

**PINEWOOD SPRINGS WATER DISTRICT**

RESOLUTION NO. 2026-19

To Remain Posted Until December 31, 2026

A RESOLUTION ESTABLISHING OFFICIAL CUSTODY, STORAGE, AND AMENDMENT DOCUMENTATION REQUIREMENTS FOR GOVERNANCE DOCUMENTS OF THE PINWOOD SPRINGS WATER DISTRICT

WHEREAS, the Pinewood Springs Water District (the "District") is a quasi-municipal corporation and political subdivision of the State of Colorado duly organized and existing pursuant to Title 32, C.R.S.; and

WHEREAS, the District is required by law to maintain accurate and accessible public records, including its Rules and Regulations, Board minutes, resolutions, permits, contracts, and financial records, in accordance with the Colorado Open Records Act (C.R.S. § 24-72-201 et seq.) and the Colorado Special Districts Act (C.R.S. § 32-1-101 et seq.); and

WHEREAS, the District's Rules and Regulations, as adopted and revised by the Board, constitute the primary governing instrument of the District's operations and are subject to periodic amendment by action of the Board of Directors; and

WHEREAS, the District's existing Rules and Regulations do not specify a designated custodian, physical location, or digital repository for official governance documents, nor do they prescribe the procedure by which adopted amendments are to be incorporated into the master document and their authority documented; and

WHEREAS, the Board finds it necessary and appropriate to establish clear, uniform procedures for the custody, storage, and amendment documentation of all official governance documents to ensure continuity, transparency, public accessibility, and legal integrity of the District's records; and

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

Section 1. Definitions. As used in this Resolution, the following terms shall have the meanings set forth below. (a) "Governance Documents" means collectively: the District's Rules and Regulations (including all Appendices); all resolutions adopted by the Board of Directors; the minutes of all regular, special, and emergency meetings of the Board; all water tap applications, permits, and service agreements; all contracts and agreements to which the District is a party; financial records including budgets, audits, and treasurer's reports; and any other document adopted or executed by the Board that establishes District policy, rates, or obligations. (b) "Master Document" means the current, consolidated version of the Rules and Regulations, incorporating all amendments adopted through the date of the most recent revision. (c) "Custodian" means the individual designated under Section 2 of this Resolution as responsible for the official custody of Governance Documents. (d) "Digital Repository" means the secure, designated cloud-based or network storage location designated by the Board for the storage of digital copies of Governance Documents.

Section 2. Designation of Custodian. The District Clerk / Accountant, or in that position's absence, the District Clerk / General Manager, is hereby designated as the Custodian of all Governance Documents of the District. The Custodian shall be responsible for: (a) maintaining the official physical file of all Governance Documents; (b) maintaining the official Digital Repository of all Governance Documents; (c) incorporating adopted amendments into the Master Document in accordance with Section 4 of this Resolution; (d) ensuring that the Master Document and all resolutions are available for public inspection upon request, in accordance with the Colorado Open Records Act; and (e) providing the Board of Directors with copies of any Governance Document upon request. In the event the Custodian position is vacant, the Secretary of the Board of Directors shall assume Custodian responsibilities until the position is filled.

Section 3. Official Storage Locations. The following shall constitute the official storage locations for Governance Documents of the District. (a) Physical Custody. The Custodian shall maintain a physical file of all Governance Documents in a secure, locked filing location at the District's designated administrative office. The physical file shall include at minimum: the current Master Document of the Rules and Regulations; a chronological binder of all resolutions adopted by the Board; a chronological binder of all signed Board meeting minutes; copies of all active water tap applications and service agreements; and copies of all active contracts and financial audit reports. (b) Digital Custody. The Custodian shall maintain a Digital Repository containing digital copies of all Governance Documents. The Digital Repository shall be hosted in a cloud-based storage service designated by the Board (currently, the District's Google Workspace shared drive), access to which shall be controlled by the Custodian and the President of the Board. The Digital Repository shall be organized in a folder structure that mirrors the physical file structure. (c) Public Website. The District's website (pinewoodwater.specialdistrict.org) shall at all times display the current Master Document of the Rules and Regulations and shall be updated by the Custodian within thirty (30) days of any amendment being incorporated into the Master Document.

Section 4. Amendment Incorporation Procedure. When the Board of Directors adopts an amendment to the Rules and Regulations, the following procedure shall govern the incorporation of such amendment into the Master Document and the documentation of its authority. (a) Board Action. An amendment to the Rules and Regulations is effective upon adoption by the Board of Directors as reflected in the signed minutes of the meeting at which it was adopted, or as of such later effective date as the Board may specify in the adopting resolution or motion. (b) Amendment Authority Documentation. Each amendment shall be documented by one of the following: (i) a numbered resolution adopted by the Board, which shall be the preferred method for substantive amendments; or (ii) a duly recorded motion in the signed minutes of a regular or special Board meeting, for minor or administrative amendments. In either case, the document shall specify the section(s) of the Rules and Regulations being amended, the effective date, and the resolution number or meeting date constituting the authority for the change. (c) Incorporation into Master Document. Within thirty (30) days of the effective date of any amendment, the Custodian shall: (i) incorporate the amendment into the Master Document; (ii) update the Action Date table on the cover page of the Master Document to reflect the revision date and the section(s) amended; (iii) record the resolution number or meeting date that authorized the amendment in the Action Date table; and (iv) update the Digital Repository and the District's public website with the revised Master Document. (d) Version Control. Each revised version of the Master Document shall display on its cover page the date of the most recent revision and the complete Action Date table of all prior revisions. Prior versions of the Master Document shall be retained in both the physical file and the Digital Repository for a minimum of seven (7) years.

Section 5. Retention Schedule. Governance Documents shall be retained in accordance with the following minimum schedule, or for such longer period as may be required by applicable law: (a) Rules and Regulations (all versions): permanently; (b) Board resolutions: permanently; (c) Board meeting minutes: permanently; (d) Water tap applications, permits, and service agreements: for the duration of the tap's active service plus ten (10) years; (e) Contracts and agreements: for the duration of the contract plus seven (7) years; (f) Financial records and audit reports: seven (7) years; (g) Correspondence regarding District business: three (3) years. The Custodian shall maintain a record of documents disposed of in accordance with this retention schedule.

Section 6. Public Records Access. Governance Documents shall be available for public inspection upon written or verbal request, in accordance with the Colorado Open Records Act (C.R.S. § 24-72-201 et seq.). The Custodian shall respond to public records requests within three (3) business days. Reasonable copying fees may be charged as permitted by law. The current Master Document of the Rules and Regulations shall at all times be available for

inspection without a formal request, whether at the administrative office during business hours or via the District's public website.

Section 7. Annual Review. The Custodian shall present to the Board of Directors at the first regular meeting of each calendar year a brief report confirming that the Master Document is current, that the Digital Repository is complete and accessible, that the District's website reflects the current version of the Rules and Regulations, and identifying any Governance Documents due for disposition under the retention schedule in Section 5.

Section 8. Comprehensive Revision and Reformatting of the Rules and Regulations. The District Clerk / Accountant, as Custodian, is hereby directed to prepare a comprehensive updated version of the Rules and Regulations (the "2026 Revised R&R") incorporating all of the following, in order of priority: (a) Reformatting for Clarity and ADA Compliance. The Custodian shall reformat the Master Document to improve clarity and readability — including consistent heading hierarchy, section numbering, typeface, spacing, and layout — without altering the substantive text of any provision. The reformatted document shall comply with the accessibility requirements of the Americans with Disabilities Act (ADA) and applicable Section 508 standards, including but not limited to: use of accessible fonts and sufficient contrast ratios; properly tagged headings and lists in any digital version; and alt-text for any images or non-text elements. (b) Incorporation of Prior Board Actions. The Custodian shall incorporate into the Master Document all amendments, additions, and revisions to the R&R adopted by Resolution or other duly recorded action of the Board of Directors since the last revision of January 22, 2025, that have not yet been reflected in the Master Document. Each such incorporation shall be accompanied by a notation in the Action Date table identifying the authorizing Resolution number or meeting date. (c) Incorporation of Current-Cycle Board Actions. The Custodian shall further incorporate all amendments adopted by the Board up to and including the Special Meeting to be held on or about June 3, 2026, including but not limited to: the emergency declaration procedure and associated provisions adopted pursuant to Resolution 2026-20; the emergency conservation rates and hauling cost allocation formula adopted at the June 3, 2026 Special Meeting; and any other amendments adopted by the Board through that date. The Custodian shall hold the 2026 Revised R&R open for incorporation of June 3rd actions until no later than June 7, 2026.

Section 9. Submission for Board Review and Public Comment. The Custodian shall submit the completed 2026 Revised R&R to the Board of Directors no later than June 14, 2026. Upon submission, the District shall publish the 2026 Revised R&R on the District's public website (pinewoodwater.specialdistrict.org) accompanied by a prominent notice stating that the document is a proposed revision under Board review, inviting members to submit written comments to the District Clerk, and specifying that comments must be received no later than June 21, 2026 — three (3) days before the Board meeting to be held June 24, 2026 — in order to be included in the Board's review package. The notice shall also state the date, time, and location of the June 24, 2026 Board meeting at which the Board will consider ratification. Comments received after the deadline shall be accepted and provided to the Board but may not be included in the pre-meeting review package. The Custodian shall compile all timely comments received and distribute them to all Board members no later than June 22, 2026.

Section 10. Board Ratification of Updated Rules and Regulations. At the regular Board meeting to be held June 24, 2026, the Board of Directors shall: (a) review the 2026 Revised R&R as submitted by the Custodian; (b) consider any comments received from the membership pursuant to Section 9; (c) make such further amendments as the Board deems appropriate in response to member comments or upon its own review; and (d) if the Board finds the 2026 Revised R&R acceptable, adopt a motion ratifying the 2026 Revised R&R as the official Master Document of the Rules and Regulations of the Pinewood Springs Water District, effective upon adoption. Upon ratification, the Custodian shall: (i) replace the current Master Document in the physical file and Digital Repository with the ratified 2026 Revised R&R; (ii) update the District's public website to display the ratified version, replacing the proposed revision notice with a notice stating the effective date of ratification; and (iii) update the Action Date table to reflect ratification by the Board on June 24, 2026. If the Board does not ratify the 2026 Revised R&R at the June 24, 2026 meeting, the Custodian shall continue to maintain the current Master Document as the official version, and the Board shall specify a revised schedule for completion and ratification.

Section 11. Ratification of Prior Amendments. All amendments to the Rules and Regulations previously adopted by the Board of Directors, as reflected in the Action Date table of the current Rules and Regulations and in the

minutes of Board meetings, are hereby ratified and confirmed as duly adopted. The Custodian is directed to ensure that the Master Document accurately incorporates all such prior amendments.

ADOPTED AND APPROVED this 27th day of May, 2026.

PINEWOOD SPRINGS WATER DISTRICT

ATTEST:

Jim Easter
President

Patty Peritz
Secretary

Martijn Bolster
Treasurer

[DISTRICT SEAL]