

# SPECIAL DISTRICT TRANSPARENCY INFORMATION

Pursuant to section 32-1-809, Colorado Revised Statutes

This information must be provided annually to the eligible electors  
of the district no later than January 15.



Print Page

**\*Note that some information provided herein may be subject to change after the notice is posted.**

User Name:

## District's Name

Name:

## District's Principal Business Office

Name:

Address:

City:

Zip:

Telephone:

## District's Physical Location

Counties:

## Primary Contact Person or District Manager

Name:

Telephone:

## Regular Board Meeting Information

Location: Granby Sanitation District boardroom (at treatment pla  
Address: 3493 CR 57  
City: Granby  
Day(s): Second Wednesday of every month.  
Time: 7:00 p.m.

#### Posting Place for Meeting Notice

Location: Granby Post Office  
Address: 54 Zero Street  
City: Granby, CO 80446

#### Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location:   
Address:   
City:   
Date:   
Notice:

#### Current District Mill Levy

Mills:

#### Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount (\$)

#### Date of Next Regular Election

Regular elections for special districts are held in May of even-numbered years on the Tuesday succeeding the first Monday of the month. Regular elections are held for the purpose of electing members to the board of directors and other public questions, if any.

Date:

May 3, 2016

**Pursuant to 24-72-205 C.R.S**

The district's research and retrieval fee is \$30.00 per hour

District Policy:

**GRANBY SANITATION DISTRICT  
PUBLIC RECORDS POLICY**

The following policy is adopted by Granby Sanitation District (the "District") with regard to providing access to, inspection, copying and delivery of public records:

(1) Purpose: The purpose of this policy is to (a) to set forth a general policy and procedures for providing access to public records maintained the District in compliance with the standards and requirements of the Colorado Public Records Law, C.R.S. §§ 24-72-201, et seq. (the "Act"); and (b) to establish reasonable and standardized fees for producing copies, research and retrieval, and information from the District's maintained records as authorized by the Act.

(2) Scope: This policy shall apply to all of the District's records and copies of all information requested and/or released, as well as the research and retrieval of such records.

(3) Policy: It is the policy of the District that all public records, as defined by the Act, shall be open for inspection at reasonable times in accordance with the Act and this policy. Public records are those records defined and described in the Act.

(4) Procedure:

(a) "Records Custodian" shall mean (i) the District Administrator as the official records custodian of all records which are maintained by the District, and (ii) the Operations Superintendent as custodian for all records maintained by the District with respect to District operations. Upon receipt of an open records request, the District Administer may direct such request to the Operations Superintendent if such request relates to operations records.

(b) Except as provided in Section (4)(c) of this policy, all public records as defined by the Act shall be open for inspection in the office of the custodian during the normal office hours observed by the District Administrator.

(c) In accordance with the Act, which is controlling, the records custodian shall deny public access and inspection as provided in C.R.S. § 24-72-204. The following is a non-inclusive listing of documents and circumstances justifying denial public access and inspection: If inspection would be contrary to any State statute; if inspection would be contrary to any Federal statute or regulation; if inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court; examinations for employment (except as made available for inspection by the party in interest); records submitted for applicants or candidates for employment, other than those submitted by applicants or candidates who are finalists for chief executive officer positions (if there are three or fewer applicants or candidates for a chief executive officer position who possess the minimum qualifications, they are all finalists and access to their submitted records may not be denied); real estate appraisals, until the subject property has been transferred; electronic mail addresses provided by a person to the District; specialized details of security arrangements or investigations and records of expenditures on security arrangements; medical,

mental health, sociological, and scholastic achievement data (except as made available for inspection by the party in interest); personnel files (except as made available for inspection by the party in interest and the District official or employee who has direct supervisory capacity); trade secrets, privileged information, and confidential information or data; names, addresses, telephone numbers and personal financial information of past or present users of public utilities, public facilities, or recreational or cultural services; election records of any person; or where disclosure or public access would do substantial injury to public interest.

(d) In addition, in no event shall any inspection or documents requested pursuant the Act contain any information that is exempt from disclosure, including without limitation, those items prohibited by the Act and any attorney-client privileged matters.

(e) If the public records requested are in the custody and control of the records custodian, but are in active use, in storage or otherwise not readily available, and, therefore, not available at the time any applicant asks to examine them, the applicant may request a written statement to that effect. Upon written request of the applicant, on the form provided by the custodian, specifying exactly which documents are being requested, the custodial shall set a date and hour, within the following three (3) working days unless extenuating circumstances exist, at which time the records will be available for inspection. In the event that extenuating circumstances exist as defined by the Act, the custodial shall have seven (7) working days.

(f) If a public record which is requested contains information which is exempt from disclosure (i.e., is not to be disclosed) under this policy or the Act together with information which may be disclosed under this policy or the Act, the records custodian shall not release such record. Except as determined by the records custodian, public records shall not be altered to permit disclosure where inspection of the public record without alteration would otherwise be contrary to this policy or the Act. The records custodian is not under a duty to create any new public record in response to a request.

(g) In the event the records custodian has any questions regarding requests for public documents, such questions should be immediately directed to the District's legal counsel.

(5) Copy, printout, or photograph of a public record - imposition of research and retrieval fee: In all cases in which a person has the right to inspect a public record, the person may request a copy, printout or photograph of the record. The custodian shall furnish a copy, printout or photograph of the record and shall charge a fee in accordance with this Section (5) of this policy and the Act.

(a) If research and retrieval by the records custodian is necessary, the custodian shall charge a fee in the amount of \$30.00 per hour; provided, however, that the custodian shall not charge any fee for the first hour of time expended in connection with the research and retrieval of public records.

(b) The fee for all copies will be \$0.25 per standard page. The fee for copies of maps, plats and other oversized documents shall be charged at the actual costs of the District.

(c) The records custodian may also charge a fee for transmission of any public documents requested by a person. The fee for facsimiles shall be \$1.00 per page; provided, however, that no more than five (5) pages, excluding the cover page, will be sent by facsimile. Copies in excess of five (5) pages will be mailed. In the case of United States mail or other delivery service, the fee shall be the amount of the actual charge levied by the delivery provider. There shall be no fee for transmitting public records via electronic mail.

(d) The custodian will produce copies of photographs charging \$0.25 for computer printouts of photographs and actual costs for film development.

(e) Copies of videotapes/DVDs will be provided at the actual costs of the District for copying the same.

(f) All other actual expenses of the District resulting from an open records request shall be paid by the requester at the District's actual cost for replicating the same.

(e) The records custodian may condition delivery of the public records upon (i) payment of the all lawful fees due pursuant to this policy and the Act, or (ii) arrangements satisfactory to the custodian for the payment of the all lawful fees due pursuant to this policy and the Act.

ADOPTED this 11th day of June, 2014 by the Board of Directors of Granby Sanitation District.

/s/ Casey Farrell \_\_\_\_\_  
Secretary

District contact information for open records request:

Tammara K. Granger  
970-887-2052

#### List Names of District Board Members

##### Names of District Board Members

##### Board Member 1

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

##### Names of District Board Members

##### Board Member 2

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

##### Names of District Board Members

##### Board Member 3

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 4**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 5**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 6 (For 7 Member-Board)**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 7 (For 7 Member-Board)**

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Board Candidate Self-Nomination Forms**

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

**Deadline for Self-Nomination Forms**

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

### District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)) and the website indicated below, if any.

Website:

[www.colorado.gov/granbysanitationdistrict](http://www.colorado.gov/granbysanitationdistrict)

### Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms

Granby Sanitation District, DEO  
PO Box 560, Granby, CO 80446-0560

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Granby Sanitation District, DEO  
PO Box 560, Granby, CO 80446-0560

### Notice Completed By

Name:

Tammara K. Granger

Title:

District Administrator

Email:

[tammy@granbysanitation.com](mailto:tammy@granbysanitation.com)

Dated:

11/24/2015

Close