

Resolution 94-3
A Resolution Concerning Provision of Information
About the District to the Public

WHEREAS, the WCSD is a public agency and is obligated to provide information concerning WCSD policies and operations to any member of the public who requests same; and

WHEREAS, provision of information, including photocopies of Ordinances, Resolutions, meeting agendas and minutes, etc., incurs costs to the District; therefore

BE IT RESOLVED, requests for information and/or photocopies of District documents should normally be made to the District in writing; and

BE IT RESOLVED, District employees may respond to requests for information as follows:

1. Provide photocopies of items for \$.10/page (\$.20 if back to back), plus postage if it is mailed to the requestor.
2. Provide photocopies of agendas for upcoming meetings for an annual fee of \$6.00.
3. Provide photocopies of Board packets for upcoming meetings for an annual fee of \$85.00 (estimated cost of copying and mailing 12, 50 page packets).
4. Answer brief informational questions about the District policies and operations.
5. Refer any questions they do not feel qualified to answer to a Board member; and

BE IT RESOLVED, service is to be provided on a timely basis, but if the request requires more than fifteen minutes to answer, the employee will not be expected to do it immediately. If the request involves researching the District's files, the employee may ask that the person make an appointment to look at materials or they may refer the request to a Board member for advise; and

BE IT FURTHER RESOLVED, the requestor will be charged as follows for employee's time spent in excess of 15 minutes:

1. If more than 15 minutes per week and less than one hour - \$10.00.
2. \$10.00 per hour for any portion of additional hours.

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3. Questions from customers or parcel owners concerning their water service or billing are answered without charge regardless of the time involved.

PASSED, APPROVED, and ADOPTED this twenty-first day of February, 1994 by the following roll call vote:

AYES: Berman, DeRooy, Schulz, Petroccitto

NOES: None

ABSTAIN: None

ABSENT: Hankin

Joan Berman, President
Westhaven Community Services District

ATTEST:

Debra Ryerson, Secretary
Westhaven Community Services District