

# SPECIAL DISTRICT TRANSPARENCY INFORMATION

Pursuant to section 32-1-809, Colorado Revised Statutes

This information must be provided annually to the eligible electors  
of the district no later than January 15.



Print Page

**\*Note that some information provided herein may be subject to change after the notice is posted.**

## District's Name

Name:

## District's Principal Business Office

Name:

Address:

City:

Zip:

Telephone:

## District's Physical Location

Counties:

## Primary Contact Person or District Manager

Name:

Telephone:

## Regular Board Meeting Information

Location:

Address:

City:

Day(s):

Time:

#### Posting Place for Meeting Notice

Location:

Address:

City:

#### Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location:

Address:

City:

Date:

Notice: DOMINION WATER & SANITATION DISTRICT  
  
By: /s/ DAVID PEAK  
Secretary"/>

#### Current District Mill Levy

Mills:

**Ad Valorem Tax Revenue**

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount (\$)

**Date of Next Regular Election**

Regular elections for special districts are held in May of even-numbered years on the Tuesday succeeding the first Monday of the month. Regular elections are held for the purpose of electing members to the board of directors and other public questions, if any.

Date:

**Pursuant to 24-72-205 C.R.S**

The district's  
research and  
retrieval fee is

 per

hour

District Policy:

AN AMENDED  
AND  
RESTATED  
RESOLUTION  
OF THE  
BOARD OF  
DIRECTORS  
OF  
DOMINION  
WATER AND  
SANITATION  
DISTRICT  
REGARDING  
COLORADO  
OPEN  
RECORDS  
ACT  
REQUESTS  
WHEREAS,  
Dominion  
Water and  
Sanitation  
District (the  
"District") is a  
quasi-  
municipal  
corporation  
and political  
subdivision of

the State of Colorado and operates pursuant to its Service Plan approved by the County of Douglas, Colorado on October 27, 2004 (the "Service Plan"); and WHEREAS, the District maintains certain records of the District that are available for inspection by the public under and in accordance with the laws of the State of Colorado; and WHEREAS, the District anticipates that individuals may, from time to time, request the right to inspect, and/or copy public records of the District; and WHEREAS, the District is authorized under Section 24-72-203 C.R.S. to adopt rules with respect to the inspection and copying of public records of the District; and WHEREAS, the District desires to set forth in this Resolution the rules with

regard to the inspection and copying of all public records of the District; and WHEREAS, the District previously adopted its Resolution Regarding Open Records Act Requests on November 20, 2013 (the "Prior Resolution"); and WHEREAS, the District wishes to amend and restate the Prior Resolution in its entirety due to changes in the statutes affecting Open Records Act Requests. NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOMINION WATER & SANITATION DISTRICT OF THE COUNTY OF DOUGLAS, COLORADO:

1. This Resolution shall replace and supersede the Prior Resolution in its entirety.
2. CliftonLarsonAllen LLP, the

Manager for the District, is hereby designated as the "Official Custodian" of the public records of the District, as such term is defined in Section 24-72-202(2). Contact information for the Official Custodian is: David Peak, CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 500, Greenwood Village, Colorado 80111. Phone: 303-779-4525. Fax: 303-773-2050. E-mail: David.Peak@clacconnect.com.

3. Upon request for records transmission by a person seeking a copy of any public record, the Official Custodian shall transmit a copy of the record by United States mail, other delivery service, facsimile, or electronic mail in accordance with the terms of this Resolution.

4. Within the period specified in section 24-72-

203 (3) (a), C.R.S., as amended from time to time, the Official Custodian shall notify the record requester that a copy of the record is available but will only be sent to the requester once the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the Official Custodian. Upon either receiving such payment or making arrangements to receive such payment at a later date, the Official Custodian shall send the record(s) to the requester as soon as practicable but no more than three (3) business days after receipt of such payment.

5. If the record (s) requested are transmitted to the record requestor by United States Mail, other delivery service, or by facsimile, the Official Custodian is hereby authorized to charge:

(a) An amount of twenty-five cents (\$0.25) per standard page, or such other maximum charge as is permitted by law from time to time, for each page of public records copied to defray the actual cost of providing a copy, printout, or photograph of a public record; and  
(b) The actual cost of providing a copy, printout, and/or photograph of a public record in a format other than a standard page.

6. No transmission fees may be charged to the record requester for transmitting public records via electronic mail.

7. The Official Custodian is



authorized to charge \$30.00 per hour for the costs incurred after the first hour of staff time to review public records requests, prepare documents for inspection, consultation with legal counsel or other consultants regarding such requests, to supervise and coordinate preparation, review and copying of public records, and for actual costs incurred by the Official Custodian, District, District management, outside consultants and legal counsel in responding to and complying with public record requests.

8. All requests for copies or inspection of public records of the District shall be submitted to the Official Custodian in writing. Such requests shall be delivered by the Official Custodian to the District's legal counsel for review and

legal advice regarding the lawful availability of records requested and related matters. The District may, from time to time, designate specific records for which written requests are not required and with respect to which review by legal counsel is not required; i.e. service plans, rules and regulations, minutes, etc. Such designations shall occur in the minutes of the meetings of the District.

9. All public records of the District copied and provided to interested persons shall be copied in duplicate by the Official Custodian. The Official Custodian shall retain the original record in the appropriate file, and shall retain the duplicate copies in a separate filing bearing the name of the person to whom copies

were provided and the date of such person's request.

Copies of duplicate copies of public records of the District shall not be charged to the person requesting the public records, but shall be maintained for record purposes by the Official Custodian.

10. All inspections of public records shall take place during regular business hours at the office of the Official Custodian. Public records requests may not preempt or take priority over previously scheduled official District related business activities.

11. No person shall be entitled to remove public records of the District from the Official Custodian's office for inspection, copying, or any other purpose or reason. Public records of the District shall be:

(a) Subject to

inspection in the presence of the Official Custodian or the Official Custodian's designee;

(b) Appropriately marked by the person making the request;

(c) Copied after receipt of all required charges therefore; and

(d) Delivered to the person requesting such records at the office of the Official Custodian within the statutory timeframe and after all charges have been paid.

Copies of public records of the District not picked up at the time set aside by the Official Custodian may be destroyed. In the event a person renews the request for the same public records of the District after failing to pick up previously requested copies, such person will be charged for the costs of both records requests.

12. Only the Official Custodian (or

designee of the Official Custodian) may copy public records of the District. 13. On behalf of the District, the Official Custodian reserves the right to seek a declaratory judgment, pursuant to Section 13-51-101, et. seq. to determine if a large public records request may be exempted from the statutorily required response time. 14. The Official Custodian may establish such other reasonable regulations as are not inconsistent with this Resolution or with applicable Colorado law, as established and amended from time to time.

District contact information for open records request:

David Peak,  
CliftonLarsonAllen  
LLP  
303-779-4525

**List Names of District Board Members**

**Names of District Board Members**

**Board Member 1**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 2**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 3**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 4**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 5**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 6 (For 7 Member-Board)**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

### Names of District Board Members

#### Board Member 7 (For 7 Member-Board)

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

### Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

#### Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

#### District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)) and the website indicated below, if any.

Website:

#### Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

David Peak 303-779-4525 8390 E. Crescent Parkway,  
Suite 500, Greenwood Village, CO 80111

**Notice Completed By**

Name:

Title:

Email:

Dated:

**Close**