

**RESOLUTION BY THE BOARD OF DIRECTORS
OF THE STEAMBOAT BASECAMP METROPOLITAN DISTRICT**

**RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS
RETENTION SCHEDULE, APPOINTING AN OFFICIAL CUSTODIAN, AND
ADOPTING POLICIES AND FEE SCHEDULE FOR THE HANDLING OF RECORD
REQUESTS UNDER THE COLORADO OPEN RECORDS ACT (“CORA”)**

WHEREAS, the Steamboat Basecamp Metropolitan District of the City of Steamboat Springs, County of Routt, State of Colorado (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(h-i), the Board of Directors of the District (the “Board”) is responsible for the management, control and supervision of all business and affairs of the District and has the authority to appoint, hire, and retain agents; and the District is authorized pursuant to C.R.S. § 32-1-1001(1)(j)(I) to fix and from time to time to increase or decrease fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the District; and

WHEREAS, the Board recognizes a need for a comprehensive records retention schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Board has determined that it is appropriate to designate an official custodian of the District’s records for the purpose of storing, maintaining, and protecting such records in accordance with state statute and to permit their inspection in an orderly and timely fashion; and

WHEREAS, pursuant to C.R.S. § 24-80-101 et seq., the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts and other governmental entities to use and follow; and

WHEREAS, the Board has determined that it is appropriate to adopt the model special district retention schedule, unless modified by Section 4 below; and

WHEREAS, C.R.S. § 24-72-200.1, *et seq.*, (“Colorado Open Records Act” or “CORA”) requires that public documents and records be made available upon request to members of the public unless protected by an exception and allows for public entities such as special districts to charge a reasonable fee for copying such documents and for any extra work that is required to research and retrieve requested documents; and

WHEREAS, the Board has determined that it is appropriate to adopt policies regarding CORA requests for documents and a fee schedule for the copying and retrieval of such documents.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE STEAMBOAT BASECAMP METROPOLITAN DISTRICT OF THE CITY OF COLORADO SPRINGS, COUNTY OF ROUTT, COLORADO AS FOLLOWS:

Section 1. The Board designates the Board Secretary as the Official Custodian of public records as such term is used in C.R.S. § 24-72-202. The Official Custodian is authorized to develop such procedures as may be reasonably required for the protection of such records. On behalf of the District, the Official Custodian may charge the maximum fees allowed by law for the development of a privilege log, copies, a printout or photograph, and such other services as are authorized by law.

The Board hereby sets a charge of \$33.58 per hour for research and retrieval of documents. The first hour of time spent for research and retrieval will be without charge.

Unless otherwise determined by the Board, all such fees and charges shall be increased or decreased for changes in the maximum rates allowed by law.

Section 2. The Official Custodian shall have the authority to designate such persons and/or organizations as it shall determine appropriate to perform any and all acts necessary to the maintenance, care, and keeping of the District's records. This may include, and shall not be limited to, the temporary, off-site storage of such records.

Section 3. The Board hereby adopts the 2008 Colorado Special District Records Retention Schedule ("Schedule") and all subsequent amendment, modification, and revisions.

Section 4. Unless otherwise prescribed by Statute, all District records shall be retained in accordance with the Schedule and the Board authorizes the District Secretary or the Official Custodian to submit a request to the Colorado State Archivist to adopt the Schedule. Approval from the State Archivist is legal authority for the destruction and preservation of District records. This Schedule may be amended from time to time as required by the Official Custodian or by the State Archivist.

Section 5. All District records are public records and shall be available for public inspection, unless prohibited by the exceptions of Part 2 of Title 24, Article 72, C.R.S. Inspection shall be permitted during normal hours, Monday through Friday, except on holidays, at a time set by the official custodian.

Section 6. No person shall be permitted to inspect or copy any records of the District, if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would be prohibited by one or more exceptions set forth in the Colorado Open Records Act.

Section 7. Unless otherwise directed by the Board, by July 1 of every five-year period after July 1, 2022, the Official Custodian shall adjust the maximum hourly fee specified in this Resolution in accordance with the percentage change over the period of the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Aurora-

Lakewood, All Items, All Urban Consumers, or its successor index as posted by the Director of Research of the Legislative Council on the website of the General Assembly.

Section 8. If any provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intension the various provisions hereof are severable.

Section 9. All acts, orders, and resolutions or parts thereof of the District's Board which are inconsistent with or in conflict with this Resolution, are hereby repealed to the extent only of such consistency or conflict.

Section 10. The provisions of this Resolution shall take effect as of the date set forth below.

Approved and adopted this 30th day of June, 2022.

STEAMBOAT BASECAMP METROPOLITAN
DISTRICT

By *Gabriella Riegler*
President

ATTEST:

Kyle Starr
Secretary

SIGNATURE CERTIFICATE


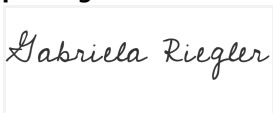


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TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 299E355C-3E90-4416-8F6B-CED338AE8B3C</p> <p>Transaction Type Signature Request</p> <p>Sent At 07/01/2022 00:48 EDT</p> <p>Executed At 07/07/2022 19:17 EDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum f92d281c72dd0aa0f1476f3dea11e888dfa1773130e72c24c67a2ffa076dcdcf</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name Cora Resolution- Steamboat Basecamp Md</p> <p>Filename cora_resolution-_steamboat_basecamp_md.pdf</p> <p>Pages 3 pages</p> <p>Content Type application/pdf</p> <p>File Size 116 KB</p> <p>Original Checksum b1ec53cd7d64792f58c58660c98f51fd9291386448c40eb8af44c06f165ed869</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Kyle Starr</p> <p>Email kyle@mayriegler.com</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 2a68a1d26e4a5d7e2fac5c71ac7b5e1c572747c5714cd934b9c96431f3c8a46d</p> <p>IP Address 98.53.167.140</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 0B6C01BB</p>	<p>Viewed At 07/07/2022 19:17 EDT</p> <p>Identity Authenticated At 07/07/2022 19:17 EDT</p> <p>Signed At 07/07/2022 19:17 EDT</p>
<p>Name Gabriela Riegler</p> <p>Email gaby@mayriegler.com</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 5f6c601ff0a1e716a4a1b1d0ba5f87c18dc3632f791bc03dfe33f2818550d3fc</p> <p>IP Address 73.14.125.45</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 22D03AC5</p>	<p>Viewed At 07/07/2022 14:06 EDT</p> <p>Identity Authenticated At 07/07/2022 14:06 EDT</p> <p>Signed At 07/07/2022 14:06 EDT</p>

AUDITS

TIMESTAMP	AUDIT
07/01/2022 00:48 EDT	Robin Navant (rnavant@spencerfane.com) created document 'cora_resolution-_steamboat_basecamp_md.pdf' on Chrome via Windows from 24.8.242.10.
07/01/2022 00:48 EDT	Kyle Starr (kyle@mayriegler.com) was emailed a link to sign.
07/01/2022 00:48 EDT	Gabriela Riegler (gaby@mayriegler.com) was emailed a link to sign.
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