the Parties once services have been requested by District. The Parties intend for the WROs to supplement this Agreement, and the WROs shall be in the form reflected in Exhibit A.

3. TERM

The duration of this Agreement, subject to its other provisions, shall be from its effective date when executed by both Parties until December 31, 2027, unless otherwise terminated by either Party consistent with the terms and conditions set forth in this Agreement.

4. PAYMENT AND INVOICING TERMS

- 4.1 **Payment for Services** District shall pay Energy Northwest as follows:
Charges will be invoiced to District by Energy Northwest and will provide detail on the number of hours chargeable, travel and subsistence charges, and any special services delivered as they are ordered/approved by District and as outlined in the WRO.
- 4.2 **Reimbursable Costs** District shall reimburse Energy Northwest for all reasonable costs incurred in connection with the Services rendered, 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 attributable to a project or Service (Reimbursable Costs). Energy Northwest shall provide to District substantiation of Reimbursable Costs incurred.
- 4.3 **Invoicing Invoices** will be submitted monthly by Energy Northwest for payment by District. Payment is due upon receipt and is past due thirty days from receipt of invoice. If District has any valid reason for disputing any portion of an invoice, District will so notify Energy Northwest in writing within seven days of receipt of invoice by District, and if no such notification is given, the invoice will be deemed valid. 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 8.8 of this Agreement within thirty days of the receipt by Energy Northwest of the notice from District as provided in this section.

Reasonable 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** 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 District.4.5 Prevailing

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

5. CHANGES

District may, with the approval of Energy Northwest, issue written directions within the general scope of any Services to be ordered. Such changes shall constitute a Change Order for additional work or a change in 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 by personnel possessing competency consistent with applicable industry standards. Such warranty will be effective for a period of thirty days from the date of acceptance of the performance of such service. No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement, or in any report, opinion, deliverable, work product, document or otherwise unless specifically set forth in the applicable WRO. Additionally, no guarantee is made as to the value of any services performed.

For the foregoing warranty to apply, a written claim must be made to Energy Northwest as soon as reasonably practicable after the non-conformance is detected by District and in no event later than the expiration of the aforesaid warranty period. 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 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 reasonable 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.

- 7.2 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 AFTER AN OPPORTUNITY TO CONSULT WITH COUNSEL.

- 7.3 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.

District hereby agrees that to the fullest extent permitted by law, Energy Northwest's total aggregate liability to District for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or this Agreement from any causes or causes including Energy Northwest's negligence, errors, omissions, strict liability, breach of contract or breach of warranty, shall not exceed the total sum paid to Energy Northwest under the respective WRO issued under this Agreement. Notwithstanding the foregoing, the provisions of this Section 7.3 shall not apply to Energy Northwest's obligations under Section 7.1.

- 7.4 Insurance Each Party hereto agrees to procure and maintain, at its expense liability insurance of \$1,000,000 per claim for protection against claims, including bodily injury and property damage claims, arising out of the performance or receipt of services under this Agreement caused by negligent acts, errors, or omissions for which it is legally liable. Each party hereto shall deliver to the other party, within ten days subsequent to execution of the Agreement by the parties and prior to commencing work, a Certificate of Insurance, identified on its face as the Agreement Number to which applicable, as evidence that policies providing such coverage and limits of insurance are in full force and effect, which Certificate shall provide that not less than thirty days advance notice will be given in writing to the other party hereto prior to cancellation, termination or alteration of said policies of insurance.
- 7.5 Survival. The Parties agree Sections 6 and 7 shall survive the expiration or termination of this Agreement.

8. MISCELLANEOUS

- 8.1 Insecurity and Adequate Assurances If reasonable grounds for insecurity arise with respect to District's ability to pay for the Services in a timely manner, Energy Northwest may demand in writing adequate assurances of District's ability to meet its payment obligations under this Agreement. Unless District provides the assurances in a reasonable time and manner acceptable to Energy Northwest, in addition to any other rights and remedies available, Energy Northwest may partially or totally suspend its performance while awaiting assurances, without liability to District.

- 8.2 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.
- 8.3 Waiver Waiver or breach of this Agreement by either Party shall not be considered a waiver of any other subsequent breach
- 8.4 Independent Contractor Energy Northwest is an independent contractor to District; no personnel furnished by Energy Northwest shall be deemed under any circumstances to be the agent, employee, or servant of District.
- 8.5 Termination Each 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 8.6. The termination will be effective on the thirty-first day from the date the written notice was sent.
- 8.6 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.

Energy Northwest: Energy Northwest
 Attn: Loreen Olds
 P. O. Box 968, MD1035
 Richland, WA 99352-0968
 Telephone: (509) 372-5765
 Email: lcolds@energy-northwest.com

Kittitas County PUD: Kittitas County PUD
 Attn: Matt Boast
 1400 Vantage Hwy
 Ellensburg, WA 98926
 Office Phone: (509) 933-7200
matt.boast@kittitaspud.com

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

- 8.7 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.
- 8.8 Disputes Energy Northwest and 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 resolve disputes at this level. Such efforts shall include the referral of any remaining issues in dispute to higher authority within each 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 and as available at law.
- 8.9 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.
- 8.10 Representations; Counterparts Each person executing this Agreement on behalf of a Party 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 its obligations hereunder.
- 8.11 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 District shall each have the right to use all data collected or generated under this Agreement.
- 8.12 Non-solicitation of Employees During and for one year after the term of this Agreement, District will not solicit the employment of, or employ Energy Northwest's personnel, without Energy Northwest's prior written consent.
- 8.13 Cooperation District will cooperate with Energy Northwest in taking actions and executing documents, as appropriate, to achieve the objectives of this Agreement. District agrees that the Energy Northwest's performance is dependent on District's timely and effective cooperation with Energy Northwest. Accordingly, District acknowledges that any delay by District may result in Energy Northwest being released from an obligation or scheduled deadline or in District having to pay extra fees for Energy Northwest's agreement to meet a specific obligation or deadline despite the delay.
- 8.14 Governing Law and Interpretation This Agreement will be governed by and construed in accordance with the laws of the State 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.
- 8.15 Entire Agreement; Survival This Agreement, including any Exhibits, 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 District and Energy Northwest respecting the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the Parties.

- 8.16 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.
- 8.17 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. 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 not create any rights or benefits to parties other than to District and Energy Northwest.
- 8.18 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.
- 8.19 Audits District, 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 (or to the extent approved by Energy Northwest, photographs, or other authentic reproductions) which shall be freely disclosed to Energy Northwest, its 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 Energy Northwest. A copy of these records shall be available to Energy Northwest upon Energy Northwest's request.
- 8.20 Public Records In the event a request under the Washington Public Records Act is received by either Party for records associated with this Agreement, the Parties shall cooperate with each other for purposes of responding to such requests.
- 8.21 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:

**KITTITAS COUNTY PUBLIC
UTILITY DISTRICT NO. 1**

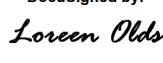
Accepted by: 
DocuSigned by:
105125C44959477...

Name: Matt Boast

Title: General Manager

Date: 2/27/2023

ENERGY NORTHWEST

Accepted By: 
DocuSigned by:
AA17AD3FA8C5462...

Loreen C. Olds
Procurement Specialist II

Date: 2/27/2023

EXHIBIT A
WORK RELEASE ORDER (WRO)
INTERLOCAL AGREEMENT
SAMPLE

Kittitas County Public Utility District
Attn: x
x
Office Phone: x

Agreement No.: X- x
WRO No.: x
WRO Date:

Under the provisions of Agreement No. X-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, 2022
Estimated Completion Date: X, 2022

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; x, (509) 372-xx, xx@energy-northwest.com

Technical Representative; x, (509) 377-xx, xx@energy-northwest.com

5. EXECUTION

IN WITNESS WHEREOF, District and Energy Northwest have executed this WRO No. XX to be included as part of Interlocal Agreement No. xx each by its proper respective officers and officials thereunto duly authorized the date written below.

KITTITAS COUNTY PUBLIC UTILITY DISTRICT

ENERGY NORTHWEST

Accepted By: _____

Accepted By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



**INTERLOCAL AGREEMENT X-40755
WORK RELEASE ORDER NO. 1**

Agency: **KITTITAS PUBLIC UTILITY DISTRICT NO. 1**
Attn: Matt Boast
1400 Vantage Hwy
Ellensburg, WA 98926

Agreement No.: X-40755
WRO No.: 1
WRO Date: February 27, 2023

Under the provisions of Agreement No. X-40755, you are hereby authorized to proceed with the Work outlined below. If further technical information is required, contact the Energy Northwest (EN) Technical Representative, Sarah Giomi, (509) 377-8301, smgiomi@energy-northwest.com.

1. STATEMENT OF WORK

Energy Northwest shall provide the following grant writing services:

- 1.1 Base Services:
 - Tracking state and federal funding opportunities as they come available.
 - Research funding opportunities to match specific utility needs.
 - Provide education of the grant funding process
 - Prepare requests for Information

- 1.2 Grant Specific Services:
 - Assist with writing concept paper
 - Assist with Grant application
 - Milestone tracking
 - Congressional letters of support
 - Ongoing grant compliance

2. PERIOD OF PERFORMANCE

Estimated Start Date: March 1, 2023
Estimated Completion Date: February 29, 2024

3. CONSIDERATION

Compensation for the services provided shall under the terms of RCW 39.34.130 and in accordance with this Agreement under one of the below listed methods of payment:

Section 1.1: Firm Fixed Price: Pricing will be \$6575.22 for one year of base services.

Section 1.2: Time & Material: Grant specific services will be charged \$195.95 per hour not to exceed \$25,000.00.

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.

4. ENERGY NORTHWEST ADMINISTRATION

Procurement Specialist
Loreen Olds
(509) 372-5765
lcolds@energy-northwest.com

Technical Representative
Sarah Giomi
(509) 377-8301
smgiomi@energy-northwest.com

5. EXECUTION

IN WITNESS WHEREOF, the Kittitas County PUD and Energy Northwest have executed this WRO No. 1 to be included as part of Interlocal Agreement No. X-40755 each by its proper respective officers and officials thereunto duly authorized the date written below.

**KITTITAS PUBLIC UTILITY
DISTRICT NO. 1**

DocuSigned by:
Matt Boast
Accepted by: _____
105125C44959477...

Name: Matt Boast

Title: General Manager

Date: 2/27/2023

ENERGY NORTHWEST

DocuSigned by:
Loreen Olds
Accepted By: _____
AA17AD3FA8C5462...

Loreen Olds
Procurement Specialist II

Date: 2/27/2023

Certificate Of Completion

Envelope Id: 9C3E2DE8E6764306A0931282C00975CC	Status: Completed
Subject: Complete with DocuSign: Interlocal Agreement - Kittitas X-40755 District.docx, X-40755 - WRO - ...	
Source Envelope:	
Document Pages: 13	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Loreen Olds
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	P.O. Box 968
	Richland, WA 99352-0968
	lcolds@energy-northwest.com
	IP Address: 66.119.205.190


Record Tracking

Status: Original	Holder: Loreen Olds	Location: DocuSign
2/27/2023 12:47:41 PM	lcolds@energy-northwest.com	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: Energy Northwest	Location: DocuSign

Signer Events

Matt Boast
matt.boast@kittitaspud.com
General Manager
Security Level: Email, Account Authentication (Optional)

Signature

DocuSigned by:

105125C44959477...
Signature Adoption: Pre-selected Style
Using IP Address: 64.146.186.98

Timestamp

Sent: 2/27/2023 12:55:56 PM
Viewed: 2/27/2023 1:06:08 PM
Signed: 2/27/2023 1:07:17 PM

Electronic Record and Signature Disclosure:

Accepted: 2/27/2023 1:06:07 PM
ID: 69aaf08c-d7b2-42e6-9565-6f47c00c9e7a
Company Name: Energy Northwest

Loreen Olds
lcolds@energy-northwest.com
Procurement Specialist II
Energy Northwest
Security Level: Email, Account Authentication (Optional)

DocuSigned by:

AA17AD3FA8C5462...
Signature Adoption: Pre-selected Style
Using IP Address: 66.119.205.190

Sent: 2/27/2023 1:07:19 PM
Viewed: 2/27/2023 1:54:05 PM
Signed: 2/27/2023 1:54:14 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

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	2/27/2023 12:55:56 PM
Certified Delivered	Security Checked	2/27/2023 1:54:05 PM
Signing Complete	Security Checked	2/27/2023 1:54:14 PM
Completed	Security Checked	2/27/2023 1:54:14 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Energy Northwest (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 Energy Northwest:

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: ECRMSupport@energy-northwest.com

To advise Energy Northwest 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 ECRMSupport@energy-northwest.com 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 Energy Northwest

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 ECRMSupport@energy-northwest.com 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 Energy Northwest

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 ECRMSupport@energy-northwest.com 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:

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