



RESOLUTION NO. 21-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A POLICY FOR HANDLING PUBLIC RECORDS ACT REQUESTS

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency with the public regarding governmental records; and

WHEREAS, the Board of Directors of the District ("Board") seek to establish its public records policy setting forth the authority and restrictions on the disclosure of governmental records to the public upon request, in accordance with California law (California Public Records Act – California Government Code §6250 through §6276.48); and

WHEREAS, it is in the best interests of the District and its residents and landowners to set and maintain limits, restrictions, and procedures in the form of a public records policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its public records policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the public records policy shall be subject to any and all applicable public records laws as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the public records policy shall be deemed controlling over, and shall otherwise supersede any and all other public records authority policies that may conflict with, or be contrary to, the hereby adopted public records policy.

5. If any provision of this Resolution or the attached and incorporated public records policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated public records policy shall remain unaffected.

6. This Resolution shall become effective upon the date of adoption as set forth herein.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a special meeting held on the 12th day of May 2021, by the following vote:

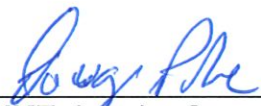
AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

ATTEST:



DOUG PIKE, Interim General Manager
LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
LISA PALMER, Board President

APPROVED AS TO FORM:

By: 
G. ROSS TRINDLE, III, District Counsel

I, *Doug Phe* , Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

PUBLIC RECORDS POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for the handling and copying of public records, in accordance with the California Public Records Act (CPRA). This public records policy promotes maximum disclosure of the conduct of the District's governmental operations and minimizes secrecy. It allows the public to access information that enables them to monitor the functioning of their Community Services District.

I. POLICY

- A. All records must be disclosed unless a specific exemption applies under the CPRA or the public interest in non-disclosure clearly outweighs the public interest in disclosure.
- B. If any record is withheld, the written response must state the statutory basis for withholding and the person responsible for the determination to withhold. The District is not required to produce a log of withheld documents.
- C. Individuals requesting copies of public documents shall be charged at the maximum current rate allow by law to defray expenses associated with the copying process.
- D. Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge.
 - a. Individuals requesting copies of such documents prior to the Board meeting will be charged at the maximum current rate allowed by law. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.
- E. Allow 7-10 days for requested copies from General Manager. The District shall respond to requests within 10 days to notify requester of its determination whether it has responsive records and whether such records will be disclosed.
- F. If the request seeks inspection of public records, the records shall be open for inspection any time during the District's regular business hours and any member of the public may request to see them.
- G. If the request seeks duplication of public records, the District shall promptly make them available.