

ALLEN BOONE HUMPHRIES ROBINSON LLP

MEMORANDUM

TO: Manager of District Website

FROM: Holly Huston

DATE: 3/15/2022

RE: District Website Policies

As the person responsible for the development/content of the District's website, we have prepared this memorandum to assist you in compliance with certain legal requirements and guidelines that districts with websites must follow. Please consult with the District's attorney and legal assistant to obtain the information and documents described herein. If you have any particular questions, please consult the District's attorney,

1. General Information.

- a. A district with the authority to impose a tax is required to post the following information for the district on the district's website (election-related information must be translated and updated after each director's election):
 - Contact information, including a mailing address, phone number, and e-mail address
 - Name of each elected officer
 - Date and location of next directors election
 - Requirements and deadline for filing for candidacy for each elected office (must be posted for at least one year before election day)
 - Agenda for each meeting
 - Minutes of each meeting
- b. A district with a population of 500 or more that is subject to Chapter 51, 53, 54, or 55, Texas Water Code, is required to post the minutes of each meeting on the district's website.

2. Annual Audits, Financial Reports, and Financial Dormancy Affidavits. A district must post its annual audit, financial report, or financial dormancy affidavit on the

district's website. These documents must be posted continuously for public viewing.

3. Reporting of Electric, Water, and Natural Gas Consumption. A district that is responsible for payments for electric, water or natural gas utility services must report its consumption and the costs for those utility services on its website. Consult the district's attorney as to the best method to report such information on the district's website.
4. Conflicts of Interest Questionnaire. A district that has a conflict of interest questionnaire or statement filed with the district in accordance with Chapter 176, Texas Local Government Code, must make that questionnaire available on its website. The website should contain a web page entitled "Conflict of Interest Disclosure." The attorney for the district should make such statement available to the district's website manager for posting on the website.
5. Landowner's Bill of Rights. The Texas Landowner's Bill of Rights must be made available on the district's website. See attached "Landowner's Bill of Rights" prepared by the Office of the Attorney General of Texas. The district's website should contain a link to the Attorney General's website to the "Landowner's Bill of Rights." That link is <http://www.oag.state.tx.us/agency/landowners.shtml>.
6. Election Information. Federal and state laws require election materials to be bilingual or multilingual; therefore anything related to a district election, including notices, calendars, forms, instructions, directions, assistance, or any other materials relating to the election must be translated into Spanish (and currently, Vietnamese and Mandarin Chinese in Harris County.) Do not post any election material on the website unless you have the information in all of the required languages. In addition, state law requires that certain materials related to an election to authorize the issuance of bonds be posted on the district's website. Consult your district's attorney in advance of such an election. All election information must be preapproved by the district's attorney before posting on the district's website.
7. Online Message Boards. It is our general policy that districts should not provide message boards on their websites due to the risk that communications on such message boards may fall under the Texas Open Meetings Act. Consult your district's attorney before creating an online message board.
8. Financial Information. It is our general policy that financial information should not be posted on the district's website, other than financial information required to be posted pursuant to this memorandum. Any other financial information published on the district's website must be preapproved by the district's attorney.

9. Legal Notices and Disclaimers. The website should contain the following legal notices and disclaimers:

LEGAL NOTICES AND DISCLAIMERS

PLEASE READ THE FOLLOWING LEGAL STATEMENT. BY USING THIS WEB SITE, YOU ARE AGREEING TO THE TERMS BELOW. THESE POLICIES MAY CHANGE WITHOUT NOTICE:

- A. THE CONTENT CONTAINED IN THIS WEBSITE IS PROVIDED BY FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 155, (THE "ENTITY") AS A SERVICE TO THE PUBLIC. THIS WEBSITE AND THE INFORMATION CONTAINED HEREIN SHOULD NOT BE RELIED UPON OR USED AS INFORMATION FOR THE PURPOSES OF SECURITIES DISCLOSURE ABOUT THE ENTITY OR ITS FINANCIAL CONDITION. PERSONS SHOULD NOT RELY UPON THIS INFORMATION WHEN CONSIDERING WHETHER TO BUY, SELL, OR HOLD BONDS ISSUED BY THE ENTITY. ALL INFORMATION CONTAINED HEREIN SPEAKS ONLY AS OF THE DATE INDICATED. THE ENTITY ASSUMES NO DUTY TO UPDATE ANY INFORMATION CONTAINED HEREIN.
- B. LINKED SITES ARE NOT UNDER THE CONTROL OF THIS ENTITY, AND THE ENTITY IS NOT RESPONSIBLE FOR THE CONTENTS OF ANY LINKED SITE. LINKS ARE PROVIDED ONLY AS A CONVENIENCE, AND THE INCLUSION OF ANY LINK DOES NOT IMPLY THE ENDORSEMENT BY THE ENTITY OF THE SITE.
- C. THIS ENTITY DOES NOT WARRANT OR MAKE REPRESENTATIONS OR ENDORSEMENTS AS TO THE QUALITY, CONTENT, ACCURACY, OR COMPLETENESS OF THE INFORMATION, TEXT, GRAPHICS, LINKS AND OTHER ITEMS CONTAINED ON THIS WEBSITE OR ANY OTHER WEBSITE. SUCH MATERIALS HAVE BEEN COMPILED FROM A VARIETY OF SOURCES, AND ARE SUBJECT TO CHANGE WITHOUT NOTICE FROM THE ENTITY AS A RESULT OF UPDATES AND CORRECTIONS.
- D. TO THE EXTENT ALLOWED BY TEXAS LAW, COMMUNICATIONS MADE THROUGH E-MAIL OR OTHER MESSAGING SYSTEM SHALL IN NO WAY BE DEEMED TO CONSTITUTE LEGAL NOTICE TO THE ENTITY OR ANY OF ITS OFFICERS, EMPLOYEES, AGENTS, OR REPRESENTATIVES, WITH RESPECT TO ANY EXISTING OR POTENTIAL CLAIM OR CAUSE OF ACTION AGAINST THE ENTITY OR ANY OF ITS OFFICERS, EMPLOYEES, AGENTS, OR

REPRESENTATIVES, WHERE NOTICE TO THE ENTITY IS REQUIRED BY ANY STATE OR LOCAL LAWS, RULES, OR REGULATIONS.

- E. ANY USE OF THIS WEBSITE SHALL BE DEEMED MADE IN THE STATE OF TEXAS, U.S.A., REGARDLESS OF THE LOCATION OF THE USER. THE USER AGREES THAT ANY DISPUTE WITH THE ENTITY SHALL BE BROUGHT BY THE USER EXCLUSIVELY IN THE STATE OR FEDERAL COURT IN WHICH THE ENTITY IS PRINCIPALLY LOCATED. THE USER HEREBY AGREES THAT SUCH VENUE IS APPROPRIATE. ANY USE OF THIS WEBSITE IS GOVERNED BY THE LAWS IN FORCE IN THE STATE OF TEXAS. THE USER HEREBY AGREES THAT APPLYING TEXAS LAW TO THE USE OF THIS WEBSITE IS APPROPRIATE.
10. Retention. Information and documents described herein should not be removed from a website without approval by the district's attorney. Please consult the district's attorney with any questions or concerns regarding retention.
11. Open Records Request. If a district allows use of the Attorney General's Public Information Request Form, a link to the form must be provided on the district's website. That link is <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/public-information-request-form>.