

**RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**A Resolution Designating an Official Custodian and a Custodian for Purposes of the
Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S.**

At a special meeting of the Board of Directors of the Sheridan Station West Metropolitan District, City of Lakewood, Jefferson County, Colorado, held at 11:00 A.M., on Wednesday, June 9, 2021. Due to concerns regarding the spread of Coronavirus (COVID-19) and the benefits to the spread of the virus by limiting in-person contact, this meeting was held by conference call via Dial-in – 1-877-250-3814 and Passcode - 5592663. The following resolution was adopted:

WHEREAS, Sheridan Station West Metropolitan District (the “District”) is a special district organized and existing pursuant to Sections 32-1-101 *et seq.*, C.R.S.; and

WHEREAS, the District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S., as may be amended from time to time, (“CORA”), as defined in Section 24-72-202(5), C.R.S., and is thus subject to CORA; and

WHEREAS, the Board of Directors of the District (the “Board”) wishes to designate an “Official Custodian,” as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District’s public records, regardless of whether the records are in his or her actual personal custody and control; and

WHEREAS, the Board wishes to designate a “Custodian,” as that term is defined in Section 24-72-202(1.1), C.R.S., who shall serve as the repository for the District’s public records and shall have personal custody and control of the District’s public records and assist the Official Custodian with the maintenance, care, and keeping of the District’s public records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
SHERIDAN STATION WEST METROPOLITAN DISTRICT AS FOLLOWS:**

1. The Board, by a vote of 3 to 0, hereby designates the Assistant Secretary of the Board, which position is currently held by Scott M. Watkins, but which may be held by other individuals in the future, as the Official Custodian of the District’s public records for purposes of CORA. This designation of the individual holding the position of Secretary of the Board as the Official Custodian of the District shall continue unless and until the Board amends or repeals this Resolution. Pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may develop rules for the inspection of the District’s public records as are reasonably necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the Custodian or the Custodian’s office.

2. The Board, by a vote of 3 to 0, hereby designates the District Manager, which position is currently held by David Solin, Special District Management Services, Inc., but which may be held by other individuals in the future, as the Custodian of the District's public records for purposes of CORA. The Custodian shall serve as the repository for the District's public records and shall have personal custody and control of the District's public records and assist the Official Custodian with the maintenance, care, and keeping of the District's public records.
3. All prior acts, orders, or resolutions, or parts thereof, by the District, as well as practices or policies of the District, in conflict with this Resolution, including but not limited to prior or conflicting designations for purposes of CORA, are hereby repealed and superseded by this Resolution.

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ADOPTED, APPROVED, AND MADE EFFECTIVE the 9th day of June, 2021.

SHERIDAN STATION WEST
METROPOLITAN DISTRICT



By: Douglas Elenowitz
Its: President

ATTEST:

Scott Watkins

By: Scott M. Watkins
Its: Assistant Secretary