

**RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT**

**A Resolution Designating an Official Custodian for Purposes of the Colorado Open
Records Act, Sections 24-72-200.1 *et seq.*, C.R.S.**

At a special meeting of the Board of Directors of the Havana Water and Sanitation District, Arapahoe County, Colorado, held at 5:00 P.M., on Wednesday, March 11, 2020, at CliftonLarsonAllen LLP, 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado at which a quorum was present, the following resolution was adopted:

WHEREAS, Havana Water and Sanitation District (the “District”) is a special district organized and existing pursuant to Sections 32-1-101 *et seq.*, C.R.S.; and

WHEREAS, the District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S., as may be amended from time to time, (“CORA”), as defined in Section 24-72-202(5), C.R.S., and is thus subject to CORA; and

WHEREAS, the Board of Directors of the District (the “Board”) wishes to designate an “Official Custodian,” as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District’s public records, regardless of whether the records are in his or her actual personal custody and control; and

WHEREAS, the Board wishes to designate a “Custodian,” as that term is defined in Section 24-72-202(1.1), C.R.S., who shall serve as the repository for the District’s public records and shall have personal custody and control of the District’s public records and assist the Official Custodian with the maintenance, care, and keeping of the District’s public records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
HAVANA WATER AND SANITATION DISTRICT AS FOLLOWS:**

1. The Board, by a vote of 5 to 0, hereby designates the Secretary of the District, as such position may be held by different individuals from time to time, as the Official Custodian of the District’s public records for purposes of CORA. This designation of the individual holding the position of Secretary of the District as the Official Custodian of the District shall continue unless and until the Board amends or repeals this Resolution. Pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may develop rules for the inspection of the District’s public records as are reasonably necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the Custodian or the Custodian’s office.
2. The Board, by a vote of 5 to 0, hereby designates CliftonLarsonAllen LLP as the Custodian of the District’s public records for purposes of CORA. The Custodian shall serve as the repository for the District’s public records and shall have personal custody


and control of the District's public records and assist the Official Custodian with the maintenance, care, and keeping of the District's public records.

3. The Official Custodian and the Custodian shall adhere to all rules and regulations set forth in CORA in responding to public records inspection requests and shall allow any person the right of inspection of the District's public records except as otherwise provided in CORA or as otherwise provided by law.

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ADOPTED, APPROVED, AND MADE EFFECTIVE the 11th day of March 2020.

HAVANA WATER AND SANITATION DISTRICT


By: Howard Buchette
Its: President

ATTEST:


By: Wm. J. Kirven
Its: Secretary