

## **RESOLUTION NO. 2016-02**

### **RESOLUTION OF THE UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS REPEALING RESOLUTION 07-03 AND ADOPTING A FEE SCHEDULE FOR REPRODUCTION AND COPYING OF DOCUMENTS.**

**WHEREAS**, the Ukiah Valley Sanitation District adopted Resolution 07-03, which adopted the County of Mendocino's Policy 31 related to reproduction and copying charges; and

**WHEREAS**, at the time of adoption of Resolution 07-03 the Ukiah Valley Sanitation District was a dependent District whose Board members consisted of two members of Mendocino County Board of Supervisors and one member of the City of Ukiah City Council;

**WHEREAS**, in 2008, the Ukiah Valley Sanitation District became an independent Board, whose members are elected by citizens who reside within the District's boundaries; and

**WHEREAS**, the administration of the Ukiah Valley Sanitation District is no longer conducted through the County of Mendocino; and

**WHEREAS**, Government Code Section 6253, the California Public Records Act ("PRA") allows the District to charge " fees covering direct costs of duplication," when public records of the District are requested by members of the public.

### **NOW, THEREFORE, THE UKIAH VALLEY SANITATION BOARD OF DIRECTORS RESOLVES AND SO ORDERS**

The charge for public records is as follows:

1. For paper copies \$.10 page for black/white, and \$. 30 for color\*, plus the hourly cost to the District of the District employee operating the copy machine ( hereafter, " the Employee Cost") multiplied by the number of hours in one- half ( 1/ 2) hour increments required to scan the requested documents, not counting the time to locate the document, remove the document from the file, prepare the document for copying, return the documents to the file and return the files to storage ( hereafter, "the Copying/ Scanning Time"). (\*Note: The District has limited ability to reproduce color therefore the District retains the option of only providing black and white reproduction and will not reproduce pictures or the like.)
2. For copies scanned to a flash drive or other storage medium compatible with the District's equipment which is supplied by the requestor, \$.03 page to cover the cost of the copy machine or scanner plus the Employee Cost multiplied by the Copying/ Scanning Time.
3. The District employee copying or scanning documents shall prepare and maintain a log recording the time required to provide copies of the documents requested which shall be provided to a requestor being charged for copies.

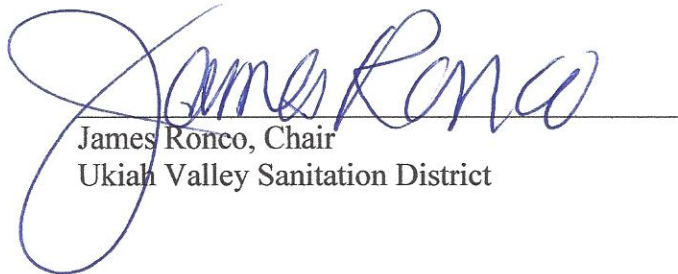
4. Where fees are required, the District can require a deposit prior to proceeding to copy or scan the documents and require full payment or make a required refund prior to furnishing the copies to the requestor.

5. The District does not have a large commercial copier, it has a small combination printer-scanner, thus certain kinds of documents would be highly difficult to reproduce. In this circumstance the District may opt at its discretion to have documents copied by a commercial service. Nothing in this resolution shall prevent the District from charging costs in accordance with Government Code Section 6253.9 or for the actual direct cost of having copies made of documents that would be difficult to be copied or scanned on District equipment (such as blue prints, large or oversized documents, or the like) or require some other specialized copying or scanning.

6. This resolution shall become effective immediately upon its adoption and shall apply to PRA requests pending on the resolution's effective date.

The foregoing Resolution was introduced by Chair Ronco followed by a motion to adopt the Resolution from Director McNerlin and seconded by Director Page. Motion carried this 18th day of June, 2015, by the following roll call vote: Ayes: Directors McNerlin, Page, Forrester and Chair Ronco; Nays: None; Abstain: None; Absent: Marshall.

**WHEREUPON**, the Chair declared said Resolution **ADOPTED and SO ORDERED**.



James Ronco, Chair  
Ukiah Valley Sanitation District

Attest:



Frank McMichael, District Manager/Clerk