

**PINEWOOD SPRINGS WATER DISTRICT  
RESOLUTION NO. 2026-09**

**A RESOLUTION ESTABLISHING FEES FOR COLORADO OPEN RECORDS ACT (CORA)  
REQUESTS**

**WHEREAS**

The Pinewood Springs Water District (the “District”) is a political subdivision of the State of Colorado and is subject to the Colorado Open Records Act (“CORA”), §24-72-201 et seq., C.R.S.; and

**WHEREAS**

CORA authorizes public entities to charge reasonable fees for the research, retrieval, and copying of public records, including staff time in excess of one hour, in accordance with §24-72-205(5)(a), C.R.S.; and

**WHEREAS**

CORA further authorizes public entities to charge a rate not to exceed the maximum hourly rate established annually by the Colorado Department of Personnel & Administration for the recovery of staff time associated with responding to records requests; and

**WHEREAS**

The District desires to adopt a clear, consistent, and transparent fee structure for CORA requests to ensure compliance with state law while allowing recovery of allowable costs incurred in responding to such requests.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE PINEWOOD SPRINGS WATER DISTRICT:**

**1. One-Hour Free Staff Time**

The first one (1) hour of staff time spent locating, reviewing, and preparing public records responsive to a CORA request shall be provided at no charge.

**2. Hourly Staff Time Rate**

Any staff time in excess of one (1) hour shall be billed at a rate of **\$33.58 per hour**, which is consistent with and does not exceed the maximum rate established by the Colorado Department of Personnel & Administration, as permitted under §24-72-205(5)(a), C.R.S.

**3. Copying and Scanning Fees**

Fees for copying or scanning public records shall be charged at a rate of **\$0.25 per page**.

4. **Payment and Deposits**

Payment of all applicable fees must be received **prior to the release of records**. The District reserves the right to require a **deposit** when estimated fees are substantial or when permitted by law.

5. **Applicability**

These fees shall apply to all CORA requests received by the District on or after the effective date of this Resolution.

6. **Administration**

The Board authorizes District staff and designated records custodians to administer and apply these fees in accordance with CORA and this Resolution.

**EFFECTIVE DATE**

This Resolution shall take effect immediately upon adoption.

**ADOPTED AND APPROVED** by the Board of Directors of the Pinewood Springs Water District at a duly noticed meeting held this 28<sup>th</sup> day of January, 2026.

**PINEWOOD SPRINGS WATER DISTRICT**

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Jim Easter, Board President

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Martijn Bolster, Board Treasurer

Attest \_\_\_\_\_

Patty Peritz, Board Secretary

(SEAL)