

**RESOLUTION No.01-03  
A RESOLUTION OF THE CHINO BASIN WATERMASTER  
ADOPTING PROCEDURES, GUIDELINES AND FEE SCHEDULE  
FOR RELEASE OF INFORMATION AND DOCUMENTS**

**WHEREAS**, Chino Basin Watermaster is appointed by the Court to administer the terms of the Judgment; and

**WHEREAS**, it is appropriate for Watermaster to make Watermaster records available for public review, consistent with proper and efficient functioning of the Watermaster office and with protection of sensitive, personnel and privileged information; and

**WHEREAS**, it is necessary and proper for Watermaster to adopt standardized procedures for the release of information and documents and establish a fee schedule.

**NOW THEREFORE, BE IT RESOLVED BY THE CHINO BASIN WATERMASTER** as follows:

Resolution 01-03 and the attached Procedures, Guidelines and Fee Schedule of the Chino Basin Watermaster for the Release of Information and Documents shall become effective upon adoption by the Chino Basin Watermaster Board and Resolution No. 99-01 will be rescinded in its entirety.

**THE FOREGOING RESOLUTION** was adopted this 15<sup>th</sup> day of February 2001.

**CHINO BASIN WATERMASTER  
PROCEDURE, GUIDELINES AND FEE SCHEDULE FOR  
RELEASE OF INFORMATION AND DOCUMENTS**

**I. PURPOSE**

The purpose of this procedure is to delineate the procedure to be used, the guidelines to follow and the fees to be charged for costs associated with the release of information and documents. This procedure is effective upon adoption of Resolution 01-03.

**II. PROCEDURE**

**A. GENERAL**

Watermaster staff will attempt to respond to written requests for copies of documents within 10 working days following receipt of the request.

**B. FORMS**

A Request for Information Form will be completed and appropriately approved prior to responding to a request for information. Certain information and documents described in III.C below will require the Requestor to provide a "signed release" from an individual, company or agency.

**III. GUIDELINES**

Watermaster staff will consider requests for information and documents on a case-by-case basis, subject to the following guidelines:

A. The Requestor must provide Watermaster staff with the reason or purpose for their request for information.

B. The following records will be generally made available:  
These records reflect actions taken by Watermaster. Reproduction of these records will be subject to the limitations set forth in the following paragraph.

1. Agendas
2. Minutes
3. Resolutions
4. Published Committee Reports
5. Annual Reports

C. The following records will generally not be available:

1. Discussions of or references to pending, threatened or on-going matters of litigation;
2. Discussions of or references to pending contract negotiations (including internal drafts of contracts);
3. Attorney or engineer records concerning the topics identified in subparagraphs B.1 or B.2;
4. Attorney work papers;
5. Recommendations of attorney or engineer prior to public Watermaster discussion or action;
6. Personnel, or personal information regarding Watermaster members, staff and/or employees; and
7. Unpublished drafts and working copies of committee reports; and
8. Materials received by Watermaster stamped "Confidential" by the sender.

- D. **Signed Release**  
If a request is made specifically relating to a particular individual, company or agency that would require a release for information which has not previously been made public or which contains the status or operations of a particular individual, company or agency, the Requestor must provide a "signed release" form from the individual, the company or the agency allowing Watermaster to release the information being requested. Any such release shall be subject to the limitations stated in these guidelines.
- E. **Confidential Pool Information**  
In the event information is given to Watermaster and must be returned or has been authorized by the Agricultural Pool representatives to be released to consultants or other public agencies, such information shall be provided with a stamped endorsement on each page that such information is confidential and shall be maintained confidential by the recipient.
- F. **Inspection of Watermaster Records**  
Due to limited space and limited staff, inspection of Watermaster records may be allowed only through prior arrangement and will be subject to the guidelines outlined above.
- G. **Waiver of Required Fees**  
Fees will be waived for parties of the Watermaster and public agencies who reciprocate with a similar waiver of fees.

**IV FEE SCHEDULE**

- A. Copies will be made available subject to the procedures and guidelines outlined and upon payment of reasonable fees to cover the costs associated with copying and handling.

An additional fee will be charged, as necessary, for actual costs associated with any request for information requiring special research or input.

- B. Watermaster shall charge the following reasonable fees:

1. Photocopies (8 ½" x 11" or 8 ½" x 14)	\$ 0.50 per page *
	\$ 5.00 minimum
2. Facsimiles	\$ 0.30 per page
3. Board or Committee agendas only	\$ 40.00 annually
4. Board or Committee full agenda packages	\$500.00 annually
5. Electronic data/text equal to one (1) printed page	\$ 0.15 per page
6. Computer diskette	\$ 0.60 each
7. CD Rom	\$ 2.00 each
8. Mailing	Applicable First-Class Postal Rate
9. Information requiring special research or input	Direct Costs

\* \$0.50 changed from \$0.15 per page by approval of the Watermaster Board on August 24, 2006