



BOARD OF DIRECTORS REPORT

MEETING DATE: JULY 21, 2026

AGENDA ITEM #: 11

TYPE: ACTION ITEM

PREPARED BY: HUMAN RESOURCES AND RISK MANAGER DAVID SERRANO

REVIEWED BY: GENERAL MANAGER JERRY ESTRADA

SUBJECT: E-Signature Policy

RECOMMENDATION:

Staff recommends the Board approve and adopt Resolution No. 2026-05, adopting the District's e-Signature Policy and authorizing the use of e-Signatures.

DISCUSSION:

The use of electronic signatures on legally binding documents has become increasingly prevalent in business and government.

The District's current signature process entails routing physical documents via internal office mail, or forwarding documents electronically to be printed, signed, scanned, and emailed back. The process may lead to errors in document scanning, electronically saving documents for later recall, and attaching the "right" document to the email.

The benefits of electronic signatures are simple and numerous: they cut down on paper, as well as the time and costs associated with transmitting and approving physical or scanned documents, and can offer an easily accessible audit trail of the modifications to and editing, approval, and signature of documents.

Adoption of this Resolution to Approve Use of Electronic Signatures and Electronic Signature Policy would authorize the District to accept an approved "digital signature" in lieu of a hand-written "wet" signature on documents that require a signature, such as contracts, PRA requests, payment authorizations from the public, internal memoranda, personnel documents, and timesheets/timekeeping. It would also authorize the General Manager to utilize various electronic signature platforms currently available, or available in the future, such as DocuSign, Doc HUB, and PDF signature, and to identify use of a specific platform for certain applications (e.g., DocuSign for formal contracts and Board signatures).

If the Resolution is approved, the District will select a platform to facilitate digital signatures that meets the requirements set forth in Government Code Section 16.5:

- Unique to the person using it;
- Capable of verification;

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- Under the sole control of the person using it;
- Linked to data in such a manner that if the data are changed, the digital signature is invalidated; and
- That conforms to regulations adopted by the Secretary of State.

Adoption of the Resolution and Policy would not supersede laws that specifically require a hand-written “wet” signature or limit the option to conduct a transaction via paper or non-electronic form.

Upon approval of the Resolution, the District would begin using electronic signatures on contracts, timesheets, and Board documents, then expand over time to other documents that require signatures. Adoption of this Resolution and Policy would result in changes to the signature workflow, which would be facilitated electronically.

The adoption and ratification of this policy will provide the District more than one path to completing our essential work and being timely in our final review and finalization/signature to various workflow documents, contract, and processes.

Attachment: Resolution 2026-05 E-Signature Policy