



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

155 MASON CIRCLE ■ CONCORD, CA 94520 ■ (925) 685-9301 ■ FAX: 685-0266 ■ www.ccmvcd.dst.ca.us

BOARD OF TRUSTEES

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Craig Downs

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WALNUT CREEK
Nancy Brownfield

BOARD OF TRUSTEES

MONDAY, SEPTEMBER 13, 2004

DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520

7:00 PM

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
- 5.* PUBLIC INPUT ON NON AGENDA ITEMS
- 6.*^{*} CONSENT CALENDAR - The following items listed *^{*} are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.
 - A.*^{*} MINUTES - APPROVAL OF MINUTES 04-4, REGULAR BOARD MEETING HELD ON JULY 12, 2004
 - B.*^{*} EXPENDITURES - APPROVAL OF EXPENDITURES OF JULY 1, 2004 THROUGH AUGUST 31, 2004, INCLUDING CHECKS NO. 11536 THROUGH NO. 11738, IN THE AMOUNT OF \$1,131,823.00
 - C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JULY 1, 2004 THROUGH AUGUST 31, 2004, INCLUDING CHECKS NO. 56059 THROUGH NO. 56218, IN THE AMOUNT OF \$231,036.20
 - D.*^{*} INVESTMENT ACTIVITY REPORT FOR JUNE 2004 & JULY 2004
 - E. APPROVAL OF TRUSTEE TRAVEL

The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Nancy Thurman at least 24 hours before the meeting, at 685-9301

7. ACTION ITEMS

<u>Item</u>	<u>Comments</u>	<u>Action Required</u>
A. <u>Annual Report of 2003/2004 Investment Portfolio Performance (Appendix I)</u>	Waletzko	
<u>Recommendation</u> - To Accept Annual Report of 2003/2004 Investment Portfolio Performance		**
B. <u>Report on Proposition 1A (Appendix II)</u>	Downs	
<u>Recommendation</u> - To Adopt Resolution 04-6, Supporting Proposition 1A		**
C. <u>Report on Public Records Act (Appendix III)</u>	Downs	
<u>Recommendation</u> - To Adopt Resolution 04-7, Public Records Act Request Guidelines		**

8. INFORMATIONAL REPORTS

A. <u>Report on VXS (District's database)</u>	Yeater
B. <u>Report on West Nile virus</u>	Schutz
C. <u>Report on ERAF (Appendix IV)</u>	Downs

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board
- B. Staff

10. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 72 hours, _____ days, or _____ hours before the noted meeting:

Nancy Thurman, Secretary

Date

*
☆ Public comments for non agenda items will be limited to five minutes per person and can be brought up at this time.
Supporting documents are enclosed

September 3, 2004

STAFF REPORT ON
SEPTEMBER 13, 2004 BOARD MEETING
AGENDA

1. - 6d. No Comment, See Agenda.

E. APPROVAL OF TRUSTEE TRAVEL - Trustee Belleci requests approval to attend the Mosquito and Vector Control Association of California (MVCAC) quarterly meeting in Monterey, CA, November 3-5, 2004. One board member is budgeted to attend this meetings. No board officer or other board member has requested attendance.

7. ACTION ITEMS

A. Annual Report of 2003/2004 Investment Portfolio Performance (Appendix I) - Administrative & Finance Manager Ray Waletzko will give a brief presentation at the meeting regarding the District investment performance for fiscal year 2003/2004 and discuss some benchmarks from other portfolios.

Recommendation - To Accept Annual Report of 2003/2004 Investment Portfolio Performance

B. Report on Proposition 1A (Appendix II) - The board adopted resolution 04-3 in January of 2004 in support of the ballot initiative (which became Proposition 65) that prevented the state legislature from raids on local government revenues. Prop 1A is the result of talks and agreements between Sacramento and local government leaders during the latest budget talks that is now supported instead of Prop 65.

Recommendation - To Adopt Resolution 04-6 Supporting Proposition 1A

C. Report on Public Records Act (Appendix III) - The District's current policy (res. 93-7) on public record requests is outdated. The document Public Records Act Request Guidelines will bring the District into compliance.

Recommendation - To Adopt Resolution 04-7, Public Records Act Request Guidelines

8. INFORMATIONAL REPORTS

A. Report on VXS (District's database) - IT Technician Michael Yeater will give the board an overview of the new database system he has developed for the District.

B. Report on West Nile virus - West Nile virus activity continues to expand. Through August 31, 2004, West Nile virus activity had been reported in 53 of 58 California counties, with 370 human cases (10 fatal) and 158 equine cases (82 fatal). Four positive dead birds (of a total of 79 birds and 1 squirrel picked up by our staff)

have been reported in Contra Costa County; a scrub jay in Walnut Creek, a crow in Knightsen, and Cooper's hawks in Concord and Pleasant Hill. Scientific Programs Manager Schutz will give an update on District and Statewide surveillance efforts.

- C. Report on ERAF (Appendix IV) - Due to intensive lobbying from MVCAC and eventual legislator intervention, due in part to human cases of WNV, mosquito and vector control districts statewide were exempted from proposed additional ERAF shifts for this budget year. Included is letter to Governor Schwarzenegger from MVCAC.

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board
- B. Staff

10. ADJOURNMENT

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CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT**UNUSUAL ITEMS LIST**

DATE	CHECK NO.	CHECK AMOUNT	VENDOR & DESCRIPTION
July 15, 2004	11551	\$170,084.00	VCJPA - Workers Comp, Liability, Auto, and Property Insurance Premiums
" "	11553	\$8,000.00	MVCAC - FY 04/05 Membership Dues
" "	11558	\$2,728.00	Berryman & Henigar - Engineers Report
" "	11560	\$6,493.00	IEDA - Labor Relations Consultation
" "	11574	\$2,933.42	Action Video - WNV PSA Lindsay Wagner; Betacam; Mini DV
July 30, 2004	11617	\$19,884.43	Points West Argo - Argo Avenger
" "	11622	\$91,461.78	Fitzpatrick Chevrolet - 4 Trucks
" "	11624	\$20,754.60	CC Newspapers - WNV Tabloid Inserts
" "	11630	\$8,356.09	Clarke Mosquito Control - 2005 Gallons of GB 1111
" "	11638	\$423,000.00	CCC Employees' Retirement Association - Prepaid Retirement for FY 04/05
August 15, 2004	11655	\$1109.00	VCJPA - Group Fidelity
" "	11667	\$49,120.18	ADAPCO - Pyrenone; Altosid Pellets, Liquid, and Briquets; Vectolex, Vectobac, and Scourge
" "	11668	\$1,112.17	CCC Auditor-Controller - LAFCO FY 04/05
August 30, 2004	11719	\$2,032.00	Alpine Helicopter - Pt. Edith Helicopter Treatment
" "	11735	\$5,350.00	Tank Specialist - Change Orders #1 and #2

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 04-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 12, 2004, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Russ Belleci Nancy Brownfield Jon Elam James Fitzsimmons Heather Gibson John Hall Richard Head David Jameson Jeannette Mahoney Richard Mank Tim McDonough Earl Mortenson Daniel Pellegrini Myrto Petreas Ronald Tervelt Dick Vesperman Diane Wolcott
TRUSTEES EXCUSED	Richard Means James Pinckney
TRUSTEES ABSENT	John Poon
OTHERS PRESENT	Craig Downs, General Manager Mark Cornelius, General Counsel D. Klingelhofer, Berryman & Henigar Ray Waletzko, Administrative & Finance Manager Gale Jirik, Operations Manager Steve Schutz, Scientific Programs Manager Nancy Thurman, Secretary

1. President Elam called the meeting to order at 7:00 p.m.
2. A roll call indicated that 17 Trustees were present, two were excused, one was absent, and there are two vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS POSTED
- ** Motion was made by Trustee McDonough, and seconded by Trustee Hall to approve the Agenda as posted. Motion passed.
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 04-3, REGULAR BOARD MEETING HELD ON MAY 10, 2004
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2004 THROUGH JUNE 30, 2004, INCLUDING CHECKS NO. 11330 THROUGH NO. 11535, IN THE AMOUNT OF \$340,667.05
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2004 THROUGH JUNE 30, 2004, INCLUDING CHECKS NO. 55902 THROUGH NO. 56058, IN THE AMOUNT OF \$222,510.58
- D. INVESTMENT ACTIVITY REPORT FOR APRIL 2004 & MAY 2004

** Motion was made by Trustee Head and seconded by Trustee Brownfield to approve the Consent Calendar. Motion passed.

7. ACTION ITEMS

- 1. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment - General Manager Downs reported that in 1996, the Board put in place the Benefit Assessment to partially fund District operations. Every year an engineer's report must be prepared and approved by the board. Dennis Klingelhofer, Senior Vice-President of Berryman and Henigar reviewed the report and answered questions.

** Motion was made by Trustee Jameson and seconded by Trustee McDonough to approve the Engineer's Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2004-2005. Motion Passed.

** Motion was made by Trustee Jameson and seconded by Trustee Mahoney to adopt Resolution 04-5, to Continue the Mosquito & Vector Surveillance and Control Project for the Benefit of Four Zones and to Continue the Financing of the Project by Continued Assessment upon Property within the District. Motion Passed.

- B. Personnel Committee Report on Employee Salaries and Benefits for FY 2004/2005 - Each year, unrepresented staff meet with the General Manager to discuss desired changes in benefits and a cost of living adjustment. This year no benefit changes were requested and the same COLA that was given to represented employees on February 1, 2004 was requested, that being 1.8% effective July 1, 2004.

** Motion was made by Trustee Petreas and seconded by Trustee Pellegrini to Approve a 1.8% Cost of Living Adjustment for Unrepresented Employees not under contract, effective July 1, 2004. Motion passed.

Each year, one-third of non-represented positions are reviewed by the general manager to ensure that salary ranges are in line with comparable positions. New salary ranges are requested for two positions: Administrative & Finance Manager, and Accounting & Benefits Specialist. The personnel committee has reviewed these range adjustments and are recommending their approval by the full board.

** Motion was made by Trustee McDonough and seconded by Trustee Mank to approve new

salary ranges for these positions. Motion passed.

Annually the Employee Handbook is reviewed by the general manager and updated to stay current with changes in laws and regulations and to adapt to operational needs. The personnel committee has reviewed the proposed changes and are recommending their approval by the full board.

** A motion was made by Trustee Pellegrini and seconded by Trustee Petreas to adopt the changes to the Employee Handbook. Motion passed.

C. Budget Committee Report on Proposed Budget for FY 2004/2005 - Administrative & Finance Manager Waletzko reported that the Budget Committee had met and prepared a budget for approval. Some of the items discussed before requesting approval of the FY 04/05 budget were the Twenty Year Forecast, *Retirement, Health Insurance, Agriculture, Advertisements & Notices, Structures & Improvements, ERAF Shift and Contract Billing.*

** Motion was made by Trustee Jameson and seconded by Trustee Head to Approve the Proposed Budget for FY 2004/2005. Motion Passed.

D. Report on Investment Policy - Administrative & Finance Manager Waletzko reported that the current policy for large transfers needed amending; to exempt the two transfers for pre-paid retirement and VCJPA self insurance premiums that cause the District to exceed the current limits every July or August. In addition, an additional amendment was recommended to page 5 of the policy stating, *"Only in the absence of the General Manager/Treasurer can the Administrative & Finance Manager authorize the transfer of funds or sign warrants and only with the concurrence of the President of the Board of Trustees, or in the absence of the President, another member of the Board of Trustees Executive Committee"*.

** Motion was made by Trustee Jameson and seconded by Trustee Hall to Adopt the District Investment Policy, with the amended language. Motion Passed

E. Report on Excess Vehicles - Administrative & Finance Manager Waletzko reported that staff was requesting permission to excess five vehicles, due to excess mileage and frequency of repair. Four were trucks and one an Argo ATV.

** Motion was made by Trustee Jameson and seconded by Trustee Mank to approve the excess sale of five (5) District vehicles. Motion passed.

8. INFORMATIONAL REPORTS

A. Update on West Nile Virus - Scientific Programs Manager Schutz reported that West Nile Virus activity continues to expand. Currently, there have been 20 cases statewide, with eleven of them being the milder form of West Nile Fever. Equine cases number ten, and 785 dead birds have been submitted to DHS for testing. They are receiving about 100 birds per week, with 90 percent of them being crows. Of these, 80 percent are testing positive in Southern California. Risk to wildlife is high in the interior valley.

B. Update on NPDES permit - General Manager Downs reported that the District has been approved for a five year NPDES permit, for the application of aquatic pesticides for mosquito control in waters of the US.

- C. Report on Cal Card Program - Administrative & Finance Manager Waletzko explained the use and process of the Cal-Card credit card system for district purchases. The check and balance procedure was examined and some items discussed were daily and cumulative limits, supervisor approval of charges, and district review of all charges on a monthly basis.

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - General Manager Downs recognized Trustee Gibson for 5 years of service, and Trustee Hall for 10 years of service.
- Trustee Mahoney related that Mr. Butts of Richmond commented that this was the best year for mosquito control so far!
- Personnel Committee will meet on August 9, 2004.
- B. Staff - General Manager Downs announced that the District picnic is to be held Sunday, September 26, 2004 at Rodgers-Smith Park in Pleasant Hill.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on September 13, 2004.

Richard Mank
Secretary, Board of Trustees

BEFORE THE BOARD OF TRUSTEES OF
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa
Mosquito and Vector Control District
Supporting Proposition 1A**

RESOLUTION 04-6

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 13th day of September 2004, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, state government currently seizes more than \$5.2 billion annually in local property tax funds statewide from cities, counties and special districts, costing local governments more than \$40 billion in lost revenues over the past 12 years; and

WHEREAS, these ongoing shifts and raids by the state of local property tax funds and other funding dedicated to local governments have seriously reduced resources available for mosquito and vector control and other essential local services; and

WHEREAS, these funding raids also add pressure for local governments to increase fees, taxes and assessments to maintain basic local service levels; and

WHEREAS, this drain of local resources has continued even during periods when the state's budget has been overflowing with surpluses; and

WHEREAS, Proposition 1A is a historic measure that will appear on the November 2004 statewide ballot that would limit the State's ability to take and use local government funding; and

WHEREAS, by protecting local government funding, Prop 1A would protect local public safety, healthcare and other essential local services; and

WHEREAS, Prop 1A will not raise taxes and, in fact, will help reduce pressure for local fee and tax increases by limiting state raids of local government funding; and

WHEREAS, Prop 1A does not reduce funding for schools or any other state program or service, and Prop 1A was carefully written to allow flexibility in the event of a state budget emergency; and

WHEREAS, Prop 1A is supported by a bipartisan, diverse coalition including Governor Schwarzenegger, Democrat and Republican legislative leaders, local government officials, public safety representatives, healthcare, business, labor and community leaders;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT that we hereby express strong support for Proposition 1A, the statewide ballot initiative that will prevent the state from further taking local government revenues.

I, H. RICHARD MANK, the undersigned Secretary of the said Board of Trustees of the Contra

Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District September 13, 2004, by the following vote.

H. Richard Mank
Secretary, Board of Trustees

AYES:

NOES:

ABSENT:

ABSTAIN:

BEFORE THE BOARD OF TRUSTEES OF
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa
Mosquito and Vector Control District
Adopting Public Records Act Request Guidelines**

RESOLUTION 04-7

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 13th day of September 2004, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, the Contra Costa Mosquito & Vector Control District (the District) is a special district formed and governed pursuant to Health and Safety Code Section 2000 *et seq.*; and

WHEREAS, the California Public Records Act, Government Code Section 6250 *et seq.*, requires that public records be made available to the public upon request as therein provided; and

WHEREAS, the California Legislature, as well as the California Attorney General and the California Courts, have recognized that certain records of public agencies are exempt; and

WHEREAS, the California Legislature, as well as the California Attorney General and the California Courts, have recognized that public agencies may adopt guidelines regarding the implementation of the Public Records Act; and

WHEREAS, the District encourages public participation in the governing process and wishes to provide reasonable accessibility to all public records, except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT that we hereby adopt Public Records Act Request Guidelines, attached hereto, setting forth guidelines to ensure that members of the public fully understand and are afforded the opportunity to exercise their right to inspect and obtain copies of public records pursuant to the California Public Records Act; and

RESOLVED FURTHER, this resolution replaces Resolution 93-7.

I, H. RICHARD MANK, the undersigned Secretary of the said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District September 13, 2004, by the following vote.

H. Richard Mank
Secretary, Board of Trustees

AYES:

NOES:

ABSENT:

ABSTAIN:

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CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

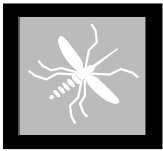
PUBLIC RECORDS ACT REQUEST GUIDELINES

1. Public records in the physical custody of the District, and that are not exempt from disclosure, will be made available for inspection or copying as set forth herein.
2. Subject to these guidelines any person may review public records of the District during the days and hours that the District office is regularly open for business. Public records will be available for inspection only at the office or location where they are regularly and routinely maintained.
3. To ensure the proper identification, tracking, and processing of Public Records Act Requests, all and any requests for inspection or copying of public records:
 - A. Shall be made in writing by the requestor on the form appended hereto, and incorporated herein by this reference (or as it may be amended by District Administration) entitled "Public Records Act Request Form". Such form shall be provided free of charge to the requestor by the District; and
 - B. The completed form shall be delivered, addressed, or directed to, the General Manager or his/her designee.
4. The District will provide the following assistance to members of the public so that they may make a focused and effective request that reasonably describes an identifiable record or records to the extent that such assistance is reasonable under the circumstances:
 - A. Help 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 by the member of the public.
 - B. Describe the information technology and physical location in which the records exist.
 - C. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.
 - D. Assist the member of the public in the completion of the Public Records Act Request Form.
5. The District, in accordance with Government Code Section 6253(c) or its successor, has ten (10) days to respond to a request for any public documents by indicating whether or not the District has in its possession disclosable documents and, if so, when, where and how long they will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. Where unusual circumstances exist as specified in Government Code Section 6253(c),

the District may, by written notice to the requestor, extend the time for response not to exceed fourteen (14) additional days.

6. All responses from the District shall be in writing for tracking, documentation, and other such purposes, and shall be posted prepaid utilizing the USPS or an equivalent service.
7. If a request is made for a record that is stored in an electronic format, the District will comply to the extent required under Government Code Section 6253.9.
8. Unless otherwise approved by the General Manager, the District may refuse to disclose any records that are exempt from disclosure under the Public Records Act, case law, Attorney General opinions, constitutional provisions, or applicable privileges held by the district.
9. The District may refuse to disclose, or even respond, to duplicative requests as determined by the District.
10. Public Records Act requests may be subject to District Legal Counsel review prior to responding to the requestor. The response may come from District Legal Counsel.
11. Functions of the District will not be suspended to permit, and public records will not be made available for, inspection during periods in which such records are reasonably required by District personnel in the performance of their duties.
12. Special arrangements shall be made in advance for the inspection or copying of voluminous records.
13. Public records in the possession of the District may be inspected only in the presence of District personnel as designated by the General Manager, except in those cases where the General Manager (or his/her designee) determines otherwise. Physical inspection of such records will be permitted at places within the District offices as determined by the General Manager (or his/her designee).
14. The District will provide copies of any requested, reasonably identifiable public records not exempt from disclosure upon payment of the following fees, whichever is greater (unless a lesser statutory fee is applicable):
 - A. Twenty-five (25) cents per page; or,
 - B. If the District has conducted a cost study to determine the actual cost of copying, such cost per page as so determined; or,
 - C. The direct costs of duplication as charged by an outside service.
15. A person who inspects records of the District shall not destroy, mutilate, deface, alter or remove any such record or records from the location designated for inspection, but shall physically return these in the same condition as when received, upon either the completion of the inspection or upon verbal request of District personnel.

16. In the event that any portion of these guidelines may be deemed at any time to conflict with any law or regulations, the law or regulation shall prevail.
17. A copy of these guidelines and the Public Records Act Request Form shall be made available free of charge to any person requesting them.
18. The District General Manager, by written addendum to these guidelines may specify additional procedures concerning the manner in which requests for public records can be made to the District, the procedures for the processing of the requests, and/or the manner by which a record of each such request and response shall be maintained by the District.



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

155 MASON CIRCLE ■ CONCORD, CA 94520 ■ (925) 685-9301 ■ FAX: 685-0266
www.ccmvcd.dst.ca.us

PUBLIC RECORDS ACT REQUEST FORM

(Government Code Section 6250, et seq.)

1. Requestor's Name: _____

2. Mailing Address: _____

3. Telephone Number: _____

4. Fax Number: _____

5. Specify type of request: inspection copies

6. Specify documents requested for inspection and/or copying - To assist the District in your request, please identify each requested record/document separately. Please be as focused and specific as possible. Non-specific or unfocused requests may cause a response to be delayed or the request to be denied. (*attach additional sheets if needed*)

7. The cost to copy requested documents is 25¢ per page, unless the copying is done by an outside service, in which case the cost will be the actual cost of duplication charged by such outside service.

Dated: _____

(Signature of Requesting Party)

FOR DISTRICT USE ONLY

District Received Stamp

General Counsel Received Stamp