

**HIGHLINE WATER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION 12-8-28C**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HIGHLINE WATER DISTRICT, KING COUNTY, WASHINGTON, AMENDING CHAPTER 2.12 - PUBLIC RECORDS AND DISCLOSURE OF THE HIGHLINE WATER DISTRICT CODE TO UPDATE THE DISTRICT'S PUBLIC RECORDS POLICIES**

**WHEREAS**, the Board of Commissioners (Board) of the Highline Water District (District) desires to update its policies relating to public records; and

**WHEREAS**, the Board desires to amend Chapter 2.12 of the Highline Water District Code to reflect the update of such policies; now therefore

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

**Section 1.** Chapter 2.12 of the Highline Water District Code is amended to read as follows:

**Sections**

- 2.12.010**      **Records Policy**
- 2.12.020**      **Access to Public Records**
- 2.12.030**      **Records Access and Copying**

**2.12.010**      **Records Policy**

The District is required by ~~RCW 42.17.290~~ RCW 42.56.100 to establish reasonable rules and regulations to provide full public access to public records, to protect public records from damage or disorganization and ~~in its record disclosure procedure~~ to prevent excessive interference with other essential functions of the District. The District has adopted Resolution 12-8-28A, which adopts such rules and regulations and provides for the fullest assistance to inquirers and the most timely possible action on requests for information ("Public Records Procedures").

**2.12.020**      **Access to Public Records**

The inspection and copying of District records must be conducted under the supervision of District personnel to protect records. See Resolution 12-8-28A Public Records Procedures. ~~Public Records and Disclosure Procedure P2.12.010~~

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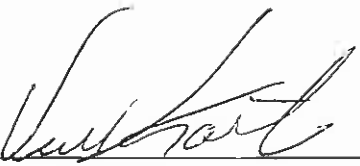
**2.12.030      Records Access and Copying**

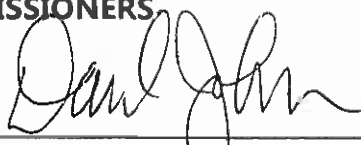
This policy is intended to ensure compliance with the exemptions from disclosure of District records (provided in the Chapter 42.56 RCW - The Public Records Act ~~Open Public Records Act, RCW 42.17.250 through 350~~), and the legitimate privacy interests of the District personnel and third parties with respect to their records. See Resolution No. 12-8-28A, Public Records Procedures. Public Records and Disclosure Procedures P2-12-010.

**Section 2.      Effective Date.** This Resolution shall be effective on the date of adoption as set forth below.

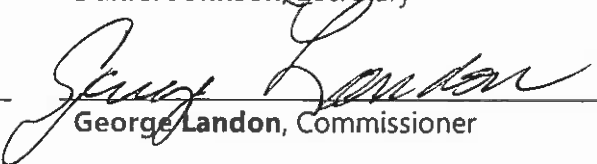
**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at the Workshop Open Public Meeting thereof held on the **28th** day of **August 2012**.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Vince Koester, President**

  
\_\_\_\_\_  
**Daniel Johnson, Secretary**

  
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**Gerald R. Guite, Commissioner**

  
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**George Landon, Commissioner**

  
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**Kathleen Quong-Vermeire, Commissioner**

Agenda Item No.: 5.3  
 Agenda Date: 8/28/2012  
 Reviewed By: M. E.

Subject: Resolution authorizing an amendment to Highline Water District Code (HWDC), Chapter 2.12 – Public Records and Disclosure to update the district's public records policies

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

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

Attachments 1. Resolution 12-8-28C

**COMMENTS:**

The Board of Commissioners (Board) of the Highline Water District (District) desires to update its policies relating to public records by amending Chapter 2.12 of the Highline Water District Code to reflect the update of such policies.