RESOLUTION NO. 2017-36

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
DECLARING THAT COMPUTING ALL ACTUAL COSTS TO RESPOND TO
PUBLIC RECORDS REQUESTS WOULD BE UNDULY BURDENSOME AND
CHARGING STATUTORY DEFAULT FEES.

WHEREAS, pursuant to Chapter 42.56 RCW (the “PRA”), agencies are allowed to
charge a requester for certain costs associated with providing copies of records in response to
the requester’s public records request, and are required to establish, maintain and make
publicly available a statement of these costs; and

WHEREAS, under the law prior the 2017 amendments, agencies could charge for paper
copies but not copies of electronic records. Currently a majority of records are provided in
electronic format and in the 2017 legislative session, the legislature amended the provisions of
the PRA that governs charges for providing public records. The 2017 amendments allow
agencies to charge requestors for scanning records, providing electronic records by email or
other electronic delivery means or providing records on a CD, thumbdrive or external hard
drive; and

WHEREAS, Chapter 304, Laws of 2017, has been codified into Chapter 42.56 RCW
relating to public records requests and assessing charges for providing responsive documents to
public records requests and agencies are required to define whether or not it would be unduly
burdensome to charge actual costs; and

WHEREAS, Mason Transit Authority (MTA) receives less than 30 public record requests
annually and does not have a system set up to calculate those costs; and

WHEREAS, MTA believes that charging the statutory default fees would be in its best
interest, as well as that of the public it serves;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY
BOARD that it would be unduly burdensome for Mason Transit Authority to calculate actual
costs to respond to public records requests; and

BE IT FURTHER RESOLVED that Mason Transit Authority will use the most reasonable
cost-efficient method that is available to it as a part of normal operations to respond to the
public records request and will not charge for records routinely posted on its website unless the
requester requests copies through other means; and

BE IT FURTHER RESOLVED that Mason Transit Authority will charge statutory default
fees in effect at the time the public records request is received. Current statutory charges in
effect are attached here to as Exhibit A, which charges may be changed in accordance with statutory law.

Adopted this 21st day of November, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tárzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT:

Danette Brannin, General Manager

APPROVED AS TO FORM:

Robert W. Johnson, Legal Counsel

ATTEST:

Tracy Becht, Clerk of the Board

DATE: December 21, 2017
# EXHIBIT A

## Statutory Default Fees for Public Records Requests

(Statutorily Effective as of July 23, 2017)

(RCW 42.56.120(2)(b), (c) and (e))

<table>
<thead>
<tr>
<th>RESPONSIVE RECORD FORMAT</th>
<th>STATUTORY DEFAULT FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper page</td>
<td>15 cents each</td>
</tr>
<tr>
<td>Page scanned into electronic format</td>
<td>10 cents each</td>
</tr>
<tr>
<td>4 files or attachments provided by electronic delivery</td>
<td>5 cents</td>
</tr>
<tr>
<td>1 gigabyte of electronic records transmission</td>
<td>10 cents</td>
</tr>
<tr>
<td>Costs of storage media, container, envelope, postage/delivery charge</td>
<td>Actual cost</td>
</tr>
</tbody>
</table>

Charges can be combined if more than one type of charge applies.