

**RESOLUTION 2024-01 OF THE CARBON WATER CONSERVANCY DISTRICT
SETTING A GRAMA FEE SCHEDULE**

WHEREAS, the Carbon Water Conservancy District (“the District”) is subject to the Utah Governmental Records Access Management Act as set forth in Utah Code Annotated Title 63G, Chapter 2, et seq.;

WHEREAS, the District desires to comply with the Act and set a uniform fee schedule to cover actual expenses incurred by requests for records and documents of the District, and to address additional items pertaining to GRAMA requests;

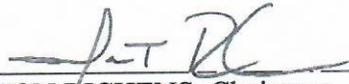
NOW THEREFORE, IT IS HEREBY RESOLVED by motion made this 16th day of July, 2024, by the Board of Trustees of the Carbon Water Conservancy District that the following fee schedule shall govern requests for documents made by the public:

1. Purpose and Policy. This policy provides guidelines to manage, classify, access, preserve and dispose of Carbon Water Conservancy District records in compliance with applicable Utah statutes and regulations while protecting individual rights of privacy. This policy is subject to the terms and definitions contained in the Utah Government Records Access and Management Act set forth in U.C.A. 63G-2-101 et seq..
2. Records Management; Appeals. The duly appointed Clerk of the Carbon Water Conservancy District shall be deemed the “Records Manager” for all files and records of the District. The Chairman of the Board of Trustees of the Carbon Water Conservancy District shall be deemed to be the Chief Administrative Officer for the purpose of any appeals brought under U.C.A. 63G-2-401 et seq. as amended.
3. Records Request. A person may request to inspect or receive copies of the the Water Conservancy District’s records by filing a written records request to the District’s manager. The request must contain the name, phone number, and physical or email address of the requestor, and must contain a specific description of the records being requested. The Records Manager may direct an requestor to provide additional information in order to prepare a response to the request. A records request shall be made on a records request form to be provided by the Records Manager and signed by the requestor. At his discretion, the Records Manager may allow a records request to be made by email or other electronic means.
4. Classification of records. The Records Manager will be responsible to evaluate and classify records under his supervision. Prior to or upon receiving a request to copy or inspect a record, the record shall be classified as public, private, controlled, protected or restricted, as those terms are defined by Utah law, and shall be disclosed only as allowed by Utah law. The Records Manager may request the assistance of its legal counsel prior to making a determination.
5. Fees. A fee shall be charged for the Water Conservancy’s actual costs of duplicating and providing a record, which costs may include but are not limited to costs and expenses incurred for obtaining, compiling, and researching a records request, as follows:

- a. Costs to obtain, compile and search records (i.e., searching for documents and files; retrieving documents from storage; compiling data; scanning, downloading and emailing documents; mileage time and costs to mail, copy or retrieve documents from storage, etc.):

No fee for the first half hour of work; \$30 per hour thereafter.
 - b. Photocopy fees: \$0.30 per page for first 20 pages; actual cost thereafter. Presently, the District does not own a copy machine and must take copy requests to a commercial copy center.
 - c. Mailing fees, data storage items, etc.: Actual cost for data storage materials, plus time of employee at the rate of \$30 per hour in preparing the documents as well as mailing costs shall be incurred. No fee for the first half hour of work shall be charged.
 - d. Deposit authorized. The District shall obtain a deposit in the estimated amount of the expense for any request anticipated to exceed the amount of \$50.00 prior to fulfilling any such request.
 - e. Exemptions from charges. Pursuant to U.C.A. 63G-2-203, the District shall not charge a fee for reviewing a record to determine whether it is subject to disclosure except as specifically allowed by law. Further, the District shall not charge a fee for the Records Manager's or other employee's time spent supervising the inspection of a record when copies are not requested.
6. Requests for Copyrighted, Patented or Trade Secret Materials. Any record which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by a patent, trademark or other protected designation, shall not be copied or provided to any person without a valid order of a court ordering such disclosure or written permission from the copyright holder or author of the record. Additionally, any documents or records containing trade secrets which are submitted to the District with a written claim of business confidentiality as described U.C. A. 63G-2-309 shall not be disclosed except as otherwise required by law.

RESOLVED AND ADOPTED BY UNANIMOUS MOTION OF THE CARBON WATER
CONSERVANCY DISTRICT BOARD OF TRUSTEES THIS 16 DAY OF
July, 2024:



JON RICHENS, Chairman

ATTEST:


Gordon Odendahl, Clerk