



UPDATE:
SGPWA
Policies Review

Board of Directors
December 2, 2024



Policies

“rule or principle that guides decisions”

Personnel Policy Manual Approved	Capitalization Policy – inform Reviewed	Credit Card Policy – inform Reviewed	Investment Policy – inform Reviewed	Invocation Policy – inform Reviewed
Medical Reimbursement – inform/review	Procurement Policy - update Approved	Records Retention – inform/review	Reserves Policy – inform/review	Social Media Policy – inform/review
Director’s Travel Policy – review	Director’s Technology Policy – in Process	Staff Travel Policy - review	Computer Security Policy - inform	Vandalism Policy - new
Vehicle Use Policy Approved	Workplace Violence Prevention Policy Approved	Election of Board Members Policy – review	Inspection of Public Records - review	Electronic Signature Policy - review

Purple Boxes - Operations Policies

Green Boxes - Financial Policies

Black Boxes - Board Policies

San Geronio Pass Water Agency

DATE: December 2, 2024
TO: Board of Directors
FROM: Lance Eckhart, General Manager
BY: Tom Todd, Jr., Chief Financial Officer
SUBJECT: REVIEW OF DIRECTOR'S TECHNOLOGY POLICY

RECOMMENDATION

The Board of Directors review the Director's Use Policy for Agency-Owned Electronic Devices and make suggestions for an update if necessary.

PREVIOUS CONSIDERATION

- Board of Directors – October 11, 2021: After discussion, the Board approved the policy.

BACKGROUND

Previous to adopting this policy, Board members used their own devices, if at all. As technology has become more necessary for daily activities, it makes sense to provide the Board with the necessary tools to be able to properly discharge its responsibilities.

In addition to providing Board members with devices, additional support services were also provided. This additional service made the use of the devices a feasible reality.

ANALYSIS

The policy provides for devices, reimbursement for a cellular plan, rules regarding apps and data, rules regarding security, support services, and a stipulation that the device must be returned when the Board member's term and service to the Agency has ended.

At the current time, it appears that enacting the policy has had a positive effect, allowing Board members to more easily communicate and navigate the intricacies of today's fast-paced world. This review is an opportunity to update the existing policy if necessary.

STRATEGIC PLAN NEXUS

In the Finance & Administration section, Objective #8: Assess and update policies and ordinances to align with the Agency's mission, vision, and values.

FISCAL IMPACT

The addition of a new Board member will likely necessitate the investment in a new device. An expenditure of \$2,000 could reasonably be expected, although the exact amount would be determined by the device selected.

Any amount would come from the General Fund (the Green Bucket), the Administrative and Professional Services section, the line item labeled 'Computer, Website and Phone Support.' The FY 2024-25 budget is \$54,000; as of October 31, 2024, about \$15,000 has been expended.

ACTION

The Board of Directors review the Director's Use Policy for Agency-Owned Electronic Devices and make suggestions for an update if necessary.

ATTACHMENTS

Board of Directors Technology Use Policy for Agency-Owned Electronic Devices

SAN GORGONIO PASS WATER AGENCY
BOARD OF DIRECTORS
TECHNOLOGY USE POLICY
FOR
AGENCY-OWNED ELECTRONIC DEVICES

Adopted October 11, 2021

1. Application of Policy: This Policy applies to members of the Board of Directors of the San Gorgonio Pass Water Agency. The issuance of Agency-owned computing devices (“Devices”) is beneficial to the Agency as it will assist Directors in the efficient performance of duties on behalf of the Agency.
2. Devices: Each Director will be issued one Device during their term. The Agency will coordinate the issuance of the Device with each Director. Any loss or damage of the Device will be the responsibility of the Director. Directors shall only use Agency-owned Devices for Agency business and not for any other purpose.
3. Cellular Plan: Cost for a limited cellular data plan will be provided to allow Directors to access Agency information wirelessly. Use of the data plan is subject to the same restrictions as the use of the Agency-owned Device itself.
4. Apps And Data: All Agency-provided apps, data, and services (such as email and calendars) will remain the property of the Agency and may be accessed, altered, or removed by the Agency at any time. All information on any Agency-owned Device used for Agency business may (with limited exceptions) be subject to the provisions of the Public Records Act.
 - (a) Directors should update the installed apps and the Device operating system as updates are released. Agency-owned Devices may be backed up, remotely wiped, restored from a backup, or restored to factory settings as necessary to maintain the technical viability of the Device and/or the Agency’s network. The Agency does not accept responsibility for the loss of files or software lost due to a wipe and backup. The Agency may add, upgrade or remove software/information on the Device as necessary to maintain the technical viability of the Device and/or the Agency’s network. In addition, the Agency will retain access to and ownership of backups of the Device’s content. All IDs and service accounts used to manage the Device will be maintained by the Agency.
5. Security: If a Director believes the security of his or her Device has been compromised, he or she shall immediately notify Agency staff or any third party that may be retained by the Agency to provide such support (collectively, “Support”).

- (a) Devices must be password protected and used only by the authorized Director. Directors may not allow a browser to save passwords.
- (b) Directors should use caution before downloading any programs or applications or opening an email from unknown addresses.
- (c) Directors must lock or turn off the Device when it is unattended.
- (d) Directors recognize their responsibility to protect Agency Devices and computer resources to the best of their ability.

6. Support: Any questions or assistance a Director may need will be provided by Support. Support may also be requested by Agency staff for any of the actions under this Policy.

7. Return of Device: Devices shall be returned to the Agency when the individual Director's term and service on the Agency Board has ended. Upon return of the Device to the Agency and following the preparation of any appropriate backup files, the Device will be wiped clean of any and all information at the end of a Director's term and service.

Adopted by the Board of Directors on October 11, 2021 by a vote of 7 – 0.