

**WEST SOUND UTILITY DISTRICT
RESOLUTION 558-15**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
ESTABLISHING WEBSITE POLICIES FOR THE DISTRICT**

WHEREAS, in the conduct of West Sound Utility District's functions and daily water and sewer utility business activity, it is important that the Board of Commissioners have a comprehensive and professionally-developed District website; NOW, THEREFORE

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. Purpose

The purpose of West Sound Utility District's website is to provide information and access to public services, policies, events and schedules, and encourage customers' awareness of the District's functions, programs and services. The District will strive to provide 24-hour access to the electronic information contained in the website and focus service delivery to customer's needs. Information provided in the site should be relevant, accurate, timely and useful. Navigation of the site should be intuitive and simple enough for inexperienced users.

Section 2. Scope

The scope of this policy includes all personnel or departments who have or are responsible for maintaining a website or any such presence on the World Wide Web.

Section 3. Policy

3.1 Content

1. All content of the District website shall be sponsored or co-sponsored by the District or directly linked to the District's pursuit of policy or departmental activities.
2. Content will accurately reflect the policy positions of the District's Board of Commissioners.
3. As District staff prepares information for electronic access, they are encouraged to provide high-use materials and basic District information first.
4. Political advocacy by individuals or interest groups, including current and former elected District officials, is not appropriate for the website.
5. The website will not be used to promote or advertise commercial enterprises, either within the District or outside, unless the activities promoted are part of a District-sponsored event.
6. Copyrighted information may not be published on the website without permission from the copyright holder.
7. The website shall not be used to promote religious, political causes or other organizations.
8. Public access should be a consideration in the design and creation of any District Information system and in the indexing and storage of public records.
9. District staff shall be committed to keep information up to date and accurate. The District's Information Technology Manager is authorized to remove information from the site that is out of date or does not meet District standards. Maintenance

requirements should be considered when choosing what information or service is provided through the District's website.

3.2 Website Integrity

1. There will be only one official West Sound Utility District Internet site. The site will represent the best interest and image of the District.
2. The District's website will have a consistent look and feel from page to page.
3. Every effort should be made to make the site accessible and easily read by all users.
4. Electronic access to District records should not compromise the integrity or the security of those records. Electronic access to such records should not adversely affect the performance of District operations or compromise personal privacy.

3.3 Response to Public

District staff must be prepared to field questions from the public. The website enables customers or members of the community to send e-mail to District staff. The District's rules that apply to answering telephones and voice mail also apply to e-mails (i.e. e-mails should be answered promptly).

3.4 Use

Website usage and content are governed by the District's computer usage policies.

3.5 Links

The principles guiding use of the Internet and creation and maintenance of District home pages apply to the associations the District desires to form with other organizations by linking to their home pages.

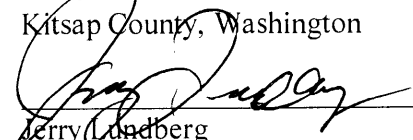
At present there is no method to prevent any individual or entity from linking to the District's website. Consideration should be given, however, to the following when approving links to other websites.

1. Links should provide Internet users with a logical and easy method to access information or service in support of approved District programs or activities.
2. Links should not appear to provide commercial endorsement of any particular for-profit product or service.
3. Links should not appear to provide political endorsement of a particular candidate or election issue.


APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on August 3, 2015.

WEST SOUND UTILITY DISTRICT

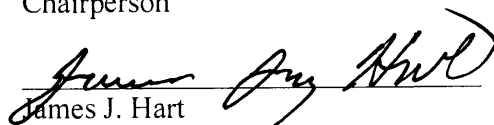
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