

**COAL CREEK UTILITY DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 1917**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF COAL CREEK UTILITY DISTRICT, RELATING TO THE DISTRICT'S RULES AND PROCEDURES FOR PROCESSING REQUESTS FOR INSPECTION AND COPYING OF PUBLIC RECORDS; AMENDING CHAPTER 2.08 OF THE DISTRICT CODE AND RESOLUTION NO. 1801.

**WHEREAS**, Coal Creek Utility District ("District") is a water-sewer district formed and operating under Title 57 RCW for the purpose of providing water and wastewater services to properties within its respective services areas; and Title 57 and Chapter 42.56 RCW, and other Washington statutes and regulations, authorize and require the District to process requests to inspect and copy District public records and to adopt by Resolution policies and procedures governing the District's response to such requests; and

**WHEREAS**, in 2014, the District's Board of Commissioners adopted Resolution No. 1801, relating to the rules and procedures for public inspection and copying of District public records, and said rules were codified at Chapter 2.08 of the District's Code, entitled "District Records"; and

**WHEREAS**, since 2014, the Legislature has updated the rules and procedures governing production of public records under Chapter 42.56 RCW, the Public Records Act ("Act"); and

**WHEREAS**, the Board of Commissioners has determined it would be in the best interest of the District, its employees, its customers, and the public to amend the current Chapter 2.08, and Resolution No. 1801, to update its policies and procedures relating to the inspection and copying of public records to comply and be consistent with state law; now, therefore

BE IT RESOLVED by the Board of Commissioners of Coal Creek Utility District, King County, Washington, as follows:

**Section 1:** Chapter 2.08 of the Coal Creek Utility District Code, entitled "District Records", and Resolution No. 1801, are amended to read as set forth in Exhibit A, attached hereto and incorporated by this reference.

**Section 2:** The District's General Manager is hereby authorized and directed to implement this resolution, which includes, but is not limited to, updating these policies when applicable state law changes, and to bring such updates to the Board for affirmation by motion.

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

**ADOPTED** by the Board of Commissioners Coal Creek Utility District, King County, Washington, at the regular open public meeting held on August 24, 2022.

  
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Suzi O'Byrne, Commissioner

  
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Douglas Kunkel, Commissioner

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Pamela A. Martin, Commissioner

## EXHIBIT A TO RESOLUTION 1917

### Chapter 2.08 DISTRICT RECORDS

- 2.08.010 Authority and Purpose.**
- 2.08.020 Contact Information – Public Records Officer.**
- 2.08.030 Availability of public records.**
- 2.08.040 Processing of public records requests - General.**
- 2.08.050 Processing of public records requests – Electronic records.**
- 2.08.060 Exemptions.**
- 2.08.070 Costs of providing copies of public records.**
- 2.08.080 Retention of records.**
- 2.08.090 Review of denials of public records.**
- Appendix A Request for public records.**

#### **2.08.010 Authority and Purpose.**

**A. Public Records Act.** The Public Records Act, Chapter 42.56 RCW ("Act") requires the District to make identifiable, non-exempt public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The Act defines "public record" at RCW 42.56.010(3), which may be amended. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.

**B. Purpose of Rules.** The purpose of these Rules is to establish the procedures that the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requestors and District staff that are designed to assist members of the public in obtaining such access.

**C. Full Access.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation.

**D. Fullest Assistance.** These Rules identify how the District will provide full access to public records, balancing the need to prevent excessive interference with other essential functions of the District while providing the fullest assistance to requestors and timely action on requests. All assistance necessary to fulfill the District's obligations under the Act shall be provided by the District's Public Records Officer, or the Officer's designee, provided that the giving of such assistance does not unreasonably disrupt the District's operations and other duties as assigned to the employee designated as the Public Records Officer by the Board of Commissioners. The Public Records Officer is also charged with general administrative

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and integration. It provides strategies to overcome these challenges and ensure that the organization's data is reliable and secure.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of a data-driven approach to organizational management and the need for continuous improvement in data management practices.

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6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures. It also discusses the importance of pilot testing and validation to ensure the reliability of the data.

7. The seventh part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and regression analysis. It explains how these methods can be used to identify patterns and trends in the data.

8. The eighth part of the document focuses on the interpretation of data and the drawing of conclusions. It emphasizes the need for a critical and objective approach to data interpretation and the importance of considering the limitations of the data.

9. The ninth part of the document discusses the ethical considerations surrounding data management and analysis. It highlights the need for transparency, informed consent, and data protection to ensure that the organization's data practices are ethical and compliant with relevant regulations.

10. The tenth part of the document provides a final summary and concludes the report. It reiterates the key findings and recommendations and expresses the hope that the report will provide valuable insights and guidance for the organization's data management practices.

11. The eleventh part of the document discusses the future of data management and analysis. It explores emerging trends and technologies, such as artificial intelligence and big data, and discusses their potential impact on the field.

12. The twelfth part of the document provides a final conclusion and offers suggestions for further research. It encourages the organization to continue to invest in data management and analysis and to stay up-to-date with the latest developments in the field.

13. The thirteenth part of the document provides a final summary and concludes the report. It reiterates the key findings and recommendations and expresses the hope that the report will provide valuable insights and guidance for the organization's data management practices.























