

HIGHLINE WATER DISTRICT KING COUNTY, WASHINGTON

RESOLUTION 12-8-28B

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HIGHLINE WATER DISTRICT, KING COUNTY, WASHINGTON, AMENDING SECTION 6.04.020, TABLE 4 OF THE HIGHLINE WATER DISTRICT CODE RELATING TO THE COPYING OF PUBLIC RECORDS.

WHEREAS, the Board of Commissioners (Board) of the Highline Water District (District) adopted Section 6.04.020 of the Highline Water District Code (HWDC) establishing a cost schedule for the copying of public records; and

WHEREAS, the Washington Administrative Code 44-14-07003 provides that an agency can establish a scanning fee to scan paper records to an electronic format; and

WHEREAS, the District has determined that certain changes should be made to the HWDC 6.04.020, Table 4 to update the costs associated with copying public records, including the scanning of paper records to an electronic format; and

WHEREAS, the District has determined that revisions to HWDC 6.04.020, Table 4 will more accurately reflect the actual costs of providing records to the public, and the Board desires to amend the same; now, therefore

BE IT RESOLVED by the Board of Commissioners of the Highline Water District ("District") as follows:

Section 1: Section 6.04.020, Table 4 - Miscellaneous Rates - Item No. 1, is amended to read as follows:

D.	TABLE 4 - MISCELLANEOUS RATES (Effective January 1, 2011 per Resolution 10-11-17A)		
	Reproduction Charges		
1.	<u>Electronic Record Copies of Public Records</u>	<u>Black and White Standard Records (8-1/2"x 11" inch and 8-1/2"x 14"inch) 1st Page</u>	<u>\$1.00-\$1.15/page</u>
		<u>Additional Pages:</u>	<u>-.50</u>
		Paper 24" x 36":	\$5.00 each
		24" x Over 36":	2.00/LF
		<u>Scanning to an electronic form</u> <u>General Records</u>	<u>\$.10/page</u> <u>\$.15/page</u>
		Video/Audio	Actual costs incurred in commercial duplication of audio/video tape recording
		Color photocopies up to 11 x 17 inches - if more than one page	\$.20/page
		Photographic prints and slides	Cost charged by vendor, depending on size and process

**HIGHLINE WATER DISTRICT
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Section 2. Repealer. All other existing District resolutions or administrative rules relating to copying cost for public records are hereby repealed and superseded to be in accordance with the provisions of this Resolution.

Section 3. Effective Date. This Resolution shall be effective on the date of adoption as set forth below.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at the Workshop Open Public Meeting thereof held on the **28th** day of **August 2012**.

BOARD OF COMMISSIONERS



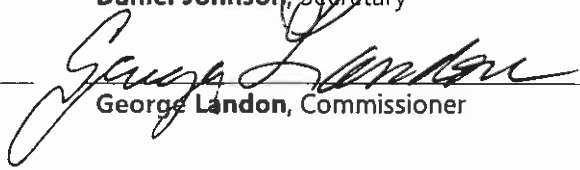
Vince Koester, President



Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner

Agenda Item No.: 5.2

Agenda Date: 8/28/2012

Reviewed By: M.E.

Subject: Resolution Amending Section 6.04.020, Table 4 of the Highline Water District Code (HWDC) Relating to the Copying of Public Records

CATEGORY	
Executive	<input type="checkbox"/>
Administrative	<input checked="" type="checkbox"/>
Engineering/Operations	<input type="checkbox"/>

FINANCIAL			
Expenditures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Budgeted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Amount: \$ _____			Not-to Exceed

Attachments 1. Resolution 12-8-28B

COMMENTS:

The District has determined that certain changes should be made to the HWDC 6.04.020, Table 4 – Item No. 1 to update the costs associated with copying public records, including the scanning of paper records to an electronic format and the District has determined that revisions to HWDC 6.04.020, Table 4 – Item No. 1 will more accurately reflect the actual costs of providing records to the public, and the Board desires to amend the same.