

**RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
GREEN MOUNTAIN WATER AND SANITATION DISTRICT**

**A Resolution Adopting Rules Related to Requests for Inspection of Records
Pursuant to the Colorado Open Records Act, C.R.S. §24-72-201 *et seq.***

WHEREAS, the Green Mountain Water and Sanitation District (“District”) is a special district organized in 1952 pursuant to Special District Act, set forth in Title 32 of the Colorado Revised Statutes (“C.R.S.”); and,

WHEREAS, the District is a political subdivision of the state of Colorado for purposes of the Colorado Open Records Act, C.R.S. §24-72-201 *et seq.* (“CORA”); and

WHEREAS, the District has designated an “Official Custodian” of records, as that term is defined in CORA, who is responsible for the maintenance, care, and keeping of the District’s records; and

WHEREAS, pursuant to C.R.S. §24-72-203(1)(a), the Official Custodian may make such rules with reference to the inspection of public records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Official Custodian and the staff employed by the District; and

WHEREAS, the Official Custodian finds it necessary and in the best interests of the District to adopt certain rules relating to the inspection of the District’s records;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Green Mountain Water and Sanitation District, that the CORA rules attached hereto as **Exhibit A** be adopted by the District as rules governing requests for records submitted to the District.

Whereupon, a motion was made and seconded, and upon a majority vote, this Resolution was **ADOPTED AND APPROVED** at a regular meeting of the Board of Directors of the Green Mountain Water and Sanitation District on July 9th, 2019, at 13919 West Utah Ave. Lakewood, CO 80228.



Adrienne Hanagan, President, Green Mountain Water and Sanitation District

CERTIFICATION

I, Alex Plotkin, Secretary to the Green Mountain Water and Sanitation District, do hereby certify that the foregoing is a true copy of a resolution duly adopted and approved by the Green Mountain Water and Sanitation District at a regular meeting held at the Green Mountain Water and Sanitation District Office, Jefferson County, Colorado, on the 9th day of July, 2019, as the same appears in the minutes of said meeting.



Alex Plotkin, Secretary, Green Mountain Water and Sanitation District



Green Mountain Water and Sanitation District

13919 W. Utah Avenue
Lakewood Colorado 80228
www.greenmountainwater.org

Phone: 303 985 1581
Fax: 303 985 0680
customerservice@greenmountainwater.org

EXHIBIT A Rules and Limitations on Public Records Requests

The Colorado Open Records Act (CORA), C.R.S. §24-72-200 *et seq.* permits the official custodian of any public records to make such rules with reference to the inspection of such records as are reasonably necessary for the prevention of unnecessary interference with the duties of the custodian, and for the protection of the records.

1. All requests for public records of the Green Mountain Water and Sanitation District (GMWSD) must be received in writing by the District Manager (custodian of records) using the online Public Records Request Form (below). The form may also be downloaded, completed and emailed to the District Manager at manager@greenmountainwater.org, or mailed or hand-delivered to:

Green Mountain Water and Sanitation District
ATTN: District Manager
RE: Public Records Request
13919 West Utah Avenue
Lakewood, CO 80228

Requests cannot be made over the phone.

2. Any public records request shall consist of two parts:

Part I – completed by the requestor, including contact information, how the files are to be viewed or delivered, and a description of the information being requested. Please provide a brief, but very specific description of the documents or information requested noting the date of issuance and location of the document(s), if known. A request that is broad, vague, or too voluminous may cause a delay in the time GMWSD can produce the records.

Part II – completed by GMWSD, advising of the availability of the records, and estimating the number of pages and time to be spent retrieving the records. Part II of the request includes an acknowledgement by the requestor of the anticipated fees that must be paid prior to receipt of the requested records.

The request is not considered to be complete or received until Part II is completed, signed by the requestor and received by the District Manager.

3. The response time to a public records request will begin running on the first working day following the date a completed request (as described in Rule 2 above) is received by the District Manager.
4. Copying Fees: Each standard (8 ½” x 11” black and white) copy shall be provided at a cost of \$0.25 per page. The fee for any printout, fax, email or photograph of a public record in a format other than a standard page shall not exceed the actual cost of providing the copy.



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5. **Research and Retrieval Fees:** When researching, retrieving, reviewing, or producing records consumes more than one hour of staff time, a fee of \$30 per hour will be charged for all staff time after the first hour associated with researching, retrieving, reviewing and producing records for a requestor. This rate will be charged in quarter hour increments after the first hour. This fee will also apply to the time GMWSD personnel must spend in attendance while a third party is reviewing documents.
6. **Transmission Fees:** GMWSD will charge the actual fee for transmission of records by United States mail, other delivery service or facsimile. No transmission fee will apply when transmission is by electronic mail.
7. Fees must be paid in full before any records are made available or delivered to the requestor. Payment of fees for public records requests can be made by check payable to GMWSD, delivered to the District Manager, or by credit card over the phone to the District Manager or other designated GMWSD staff.
8. A time for review and inspection of the records will be scheduled if the records cannot be delivered electronically. Reviews will take place by appointment during regular business hours (Monday – Friday 7:30 AM - 4:00 PM) at the GMWSD Office, unless another location for review is designated by GMWSD.
9. No data will be provided orally with the assurance that it is correct.
10. Members of the public will not be permitted to use the data storage or processing equipment of the GMWSD for inspecting or copying public records.