

**DENVER SOUTHEAST SUBURBAN WATER AND SANITATION DISTRICT,  
D/B/A PINERY WATER AND WASTEWATER DISTRICT,  
DOUGLAS COUNTY, COLORADO**

**2015 SPECIAL DISTRICT TRANSPARENCY NOTICE**  
Pursuant to Section 32-1-809, C.R.S.

Address and Telephone Number of Principal Business Office	Denver Southeast Suburban Water and Sanitation District d/b/a Pinery Water and Wastewater District 5242 Old Schoolhouse Road P.O. Box 1660 Parker, CO 80134 (303) 841-2797	
District's Physical Location – List each county in which the special district is wholly or partially located.	Douglas County	
Name and Telephone Number of Manager or Other Primary Contact Person	James B. Folkestad, District Legal Counsel Folkestad Fazekas Barrick & Patoile, P.C. 18 S. Wilcox St., Suite 200 Castle Rock, CO 80104 (303) 688-3045	
List Names of District Board Members and Terms of Office  (Check box for any Board Members whose seat will be open at the May 2016 election.)	(1) Robert W. Chapman  Term expires in 2018	(2) Robert T. Greene  <input checked="" type="checkbox"/> Term expires in 2016
	(3) Walter E. Partridge  <input checked="" type="checkbox"/> Term expires in 2016	(4) Heidi A. Tackett  Term expires in 2018
	(5) Stephan K. Tinnes  Term expires in 2018	
Regular Board Meeting Information	2 <sup>nd</sup> Wednesday of each month, commencing at 6:00 p.m., at 5242 Old Schoolhouse Road, Parker, Colorado 80134	
Posting Place for 24-hour Meeting Notice per Colorado Open Meetings Law, per C.R.S. §24-6-402(2)(c)	Notice board by entrance sign at the District Office located at 5242 Old Schoolhouse Road, Parker, CO 80134	
Current Mill Levy	0.000	
Total Ad Valorem Tax Revenue Received by District during 2014	\$0.00	
Date of Next Regular Board Election	May 3, 2016	

C.R.S. §24-72-205	<p>Research and Retrieval Fee:  1<sup>st</sup> Hour - No Charge  2<sup>nd</sup> and subsequent hours, \$30 per hour  District Policy Regarding Requests for Public Records is attached as Exhibit A.</p> <p>Contact name: James B. Folkestad  Contact phone: 303-688-3045</p>	
Self-nomination forms to be a candidate for District Board may be obtained from:	Name and Contact Info:	<p>Carol T. Reed, Designated Election Official  Denver Southeast Suburban Water and Sanitation District  Folkestad Fazekas Barrick &amp; Patoile, P.C.  18 S. Wilcox St., Suite 200  Castle Rock, CO 80104  (303) 688-3045</p>
Board Candidate Self-nomination Forms	<p>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.</p>	<p>Carol T. Reed, Designated Election Official  Denver Southeast Suburban Water and Sanitation District  c/o Folkestad Fazekas Barrick &amp; Patoile, P.C.  18 S. Wilcox Street, Suite 200  Castle Rock, CO 80104</p>
Deadline for Self-Nomination Forms	<p>Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election. (The self-nomination deadline for the 2016 regular election is February 26, 2016.)</p>	<p>Carol T. Reed, Designated Election Official  Denver Southeast Suburban Water and Sanitation District  c/o Folkestad Fazekas Barrick &amp; Patoile, P.C.  18 S. Wilcox Street, Suite 200  Castle Rock, CO 80104</p>
District Election Results will be posted on these websites:	<p>Colorado Secretary of State  <a href="http://www.sos.state.co.us">www.sos.state.co.us</a></p>	<p>District Website:  <a href="http://www.pinerywater.com">www.pinerywater.com</a></p>
Permanent mail-in voter (PMIV) status (for applicable elections)	<p>Absentee voting and Permanent Absentee Voter Status (formerly Permanent Mail-In voter status):  Where to obtain and return forms.</p> <p>Applications for absentee voting or for Permanent Absentee Voter Status are available from and must be returned to the Designated Election Official.</p>	<p>Carol T. Reed, Designated Election Official  Denver Southeast Suburban Water and Sanitation District  c/o Folkestad Fazekas Barrick &amp; Patoile, P.C.  18 S. Wilcox Street, Suite 200  Castle Rock, CO 80104</p>

Notice Completed By:	Carol T. Reed Paralegal Folkestad Fazekas Barrick & Patoile, P.C. 18 S. Wilcox Street, Suite 200 Castle Rock, CO 80104	January 15, 2015 Updated April 14, 2015
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Exhibit A

District Policy Regarding Requests for Public Records

**RESOLUTION 2014 - 34**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
DENVER SOUTHEAST SUBURBAN WATER AND SANITATION DISTRICT d/b/a  
PINERY WATER AND WASTEWATER DISTRICT**

**Colorado Open Records Act Rules and Policy**

WHEREAS, Denver Southeast Suburban Water and Sanitation District (the "District") is a quasi-municipal corporation and political subdivision of the State of Colorado located in Douglas County, Colorado; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §24-72-200.1 to - 206, C.R.S. ("CORA"); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

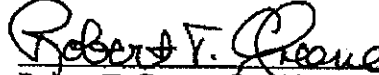
WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Directors of Denver Southeast Suburban Water and Sanitation District as follows:

1. The Board adopts the "Policy Regarding Requests for Public Records – Research and Retrieval" attached as Exhibit A to this resolution, to become effective immediately upon adoption.

Adopted this 13th day of August, 2014.

DENVER SOUTHEAST SUBURBAN  
WATER AND SANITATION DISTRICT

  
Robert T. Greene, President

Attest:

  
Heidi A. Tackett, Secretary

## EXHIBIT A

### POLICY REGARDING REQUESTS FOR PUBLIC RECORDS Research and Retrieval

#### Requesting Public Records

To request public records, contact the District Manager at (303) 841-2797, who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District [or inquiries on the District's website or social media sites] will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- 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.
- 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
Second and Each Subsequent Hour	-	\$30/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(6)(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.