

**RESOLUTION NO. R.08-2005**

**RESOLUTION OF THE BIG BEAR AREA REGIONAL  
WASTEWATER AGENCY  
ESTABLISHING PUBLIC RECORDS ACT PROCEDURES**

WHEREAS, Big Bear Area Regional Wastewater Agency (the “Agency”) is required, pursuant to the California Public Records Act (Government Code Sections 6250 et seq.) to provide upon request a copy of certain identifiable public records held by the Agency, and

WHEREAS, the Agency has adopted this Resolution to establish an orderly procedure for compliance with the California Public Records Act.

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED by the Governing Board of Big Bear Area Regional Wastewater Agency as follows:

1. Public Records Request Form Adopted. Except as provided herein, all requests for public records as defined by the California Public Records Act shall be made in writing and on a form substantially identical to the form in Exhibit “A.”
2. Public Records Officer Established. The Governing Board hereby appoints the Agency’s General Manager as the Public Records Officer who shall have the primary responsibility for reviewing public records requests.

3. Procedure for Requests. All requests for public records shall be submitted to the Public Records Officer. The Public Records Officer shall provide notice within 10 days of receipt of a request for public documents whether the Agency has in its possession disclosable public records that are responsive to the request. In unusual circumstances, the Public Records Officer may extend this time period for not more than 14 additional days. The notice shall briefly describe the reasons for the Public Records Officer's decision to grant, deny or extend the period of time to consider the request as provided by the California Public Records Act.

4. Costs. Any person requesting a copy of a public record shall pay a copy processing charge to cover the direct costs of providing the copy before the Public Records Officer complies with the request. The Governing Board hereby determines that the direct cost of duplication is as follows:

- 8 1/2" x 11" documents = ten cents (.10) per page
- 8 1/2" x 14" documents = eleven cents (.11) per page
- 11" x 17" documents = twelve cents (.12) per page
- Charges for unusual size documents will be the direct cost of duplication
- Electronic records in the possession of the agency = fifty five cents (.55) per disk, plus any associated staff costs related to extracting, programming or compiling electronic data at the rate of \$6.50 dollars per fifteen minutes.
- The requesting party shall also bear the actual costs of postage or express mail charges if he or she requested the copies of the public records be forwarded to the requestor.

The same charges shall be levied for copies of Agency agenda packets requested prior to a board meeting. Individuals exempt from the charge to cover the direct costs are: Elected Officials, member agencies, local agencies and established local media within the Big Bear Valley.

5. Response to Request. The Agency shall comply with a request that the Public Records Officer approves promptly after receiving payment of fees covering the direct cost of duplicating the records.

6. Compliance With Public Records Act. The Agency recognizes its obligation to comply strictly with the terms of the Public Records Act and other applicable State disclosure laws. The express purpose of this resolution is to establish a procedure for compliance with the Public Records Act, and nothing herein is intended to narrow or broaden the Agency's duty to provide copies of public records.

ADOPTED this 11<sup>th</sup> day of October 2005.

---

Ken Dally, Chairman of the Governing Board  
of the Big Bear Area Regional Wastewater Agency

ATTEST:

---

Dr. Don Eads, Secretary of the Governing Board  
of the Big Bear Area Regional Wastewater Agency

EXHIBIT A

RECORDS REQUEST FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECORDS REQUESTED (identify with particularity): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF RECEIPT OF RECORD REQUESTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*\*\*\*\*

FOR DISTRICT USE ONLY

APPROVAL GENERAL MANAGER \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ INITIALS

FORM COMPLETE? \_\_\_\_\_ YES \_\_\_\_\_ NO

RECORDS LOCATED? \_\_\_\_\_ YES \_\_\_\_\_ NO

REQUEST COMPLIED WITH? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, STATE REASON: \_\_\_\_\_  
\_\_\_\_\_

COST OF RECORDS REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
COMPLIANCE DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\* DO NOT USE WITH REQUESTS FOR POLITICAL REFORM ACT DISCLOSURE STATEMENTS (GOVERNMENT CODE SECTION 6250).

\* Government Code Section 6250. Public Records; Inspection; Reproduction. (a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than ten business days following the day on which it was received. No conditions whatsoever shall be imposed upon person desiring to inspect or reproduce reports and statement filed under this title, nor shall any information or identification be required from such persons. Copies shall be provided at a charge not to exceed ten cents (.10) for 8 1/2" x 11" size and other rates will be charged as specified in Resolution R.08-2005, Resolution of the Big Bear Area Regional Wastewater Agency Establishing Public Records Act Procedures. Individuals exempt from the charge to cover the direct costs are: Elected official, member Agencies, local agencies and established local media within the Big Bear Valley. A request for more than one report or statement or report and statement at the same time shall be considered a single request.