

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, California 92223
Minutes of the
Board of Directors Meeting
February 3, 2014

Directors Present: John Jeter, President
Bill Dickson, Vice President
Ron Duncan, Director
Ted Haring, Director
Mary Ann Melleby, Director
Ray Morris, Director
Barbara Voigt, Director

Staff Present: Jeff Davis, General Manager
Thomas Todd, Finance Manager
Cheryle Rasmussen, Executive Assistant
Kenneth Falls, Operations and Maintenance Manager

1. **Call to Order, Flag Salute and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President John Jeter at 1:30 p.m., February 3, 2014 in the Agency Boardroom at 1210 Beaumont Avenue, Beaumont, California. Director Dickson led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of the Agenda:** The agenda was adopted as presented.
3. **Public Comment:** President Jeter called upon Eric Fraser (General Manager of Beaumont Cherry Valley Water District). Mr. Fraser referenced a newspaper article relating to the \$11 million Beaumont Avenue Recharge Facility (BARF) project. He voiced his concerns, opinion and suggestions on said project.
4. **Consent Calendar:**
 - A. Approval of the Minutes of the Regular Board Meeting, January 21, 2014
 - B. Approval of the Minutes of the Finance and Budget Workshop, January 27, 2014
 - C. Approval of the Finance and Budget Workshop Report, January 27, 2014

Director Dickson moved, seconded by Director Melleby, to approve the consent calendar as presented. Motion passed 7-0.

5. Reports:

A. General Manager's Report:

(1) Operations Report: General Manager Davis reported on the following: **(a) SWP Water Deliveries:** The Agency delivered a total of 311 acre-feet to Beaumont Cherry Valley Water District ponds in the month of January. EBX II is shut down for the month of February for scheduled maintenance.

(2) General Agency Updates:

(a) Drought Issues: 1. General Manager Davis informed the Board that DWR revised the State Water Project water allocation from 5% to 0% on January 31, 2014. 2. Snowpack measurements are the lowest for the date in more than a half-century of record keeping; snowpack is currently 12% of normal. 3. To date rainfall in Los Angeles is at 1.1 inches (normal for this date is 7.25 inches). 4. A number of rural communities are at risk of running out of water in 60-120 days. 5. Californians have been asked to voluntarily reduce water usage by 20%. 6. Without fresh water Delta salinity levels will increase.

(b) Press Enterprise (P.E.) News Article: General Manager Davis informed the Board that the newspaper article in which Mr. Fraser referred to during item three of the agenda was from a P.E. article printed on January 23rd. He informed the Board that the reporter inaccurately stated that the cost of the facility was \$11 million. In fact, the project cost is \$8 million; \$3 million for the already purchased property and an additional \$5 million for the construction of the facility. A request for a correction to the misstatement has been submitted.

(c) Proposition 84 Funding: The Agency may qualify for Prop. 84 funding for the upcoming Beaumont Avenue Recharge Facility project, as the Agency qualifies under a number of criteria that fall within the funding guidelines. The next round of funding will take place February 2015.

(d) Water Conservation Education: 1) The Banning Library has requested that the Agency participate in two water education talks; one for children and one for adults; dates and times will be determined at a later date. 2) The Agency budgeted for twenty-two water education classes through the Inland Empire Regional Conservation District; the first class will take place this Friday.

(e) EBX II - Switch Gear Specification: DWR is in the process of implementing an addendum to the Switch Gear contract that includes changes to specifications and an extension deadline date for bids; bid opening date is anticipated to be March 7th.

(f) Flume: General Manager Davis attended an informal flume meeting with representatives from the city of Banning, Banning Heights, and the U.S. Forest Service. He informed the board that the U.S. Forest Service is holding firm on its position that some portion of the water has to be given up for the trees.

(g) Water Bond: Both Senator Wolk and Assemblyman Rendon have made changes to their proposed water bonds (Wolk-SB 848 and Rendon-AB 1331), reducing the cost of each bond to approximately \$6.5 billion.

Bay Delta Conservation Plan (BDCP): An open-house public meeting will be held on the BDCP this Wednesday, February 6th from 3-7 p.m. at Ontario Convention Center. Director Melleby added that there is one other water bond bill (Cannella-SB 927) that is being introduced. She also informed the Board that the upcoming BDCP open-house meeting is for commentary purposes only and that there will be no formal presentations.

B. Directors Report:

1) Director Melleby reported that she attended the ACWA Region 9 Board Meeting at Elsinore Valley Municipal Water District in Lake Elsinore and she attended the Calimesa Chamber of Commerce Annual Awards Dinner, both of which occurred on January 23rd. She also informed the Board that she attended the California State Groundwater Elevation Monitoring (CASGEM) meeting in Riverside on January 22nd. The CASGEM meeting was held by ACWA and DWR to discuss prioritizing basins under the CASGEM program.

2) Director Voigt reported that she attended the SGPRWA Technical Committee meeting on January 22nd. She informed the Board that the Emergency Response Network of Inland Empire (ERNIE) will be holding a meeting on February 12th at 1:30 p.m. Director Voigt stated that the Technical Committee would like to set-up a field trip to tour EBX 2, sometime in April, with the assistance of Project Manager Mike Esquer. General Manager Davis will follow-up with Mr. Esquer regarding this request.

3) Director Duncan informed the Board that Cabazon Water District held a Board meeting on January 28th. Mr. Tobias resigned his position as board president, but remains as a board member. Board member Kerri Mariner was elected as the new board president. He also informed the Board

that Cabazon's board members Alan Davis and Frances Magness have resigned from the board. Therefore, Cabazon Water District will be initiating the appointment process for two open seats. **4) Director Haring** reported that he attended the Calimesa Chamber of Commerce Annual Awards Dinner and that he had the opportunity to participate in the event. He emphasized the importance of board members attendance at Chamber of Commerce events.

6. New Business: (Discussion and Possible Action)

A. Consideration of Resolution No. 2014-01, Public Records Act: A staff report, a copy of Resolution #2014-01 and a draft of the Public Records Act Policy were included in the agenda packet. President Jeter stated that this item was discussed at length in December. General Manager Davis stated that this item was on the January 21st Board Meeting Agenda, but that it did not include a copy of the resolution. Director Melleby made a motion, seconded by Director Dickson, to adopt Resolution No. 2014-01 setting a policy for request for inspection and/or copying of public records. President Jeter requested a roll call. Ayes: Haring, Voigt, Morris, Melleby, Duncan, Dickson and Jeter. Noes: None. Motion carried 7 – 0.

B. Consideration of Payment to California Employers' Retiree Benefit Trust: A staff report was included in the agenda packet. President Jeter stated that this item had been discussed at length at the January 27th Finance and Budget workshop. General Manager Davis stated that the Agency is currently receiving 0.5% interest on reserves. By investing in the trust for post-employment benefits the agency will receive 7% return while paying down long-term liabilities. Director Voigt made a motion, seconded by Director Haring, to authorize a one-time contribution of \$300,000 to the California Employers' Retiree Benefit Trust from the Replacement Reserve fund. Joe Zoba (General Manager of Yucaipa Valley Water District) questioned why the payment would come from the Replacement Reserve fund and how it impacts the nexus. General Manager Davis explained that the Agency's Reserve Policy states that the Board can take money out of any reserve fund for expenditures. President Jeter stated that this subject was discussed at length and the Board feels that this payment is in the best interest of the taxpayers. President Jeter requested a roll call. Ayes: Haring, Voigt, Morris, Melleby, Duncan, Dickson and Jeter. Noes: None. Motion carried 7 – 0.

C. Consideration of Sponsorship for Water Education Foundation Event: A staff report and Water Education Foundation Sponsorship materials were included in the agenda packet. General Manager Davis stated that Executive Director Rita Schmidt Sudman is retiring from the Water Education Foundation and a reception in her honor will take place in Sacramento. The Foundation is asking for sponsorships to help support programs that Mrs. Sudman implemented. He reminded the Board that the Agency is a member of the foundation at a cost of \$1900.00 per year. After discussion, Director Haring made a motion, seconded by Director Melleby, to authorize \$1,000 as a gift to the foundation. President Jeter reminded the Board that the Agency is currently sponsoring several local educational programs. He suggested that the Board should consider educational sponsorships be kept local. After discussion, Director Haring rescinded his motion.

D. Consideration of Authorizing Replacement of Water Feature: A staff report and materials related to the cost of the water feature replacement were included in the agenda packet. General Manager Davis stated that the Board had requested additional information regarding the tile that would be used in applying the Agency's logo in front of the administration building. The information provided by the contractor states that glass tile is more resistant to chemicals and dirt, and is easier to maintain than regular ceramic tile. Additional research was done by staff and found that glass tile is resistant to temperature extremes and will not fade or decay. After discussion, Director Dickson made a motion, seconded by Director Haring, authorizing an amount not to exceed \$6000 to replace the existing fountain with the tile design proposal provided. Ayes: Haring, Voigt, Morris, Duncan, Dickson and Jeter. Noes: Melleby. Motion passed 6-1.

E. Update on Contract Extension Negotiations: General Manager Davis reviewed with the Board key issues that were discussed at the January 29th meeting as follows:

- **Contract Term**
- **Reserves - General Operating Account**
- **Accounts (SWRDS - SRA, SSA, FCA)**
- **Flow of Funds**
- **Supplemental Billing**
- **Revenue Limitations**
- **Reporting Requirements**
- **Simplification of Billing**
- **Billing Authorization**


The next Contract Extension Negotiations session is scheduled for February 12th. Once the drafted contract has been agreed upon the document will be turned over to the attorneys for written legal language.

7. Topics for Future Agendas: No topics were requested for future agendas.

8. Announcements: President Jeter reviewed the following announcements:

- A. Engineering Workshop, February 10, 2014 at 1:30 p.m.
- B. Office Closed February 17, 2014 in observance of Presidents' Day
- C. Board of Directors Meeting, **Tuesday**, February 18, 2014 at 1:30 p.m.
- D. Finance and Budget Workshop, February 24, 2014 at 1:30 p.m.

9. Adjournment: President Jeter adjourned the meeting at 2:30 p.m.



Jeffrey W. Davis, Secretary of the Board

RESOLUTION NO. 2014-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GORGONIO PASS WATER AGENCY APROVING A POLICY FOR HANDLING REQUESTS FOR INSPECTION AND/OR COPYING OF PUBLIC RECORDS

WHEREAS, the San Gorgonio Pass Water Agency (SGPWA) is subject to the California Public Records Act, as set forth in California Government Code sections 6250 – 6276.48; and

WHEREAS, under the Public Records Act, SGPWA must make available for inspection and/or copying any agency records that are not otherwise exempt from disclosure under State or federal law; and

WHEREAS, the Public Records Act allows every public agency to adopt regulations stating the procedures to be followed when making its records available for inspection and/or copying pursuant to Government Code section 6253.4; and

WHEREAS, in accordance with the above referenced section of the Public Records Act, the Board of Directors of SGPWA desires to adopt regulations stating the procedures to be followed when making agency records available for inspection and copying.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Gorgonio Pass Water Agency:

SECTION 1. Approval of Policy. The Board of Directors hereby approves the San Gorgonio Pass Water Agency policy titled “Requests for Inspection and/or Copying of Public Records,” attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 2. Authorization to Implement. The Board of Directors authorizes the General Manager, and other agency staff members as designated by the General Manager, to implement the attached policy and to amend the policy from time to time in compliance with any changes in State or federal law or regulations that may affect disclosure of agency records.

SECTION 3. Effective Date. This Resolution shall become effective immediately upon its adoption.


PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF FEBRUARY, 2014.



JOHN JETER
PRESIDENT
BOARD OF DIRECTORS

SAN GORGONIO PASS WATER AGENCY

ATTEST:



SECRETARY
BOARD OF DIRECTORS
SAN GORGONIO PASS WATER AGENCY

EXHIBIT "A"

San Geronio Pass Water Agency Policy

"Requests For Inspection and/or Copying of Public Records"

[Attached]

SAN GORGONIO PASS WATER AGENCY

POLICY TITLE: REQUESTS FOR INSPECTION AND/OR COPYING OF PUBLIC RECORDS

PURPOSE

This policy is established in accordance with Government Code section 6253.4, subdivision (a), which states: "Every agency may adopt regulations stating the procedures to be followed when making its records available in accordance with this section." This policy sets forth the San Gorgonio Pass Water Agency's policies and procedures for handling requests to inspect and/or copy public records. It is designed to be in compliance with the California Public Records Act (Gov. Code §§ 6250 et seq.) and all existing laws pertaining to disclosure of public records. If any provision of this policy conflicts with current State or federal law, the law shall take precedence. This policy supersedes any and all previous Agency policies on Public Records Act requests or other similar policies relating to making Agency records available to the public.

PROCEDURE

1. Definitions

As used in this policy, the following terms shall have the following meanings:

- (a) "SGPWA" shall mean the SAN GORGONIO PASS WATER AGENCY.
- (b) "Person" shall mean any natural person, corporation, partnership, limited liability company, firm, or association.
- (c) "Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, electronic mail, facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.
- (d) "Public records" shall mean any writing containing information relating to the conduct of the SGPWA's business prepared, owned, used, or retained by the SGPWA regardless of physical form or characteristics.
- (e) "Requester" shall mean a person, or representative of a person, who has submitted a request for records to the SGPWA by mail, fax, e-mail, telephone or in person.

2. Right to Inspect Records and Obtain Copies/Responding to Records Requests/Legal Review

Disclosable public records of the SGPWA are open to inspection by any person during the normal business hours of the SGPWA's offices, in accordance with Section 5 of this policy.

To the extent possible, SGPWA will make disclosable public records promptly available for inspection. However, if a request for public records requires staff time to gather and review documents prior to providing them for inspection, SGPWA staff may require a requester to schedule a time during normal business hours to inspect the requested public records. Copies of disclosable public records may be obtained by any person, in accordance with the procedures set forth in this policy. SGPWA staff will make copies of identifiable and disclosable documents promptly available, upon payment of applicable copy charges or statutory fees, as set forth in this policy. Any disclosable portion of a record that can be reasonably separated from other parts of the record that are exempt by law shall be made available for inspection and/or copying after the exempt portions have been redacted. Documents responding to any request for records may be subject to review by the SGPWA's legal counsel prior to any inspection of the records or delivery of copies.

3. Records Exempt from Disclosure

Records which are exempt from disclosure by law include but are not limited to the following:

- (a) Preliminary drafts, notes, interagency, or intra-agency memoranda which are not retained by the SGPWA in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure. (Gov. Code § 6254, subd. (a).)
- (b) Records pertaining to pending litigation to which the SGPWA is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such pending litigation or claim has been finally adjudicated or otherwise settled. (Gov. Code § 6254, subd. (b).)
- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Gov. Code § 6354, subd. (c).)
- (d) Statements of personal worth or personal financial data required by the SGPWA and filed by an applicant with the SGPWA to establish his/her personal qualification for the license, certificate or permit applied for. (Gov. Code § 6254, subd. (n).)
- (e) The contents of real estate appraisals, engineering or feasibility estimates, and evaluations made for or by the SGPWA relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreements are obtained; provided that the law of eminent domain shall not be affected by this provision. (Gov. Code § 6254, subd. (h).)
- (f) Computer software developed by a state or local agency is not itself a public record. (Gov. Code § 6254.9.)

- (g) The records made, if any, of closed sessions, along with any confidential information that has been acquired by being present in a closed session, are not public records subject to inspection, to the extent permitted by the Ralph M. Brown Act and the Public Records Act. (Gov. Code §§ 54957.2, 54963.)
- (h) Records the disclosure of which is exempted or prohibited pursuant to federal or state law (i.e., attorney-client privilege under the California Evidence Code). (Gov. Code § 6254, subd. (k).)
- (i) Social security numbers – State law requires local agencies to redact social security numbers from records before disclosing such records to the public. (Gov. Code § 6254.29.)
- (j) Test questions, scoring keys, and other examination data used to administer an examination for employment are exempt from disclosure. (Gov. Code § 6254, subd. (g).)
- (k) Utility customer information –names, credit histories, utility usage data, home addresses, or home telephone numbers are exempt from disclosure except under specific circumstances. (Gov. Code § 6254.16.)

The above partial list of exemptions is subject to existing State and federal law, and any changes in the law are automatically incorporated into this policy. A comprehensive list of exempt documents and documents that are not deemed to be public records is provided in the California Public Records Act (Gov. Code §§ 6250 et seq.)

4. **Requests to Inspect and/or Make Copies**

Requests Must be Submitted to the General Manager During Normal Business Hours.

All requests for records must be submitted to the General Manager during normal business hours when SGPWA offices are open. Receiving requests during normal business hours helps SGPWA staff avoid any delays in responding to requests for inspection and/or copies of SGPWA records. This requirement complies with the Public Records Act mandate that public records must be “open to inspection at all times during the office hours of the state or local agency...” (Gov. Code § 6253, subd. (a).) (Emphasis added.) This requirement to submit records requests during normal business hours also complies with the Public Records Act provision that allows the SGPWA to “adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in [the Public Records Act].” (Gov. Code § 6253, subd. (e).)

Requests Should be Submitted in Writing to the General Manager. The SGPWA encourages members of the public to submit all records requests in writing to the General Manager, preferably using the Public Record Request form attached as Exhibit “A” to this policy. Written requests reduce any misunderstandings between the requester and SGPWA staff. Less misunderstandings assist SGPWA staff to respond to records requests in a timely manner

and with greater efficiency. However, the SGPWA will not deny a request for records solely because it is not submitted in writing.

All Verbal Requests Must be Submitted to the General Manager. If any member of the public chooses to make a verbal request for records, such requests will only be accepted through the General Manager during normal business hours when SGPWA offices are open. SGPWA personnel in other SGPWA departments who receive verbal requests for records will direct the requester to contact the General Manager.

Requests Should Clearly Identify the Records. The requester should, in writing, specify the records to be inspected/copied with sufficient detail to enable the SGPWA to identify the particular records. If the request seems ambiguous or unfocused, SGPWA staff will make a reasonable effort to obtain additional clarifying information from the requester that will help identify the record or records. Pursuant to Government Code Section 6253.1, SGPWA staff shall do all of the following, to the extent reasonable under the circumstances:

- Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
- Describe the information technology and physical location in which the records exist; and
- Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

5. Making Determinations on Records Requests/Taking Time Extensions

The SGPWA, upon a request to inspect or copy records, shall, within ten (10) days from receipt of the request, determine whether the request, in whole or in part, seeks disclosable public records in the possession of the SGPWA. SGPWA staff shall promptly notify the person making the request of the SGPWA's determination and the reasons for the determination. In unusual circumstances, the time limit for providing the determination on a records request may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be provided. Any extension of time will not last more than fourteen (14) calendar days. A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing. As used in this policy and pursuant to Government Code section 6253, subdivision (c), "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

- (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
- (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

- (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the SGPWA having substantial subject matter interest therein.
- (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

6. Procedures for Requests for Inspection and/or Copies

Requests for inspection and/or copies of records determined to be disclosable will be handled as follows:

- (1) Requests Received by Mail - The General Manager or a member of SGPWA staff will notify the requester of the fees to be paid to the SGPWA for copies of such records. Upon receipt of such fees, the General Manager or a member of SGPWA staff shall prepare and mail copies of such records to the requester.
- (2) Requests Delivered in Person – Copies of requested documents will be provided after payment of fees in accordance with the established fee schedule (Exhibit "B"). As previously stated, requests for records should be submitted in writing, preferably by completing the attached Public Records Request form.
- (3) Requests Received by Telephone – In response to a telephone request for copies of SGPWA records, the General Manager or a member of SGPWA staff will explain the records request procedure (including established fees) as outlined above. Payment of fees is required before copies may be prepared. A Public Records Request form (Exhibit "A") should be completed by the SGPWA employee receiving the request by telephone.
- (4) Requests Received by Fax – In response to a faxed request for copies of SGPWA records, the General Manager or a member of SGPWA staff will contact the requester and explain the procedures (including established fees) as stated above.. Payment of fees is required before copies may be prepared.
- (5) Requests Received by E-mail – In response to a request by e-mail for copies of SGPWA records, the General Manager or a member of SGPWA staff will transmit to the requester an explanation of the procedures (including established fees) as outlined in subsections (1) and (2) above, and transmit Exhibits "A" and "B" to the Requester. Payment of fees is required before copies may be prepared.

Any person in attendance at an inspection of SGPWA records may request a copy of any disclosable record being inspected. Upon completion of the written request and payment of the applicable fees, the General Manager or a member of SGPWA staff will prepare copies of the requested records at the time of inspection. If a large number of copies are requested after a records inspection, SGPWA staff may need additional time to make the requested copies.

7. **Fees for Copies**

The SGPWA shall charge fees for copies or certified copies of identifiable public records or information as set forth in Exhibit "B."

PUBLIC RECORD REQUEST FORM

Date of Request: _____

In accordance with the California Public Records Act (Gov. Code §§. 6250 et seq.), I am requesting to (check one):

- inspect the following public records receive copies of the following public records

[Please provide sufficient detail to assist in locating the public records you are seeking]

Type of Record(s): _____

Date or Date Range of Records: _____

Additional Information: _____

I understand that the SGPWA will respond to all Public Records Act requests in compliance with State law.

For copies of the above-listed public records, I understand the SGPWA copying fees will apply or statutory fees for copying may apply. I understand that I will be responsible for payment of all copying fees in advance of delivery of any requested copies. I also understand that the SGPWA has 10 days to determine if the request seeks disclosable records in the SGPWA's possession. In some instances, the time may be extended by written notice if additional time is required to search for and collect the requested information. If more than fifty (50) pages are requested, the SGPWA may require a deposit before making copies.

Name of Requester: _____

Address: _____

Phone/Fax/E-Mail: _____

PUBLIC RECORD REQUEST FORM

FOR STAFF USE ONLY:

Copy(ies) Provided? Yes No Partial

Method of Delivery. Date

List any requested document or portion of a document that is exempt from disclosure and was not copied or was redacted and list the exemption (i.e., personnel files, attorney/client privilege documents, preliminary drafts, pending litigation, etc.) [attach additional pages if necessary]:

Three horizontal lines for listing exemptions.

Estimated Copy Charges:

Amount of Deposit (if required):

Refund/Additional Payment:

Total Payment Received:

(If Applicable) Request by SGPWA for Clarification Date:

Two horizontal lines for clarification request details.

(If Applicable) Additional Information Received by SGPWA Date:

Three horizontal lines for additional information received.

(Optional) Amount of SGPWA staff time spent and description of tasks involved in responding to request (gathering and examining records, preparing copies, monitoring inspection of original documents, etc.):

Two horizontal lines for optional staff time and task description.

Request Completed: by Date

Signature:

**PUBLIC RECORDS REQUEST
EXHIBIT "B"
SCHEDULE OF SGPWA COPYING FEES**

| Description | Price |
|---|-------------------------------------|
| Black & White Copy Price per Page – Standard Letter Size (8 1/2" x 11") | 10¢ per page |
| Black & White Copy Price per Page - Legal Size (8 1/2" X 14") | 10¢ per page |
| Color Copy Price per Page – Standard Letter Size (8 1/2" x 11") | 25¢ per page |
| Color Copy Price per Page - Legal Size (8 1/2" X 14") | 25¢ per page |
| Copy charges for oversized documents that must be outsourced for duplication/reproduction | Actual cost |
| Cost for providing electronic Public Records, when such records are specifically requested in electronic format, shall be calculated by the SGPWA in accordance with Government Code Section 6253.9, as it may be amended from time to time. | Per Gov. Code Section 6253.9 |
| Copy charge for duplication of CDs or DVDs | \$2.00 per CD or DVD |
| Note : Payment is required in advance of delivery of any requested records. | |