



## WEBSITE UPDATING POLICY

*[Effective Date: 04/21/2021]*

### I. Purpose

The purpose of LDWA's website is to provide the shareholders with accurate and accessible information concerning LDWA's bylaws, policies, procedures, and services, provide shareholder information and to serve as a vehicle for communication between LDWA and its shareholders.

In the fulfillment of this purpose the following protocols are established for management of the LDWA website: <http://ldwacorp.org/>

### II. Content

The LDWA website shall include information about:

1. LDWA organization – information concerning the operations, bylawspolicies, billing & rates, meetings, association reports, financials and budgets, newsletters, system quality, events, activities, state codes, federal regulations, and relevant information.

### III. General Design/Layout

The LDWA Website Administrator, working under the authority of the LDWA Board of Directors, is responsible for the design and layout of the website. LDWA is committed to ensuring that its website is accessible to people with disabilities. All the pages on our website will strive to meet ADA Web Content Accessibility Guidelines.

### IV. Process

1. General – Except as noted below, the LDWA Website Administrator is responsible for ensuring that information on the website is as accurate and current as possible. Persons proposing updates to the LDWA website should do so in writing to the Website Administrator, the [LDWAcorp@infowest.com](mailto:LDWAcorp@infowest.com), and the LDWA Board. Upon approval by the LDWA Board, the LDWA Website Administrator will implement the request on the website and respond to the Board with a confirmation that work has been completed. This entire process should be captured with the LDWA Corporate email communication system for maintaining the Association's records.

2. Relevant Links – The LDWA's primary purpose for linking to external websites is to provide information regarding services available to Shareholders from governmental agencies and private organizations relevant to LDWA. Thus, LDWA is not establishing a forum for others to provide information. Rather, LDWA is providing information to direct website users to resources outside the LDWA, which provide services to the general public complementary to and in support of those provided by the LDWA.

## V. Exclusive use

LDWA's website is maintained for the exclusive use and control of LDWA for communicating matters of shareholder interest over the internet. The LDWA website is not a forum for others to provide information or express their views.

## VI. Accuracy

While LDWA attempts to keep its website accurate and timely, it neither warrants nor makes representations as to the accuracy, quality, content, or completeness of the content on the site. Content is subject to change without notice from LDWA as a result of updates, amendments, and corrections.

The LDWA is neither responsible nor liable for any viruses or contaminations of a web visitor's hardware, software, peripherals, or properties, nor for any delays, inaccuracies, errors, or omissions resulting from use of or with respect to the material contained on its website, including but not limited to, any material posted on (or linked to from) the LDWA website. LDWA is not responsible for any special, indirect, incidental, or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials contained on the site whether the materials contained on the site are provided by LDWA or a third party.

It is important for users of LDWA's website to understand that messages transmitted via the Internet are not always reliable. Thus, although LDWA will make every effort to maintain the reliability of communications via LDWA's website, we are unable to guarantee that any such communications will be received by LDWA. Therefore, if you provide LDWA with information for the website, we strongly recommend that you confirm the receipt of your communication via telephone. If you have any question as to the appropriate LDWA official to whom a communication should be addressed, please contact [LDWAcorp@infowest.com](mailto:LDWAcorp@infowest.com) or leave a voice mail (435) 879-0278.

## VII. Privacy

Persons submitting email comments or questions via the LDWA website should be aware that LDWA cannot guarantee privacy or confidentiality. All information received through the website, including any emails, are subject to disclosure under Utah's Right to Know Law.

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### VOTE:

ACTION	BOARD MEMBER	VOTE	DATE
MOTION:	Doris McNally	X	04/21/2021
SECOND:	Larry Bruley	X	04/21/2021
VOTE:	Aaron Bateman	Yea	04/21/2021
	Doris McNally	Yea	04/21/2021
	Don Fawson	Yea	04/21/2021
	Sharon Johnson	Yea	04/21/2021
	Larry Bruley	Yea	04/21/2021
RESULTS:	PASSED		

**APPROVED**