



705 Navajo Road; Walsenburg, CO 81089

**NAVAJO WESTERN WATER DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-06

Colorado Open Records Act Policy, Research and Retrieval Fees, and Costs

We, the undersigned, being all the Navajo Western Water District, organized and existing under the laws of Colorado, and having its principal place of business at 705 Navajo Road; Walsenburg, CO 81089, (“Special District”), hereby certifies that the following is a true and correct copy of a resolution duly adopted at a **Regular Meeting** of the Navajo Western Water District Board of Directors duly held and convened on **Wednesday, October 11, 2023** at which a quorum of the Board of Directors was present and voting throughout, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NAVAJO WESTERN WATER DISTRICT (NWWD the “District”) AS FOLLOWS:

Recitals

- A. The Navajo Western Water District (the “**District**”); is a quasi-municipal corporation and political subdivision of the State of Colorado located in Huerfano County, Colorado; and
- B. As a governmental entity, the District is subject to and must comply with the Colorado Open Records Act, §§ 24-72-200.1-206, C.R.S. (“**CORA**”); and
- C. CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the impositions of a research and retrieval fee; and
- D. To provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests.

NOW THEREFORE, be it resolved by the Board of Directors of the Navajo Western Water District as follows:

- 1. The District’s Board of Directors adopts the “Policy Regarding Requests for Public Records; Research and Retrieval Fees; Costs” attached as **Exhibit A, 2023-06**.
- 2. The CORA Policy adopted pursuant to this resolution shall supersede any and all prior CORA policies of the District.

Approved and adopted this 11th day of October 2023.

SIGNATURES OF NWWD BOARD OF DIRECTORS

Dave Rogers – President	<u></u>	<u>10/11/23</u> Date
Gary Baldwin – Vice President	<u></u>	<u>10/11/23</u> Date
Vanna Morningstar – Secretary	<u></u>	<u>10.11.2023</u> Date
Richard Williams – Treasurer / Director	<u></u>	<u>10-11-2023</u> Date

Attest:

CERTIFICATE OF SECRETARY

The Secretary of the Corporation hereby certifies that he/she is the duly elected and qualified Secretary of the Navajo Western Water Board of Directors and certifies that the above is a true and correct record of the resolution that was duly adopted by the Board of Directors of the Navajo Western Water District Board of Directors on Wednesday, October 11, 2023.

Vanna Morningstar, Secretary


Signature

October 11, 2023
Date

EXHIBIT A, 2023-06

Policy Regarding Requests for Public Records; Research and Retrieval Fees; Costs

Requesting Public Records

Requests for public records must be submitted to and received by the designated records custodian, via email at office@nwwd.us. Records requests must be in writing and clearly state that they are a request for records under the Colorado Open Records Act. General emails to the District or inquiries or requests on the District's website or social media sites will not be treated as records requests under CORA.

All requests must contain the following information:

1. Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
2. If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

First Hour	No Charge
Each additional hour	\$33.58 per hour
Copying Fee	<ul style="list-style-type: none">• \$0.25 per standard 8 ½ x 11 inch page• Actual costs for non-standard sizes• The per-page fee shall not apply to records provided in a digital or electronic format

Hourly research and retrieval fees may be adjusted for inflation pursuant to § 24-72-205(b), C.R.S. Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

If any fees and costs are due, documents will not be provided until full payment is made or arrangements for payment is made.