



Public Infrastructure and Conservation

Nicole Gorle

Council Initiated:

Yes

No

ECAF: 2024-0164

Motion: 24-089

Type:

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

Requested Handling:

- Normal
- Expedite
- Urgent

Fund Source:

- General Fund
- Other
- N/A

Executive Rec:

- Approve
- Do Not Approve
- N/A

Approved as to

Form:

- Yes
- No
- N/A

Subject: Agreement with TheRecordXchange – County’s cloud-based digital record portal with public access.

Scope: This motion would approve amendment #2 to this agreement. The amendment changes section 4.04 of the contract to provide remittance of the fees collected from 10 days from the end of every month, to weekly.

Duration: For the remainder of the contract life, unless amended (July 31, 2025)

Fiscal Impact: Current Year Multi-Year N/A

Authority Granted: Authorize the Executive to execute the amendment.

Background: In 2020 Snohomish County entered into an agreement with ExhibitOne for specific file management and public records functions, including software to capture digital court recordings for District and Superior Courts, and the Offices of the County Clerk and Hearing Examiner. The agreements included a third-party solution component for the digital court recording system. In August 2022 an agreement was executed with TheRecordXchange by the Executive to design, deploy, and configure a cloud-based customized web portal for District Court capturing and fulfilling requests for public access to those digital court recordings. A customized web portal is also required for Superior Court.

The original contract required remittance of fees collected through this cloud-based portal on a monthly basis. Through a recent audit it was identified that this remittance timeframe is not in line with State requirements under [RCW 43.09.240](#), which requires remittance every twenty-four hours. The department applied for, and received in February 2024, a waiver for this section of statute to allow for remittance weekly.

Contract	Description	Approved by	Amount
Original	Original contract	Executive	\$19,800
Amendment 1	<i>Add Superior Court to the web portal</i>	Mot. 22-438	\$37,950
Amendment 2	<i>Amend remittance timeframe of fees collected to align with state law.</i>	Pending Mot. 24-089	- \$0 -
Total			\$57,750

Requested Action: Move to GLS on March 20th for consideration.