

RESOLUTION CREATING E-MAIL POLICY

WHEREAS, e-mails sent or received by officers, directors, and employees of Lakeway Municipal Utility District raise concerns about the applicability of the Open Meetings Law and the Open Records Act; and

WHEREAS, the Board of Directors of Lakeway Municipal Utility District considers it advisable to adopt an e-mail policy.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAKEWAY MUNICIPAL UTILITY DISTRICT THAT:

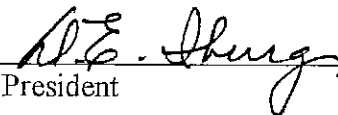
Section 1. Use of E-Mail by Members of the Board of Directors. There are circumstances under which it is appropriate for directors to send e-mails to each other. However it is important for the directors to avoid engaging in deliberation of District business through e-mail. E-mails sent between and among Directors should not serve as a method of discussing or analyzing District business or issues.

If a director expects to engage in discussion of any District issue with another director, he or she must engage only one other director, so as to avoid discussion among a quorum of directors. When the director has discussed the matter with another director, he or she may not discuss it with any other director, except at a properly noticed open meeting.

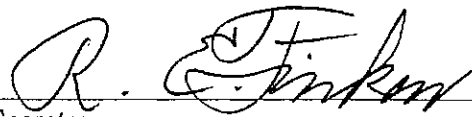
If a director wants to convey information to more than one other director, he or she may do so, provided the communication provides information, not opinion or advice, and provided there is no response from the other directors, except to acknowledge receipt.

Section 2. E-Mail Subject to Open Records Law. Directors, officers and employees of the District should consider that any e-mail that they send or receive, concerning District issues, will, except in limited circumstances, be available to the press and the public pursuant to the Open Records Law. This means that any e-mail that they send or receive may later be published in the newspaper. E-mails should be composed with this in mind.

Adopted this 12 day of February, 2003.

By: 
President

ATTEST:


Secretary

(SEAL)