

**HIGHLINE WATER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION 14-5-27A

RESOLUTION OF THE BOARD OF COMMISSIONERS OF HIGHLINE WATER DISTRICT, KING COUNTY, WASHINGTON, AMENDING HIGHLINE WATER DISTRICT CODE TITLE 4-MISCELLANEOUS, CHAPTER 4.01, SECTION 4.01.010, AND APPROVING A NEW POLICY (SECTION 4.01.020) FOR THE ISSUANCE AND USE OF TABLETS/LAPTOPS AND SERVICES TO DISTRICT COMMISSIONERS AND EMPLOYEES

WHEREAS, Highline Water District ("District") provides or desires to provide certain electronic devices such as electronic tablets and computer laptops ("electronic devices") and related technical services to operate such electronic devices to District employees; and the District also desires to provide electronic tablets and related technical services to operate such electronic tablets to District commissioners; and

WHEREAS, the District now desires to implement a policy under which the District will provide electronic devices and technical services to District employees and commissioners for the use of such electronic devices in District business; and

WHEREAS, the adoption and implementation of such policies and the use of electronic devices will promote efficiency and a higher quality of communication, service and the performance of District business by both District employees and commissioners; and

WHEREAS, District management staff have prepared and provided to the Board of Commissioners a written policy relative to the issuance and use of District electronic devices to District employees and commissioners in the form attached hereto as Exhibit A and incorporated herein by this reference; and the Board of Commissioners now desires to adopt and implement the Policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Highline Water District, King County, Washington, as follows:


1. The Electronic Devices (District Provided) Policy in the form attached hereto as Exhibit A is hereby approved and shall apply to all District commissioners and employees issued electronic devices by the District for use in the performance of District business.
2. The Electronic Devices Policy shall be effective the date set forth below.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **27th** day of **May** 2014.

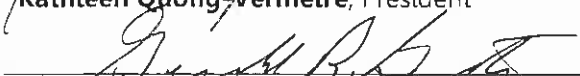
BOARD OF COMMISSIONERS




Kathleen Quong-Vermeire, President



George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Vince Koester, Commissioner

EXHIBIT A



HIGHLINE WATER DISTRICT CODE BOOK
TITLE 4 - MISCELLANEOUS

Chapter 4.01

~~District-Provided Cellular Telephone Use~~ Electronic Devices (District Provided)

Formatted: Strikethrough

Sections

4.01.010 ~~District-provided cellular telephones use~~

Formatted: Strikethrough

4.01.020 ~~District-provided tablets and laptops~~

~~The following resolutions provided as an historical reference: (Res. 04-10-6D Entire HWDC approved).~~

Formatted: Strikethrough

4.01.010 **DISTRICT-PROVIDED CELLULAR TELEPHONES USE**

Formatted: Strikethrough

~~1.~~

Formatted: Strikethrough

The District provides cellular telephones to certain employees for business use when the use of such telephones will increase the level of service provided to the District's customers, increase the level of safety and efficiency for the District employee, and / or satisfy legal requirements (See District Provided Cell Phone - Procedure P4.01.010).

Formatted: Left

4.01.020 **DISTRICT-PROVIDED TABLETS AND LAPTOPS**

~~It is the policy of Highline Water District to provide electronic devices (electronic tablets / laptop computers) and technical services to designated District commissioners and employees for business use when the use of such devices will increase the level of service provided to the District's customers, increase the level of safety and efficiency for the District, and/or satisfy legal requirements as determined by Management. See Procedure P4.01.020 - District-Provided Tablets and Laptops.~~

Agenda Item No.: 5.1

Agenda Date: 5/27/2014

Reviewed By: M.E.

SUBJECT: Amend HWDC Chapter 4.01, Section 4.01.010 and authorize new policy (Section 4.01.020 District Provided tablets and laptops)

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>			<input type="text"/>
			Estimated

ATTACHMENTS:

1. Resolution 14-5-27A
2. Exhibit A – HWDC Title 4-Miscellaneous, Chapter 4.01

COMMENTS:

The use of electronic tablets will allow District commissioners to receive meeting packets and agendas electronically, and to receive and send District related emails. The use of electronic tablets by District Commissioners and employees will increase the level of service provided to the District's customers and enhance efficiency.