

RESOLUTION NO. 2015-6

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SCOTIA COMMUNITY SERVICES DISTRICT
TO ADOPT THE PUBLIC RECORDS POLICY**

WHEREAS, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

WHEREAS, California Government Code Section 61045(g) requires the Board to adopt administrative policies for the operation of the Scotia Community Services District; and

WHEREAS, to ensure the orderly process and function of the Scotia CSD, it is necessary to adopt an administrative Public Records Policy which sets out Board of Directors’ public record request procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Scotia Community Service District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The Public Records Policy Manual of the Scotia Community Services District dated July 7, 2015, attached hereto as Exhibit “A” and by this reference made a part hereof, are hereby adopted as the official public records policies of this District.

This resolution shall be effective upon its adoption.

Dated: July 7, 2015

APPROVED:



Rick Walsh, Board President, Scotia CSD

ATTEST:



Board Clerk, Scotia CSD

CLERK'S CERTIFICATE


I hereby certify that the foregoing is a true and correct copy of Resolution No. 2015-7, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the 7th day of July, 2015, by the following vote:

AYES: Walsh, Bristol, McKnight, Pryor, Broadstock

NOES: Ø

ABSENT: Ø

ABSTENTIONS: Ø


Board Clerk, Scotia CSD