

ATTACHMENT A

Electronic Signature Policy

- A. **Purpose.** The District has implemented electronic signatures and this policy to:
1. Promote efficiency in order to conserve public resources by decreasing the District's reliance on paper transactions and physical documents.
 2. Allow for faster approval of and access to documents.
 3. Establish guidelines for the use of electronic signatures for District transactions.
 4. Provide reasonable assurances for the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used.
- B. **Authorization.** The District's General Manager or their designees, and District Board members are authorized to utilize electronic signatures, for the execution of records, except as indicated in this section. An electronic signature may be used with the same force and effect as a signature affixed by hand, subject to the limitations in this section and under state and federal law. A person may only affix their own electronic signature to a record. If a person is signing a record on behalf of someone else, they must indicate that in the record, and affix their own electronic signature to the record.
- C. **Definitions.** Except where specifically defined in this section, all words in this section shall have the meaning commonly associated therewith:
1. Record. Information that is inscribed on tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.
 2. Electronic Signature. An electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.
 3. Wet Signature. A signature created when a person physically marks a document with the intent to sign the record.

D. Requirements for Use of Electronic Signature. Consistent with the Board's authorization, an electronic signature may be utilized in lieu of a handwritten signature, when the following requirements are met:

1. When the District initiates the signing process, District staff and Commissioners shall use DocuSign or a future replacement of such platform as directed by the District's General Manager, or are otherwise authorized in writing by the District's General Manager to use another electronic signing process consistent with District Resolutions and policies related to electronic signatures.
2. When a third party initiates the signing process, District staff and Commissioners shall use an electronic signing process that is consistent with District Resolutions and policies related to electronic signatures.
3. The electronic signature shall be in the form of either a digitized graphical image of a handwritten signature or a digital signature using a private user signing key and public validation key.
4. The electronic signature shall be accompanied on the record by the date and time of the signature, unless the electronic signature technology is self-auditing.
5. The identification and authentication of the signer shall be possible, based on the electronic signature.
6. The signer shall intend to sign.
7. The electronic signature shall be reliably associated with the record.
8. The signed record shall have integrity (e.g., legibility, no indication of alteration, secure and reliable storage process, access limited to authorized persons), which shall be ensured by using an integrity control measure.

E. Restrictions on use of Electronic Signature. An electronic signature may be used on any record other than a record requiring a wet signature pursuant to federal, state, or local law, or where a wet signature is otherwise required.

F. This policy in no way affects the District's ability to conduct a transaction using a physical medium, and shall not be construed as a prohibition on the use of wet signatures.