

AVILA BEACH COUNTY WATER DISTRICT

COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

PRESENT: Directors: Ellis, Misakian, Newton, and Phelan

ABSENT: Director Cummings

RESOLUTION NO. 88-1

DATED: March 1, 1988

RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING
POLICIES REGARDING INSPECTION AND COPYING OF
DISTRICT RECORDS

BE IT RESOLVED by the Board of Directors of Avila Beach County
Water District as follows:

The following policies relative to inspection and copying of
District information and records are hereby established:

1. All District ordinances, resolutions, written policies and rules, and Board minutes shall be made available for public inspection by any member of the public during ordinary business hours.
2. Information and records which pertain to property owned, leased, or otherwise controlled by the person requesting the same shall be made available for inspection during ordinary business hours.
3. Records and other information not falling within policies Nos. 1 and 2 above shall be made available only after determination by the Board of Directors that the same are not otherwise exempt from public disclosure under applicable provisions of the California Public Records Act (Govt. Code § 6254 et seq.). Any person requesting such a determination shall submit a request therefor in writing at least seven (7) days prior to the next regularly scheduled meeting of the Board, which request shall state specifically what records or categories of records are requested.
4. In instances where the location and/or assemblage of records or information otherwise required to be furnished would, in the opinion of the secretary, be burdensome or significantly time-consuming, the secretary may in its discretion have up to seven (7) days to assemble the same for the person requesting such information.
5. Where a request is made for copies of records or documents not otherwise exempt from disclosure, the secretary shall furnish

the same within Ten (10) days of such request. The charge for copies of District records or documents shall be One Dollar (\$1) per page.

6. It is the intention of the Board of Directors that this policy be consistent and harmonious with the California Public Records Act. In the event of any conflict between these policies and such act, the provisions of the act shall prevail.

On motion of Director ELLIS, seconded by Director MISAKIAN, and on the following roll call vote, to-wit:

AYES:	Directors	Marshall Ellis, Jim Cummings, Gladys Misakian Floyd Newton, and Evelyn Phelan
NOES:	None	
ABSENT:	None	

The foregoing Resolution was adopted.

ATTEST:

Carolee Fisher Secretary

Marshall P. Ellis
President of the Board of Directors