

Whereas, Public Water Supply District #1 aka Montgomery County Water, must have a written Sunshine Law Policy and a custodian of records, the District Board of Directors has enacted the following policy regarding meetings, meeting forms, recording of meetings and record request forms.

Be it resolved that:

Anyone wishing to address the Board must complete the attached form and submit any copies of paperwork, to the office by noon, the Wednesday preceding the regularly scheduled board meeting.

If there is more than one person wishing to address the Board, the group must choose a spokesperson and will be limited to a five-minute presentation.

Anyone wishing to address the Board during the public comment section of the agenda will be limited to three minutes.

Any person wishing to audio or video any portion of the Board's meeting, must be approved by the Board at the beginning of the meeting. The recording must be made available to the district office within seven business days of the meeting.

The sunshine law provides that the public can attend open meetings of the Board, it also provides that members of the public may be permitted from speaking at the meeting.

Section 610.023.1, RSMo., provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request.

Section 610.026, RSMo., sets for that a public government body shall provide access to and, upon request, furnish copies of public records.

Section 610.028.2, RSMo., provides that a public governmental body shall provide a reasonable written policy in compliance with 610.010 to 610.030, RSMo. regarding the release of information on any meeting record or vote.

It is resolved:

1. That Richard Moore is appointed custodian of the records of PWSD #1 of Montgomery County and that such custodian is located at the office, 22673 NW Service Rd., Warrenton, MO.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided:
 - a. 10 cents per page for paper copies 8.5 by 11 inches or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the district.
4. That it is the public policy of PWSD #1 of Montgomery County that meetings, records, votes, actions, and deliberations of this body shall be open to the public except as provided by:

- a. § 610.021, RSMo. Some examples of those reasons include privileged discussions with a body's lawyers or auditors, certain personnel matters, sealed bids until opened, social security numbers, and certain public safety, security system, and computer access information

Which records shall be closed as allowed by law.

5. That PWSD #1 of Montgomery County shall comply with 610.010 to 610.225, RSMo, the sunshine law, as now existing or hereafter amended.

Motion made by Director Karl Finke Seconded by Director Doug Lensing on this 10th day of December, 2025