

RESOLUTION NO. 2016-2079

A RESOLUTION AMENDING ADMINISTRATIVE POLICY A-03:
MOBILE COMPUTER DEVICES USED FOR DISTRICT BUSINESS

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, the Board of Directors did adopt Administrative Policy A-03: Mobile Computer Devices Used for District Business on September 27, 2012,

WHEREAS, such policies may need to be appended,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Administrative Policy A-03: Mobile Computer Devices Used for District Business, a copy of which is attached as Exhibit A and by reference incorporated herein.

The previously approved Administrative Policy A-03: Mobile Computer Devices Used for District Business is hereby revoked and declared null and void.

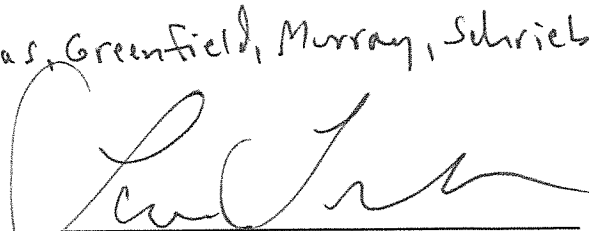
If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.


* * * * *

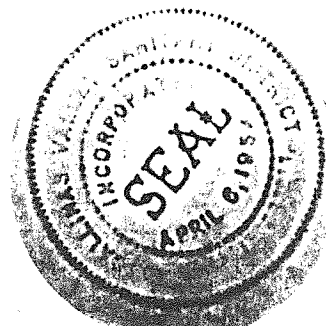
I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 8th day of September, 2016, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Elias, Greenfield, Murray, Schriebman.
NOES, Members: None.
ABSENT, Members: None.
ABSTAIN, Members: None.


Teresa Lerch, District Secretary

Approve:


Judy Schriebman, President of Board of Directors



(seal)

Las Gallinas Valley Sanitary District

SECTION: Administrative Policy A-03
SUBJECT: Mobile Computer Devices Used for District Business
DATE: September 8, 2016

Purpose

To provide guidance to District staff and the Board on the proper procedures for the use of mobile computer devices including personal computers (PCs), lap tops and Tablet computers for District business.

I. Definitions

Apple ID – is an existing email address from any email provider that is used to login to systems that Apple Inc. has introduced for its many products such as an Apple iPad.

De minimus personal use – any non-District use of the computer for less than a total accumulated data of 25 Megabytes or 10% per month, whether during, before or after working hours. Personal use of computers should be minimal.

4G – 4th generation mobile communications standards which provide mobile ultra-broadband Internet access for laptops, smartphones, Tablet PCs and other mobile computer devices. These standards were established under the International Mobile Telecommunications Advanced specifications setting peak speed requirements for 4G service at 100 megabits per second for high mobility communications (such as from trains and cars) and 1 gigabit per second for low mobility communication (such as pedestrians and stationary users.)

iCloud – Cloud storage is a service that allows users to store data on remote computer servers for download to multiple devices that use the Apple computer operating system, iOS. It is a data syncing center for email, contacts, calendars, bookmarks, notes, to-do lists and other data.

Laptop – a personal computer for mobile use which integrates most of the typical components of a desktop computer.

Megabyte – The megabyte is a multiple of the unit byte for digital information storage or transmission. It is commonly abbreviates as Mbyte or MB. Depending on compression methods and file format, a megabyte of data can roughly be:

- a 1024×1024 pixel bitmap image with 256 colors (8 bits per pixel color depth).
- 1 minute of 128 kbit/s MP3 compressed music.
- 6 seconds of uncompressed.
- a typical English book volume in plain text format (500 pages × 2000 characters per page).

Remote Access/Virtual Private Network (VPN) – Remote access and VPN are methods by which staff may access their District desktop computers via the Internet.

Tablet PC - an Internet-enabled, mobile computer primarily operated by touching the screen such as an Apple iPad.

3G – 3rd generation mobile communications is a generation of standards for mobile phones and mobile communications services fulfilling the International Mobile Telecommunications-2000 specification. Application services include wide-area wireless voice telephone, mobile Internet access, video call and mobile Television, all in a mobile environment.

Wi-Fi – Technology that allows an electronic device to exchange data wirelessly over a computer network, including high-speed Internet connections.

II. Policy

General:

In order to promote increased efficiency, lower costs and reduce waste, Board agenda packets will be provided electronically to Board members and select staff members (Covered Position) for use on Tablet PCs or laptop computers. The District will either reimburse Covered Position for the purchase a Tablet PC up to an amount specified by the Board every 4 years or provide them with a Tablet PC or laptop as required by the needs of the position. The General Manager may be provided with a District issued laptop and reimbursed for the purchase of a tablet. The District shall provide a Tablet PC cellular allowance to all Covered Position who receive their agenda packets electronically for use on their Tablet PC during or in preparation for Board meetings. The allowance shall be commensurate with the needs of the position.

Board agenda packets will also be made available electronically to staff members. Staff members may be provided a Tablet PC or Laptop to use for District business at the discretion of the General Manager. The District shall provide a cellular plan to all staff members who use their District provided computers based on the requirements of the position. Computers used solely for reviewing the agenda packet prior to and during the Board meetings may utilize the Internet Wi-Fi service provided in the Board room at no additional cost.

Guidelines for District Owned and Non-District Owned Devices:

Option A: District-issued

If the District provides Covered Position with a Tablet PC or Laptop, they must return it and any District-issued accessories to the District Secretary or Administrative Services Manager at the end of their service. Covered Position are responsible for the general care of any District-issued equipment. Any Tablet PC or Laptop or accessory that is broken, damaged, or fails to work properly must be taken to the Administrative Services Manager for evaluation.

Option B: Covered Position/Staff-owned

Covered Position may choose to purchase their own Tablet PC or Laptop. These devices must support the applications required by the District, and must have cellular data (3G, 4G, etc.) capability. The District will not provide any hardware support for individually owned Tablet PC or Laptop so the purchaser should consider an extended service and/or technical support plan.

Software and Use:

1. The following apply to both District-issued and Covered Position-owned Tablet PC or Laptops:
 - a. Covered Position will be provided with the apps needed to conduct District business. Updates to these apps and operating system should be applied as they are released. Training on the basic use of the Tablet PC or Laptop as well as the applications required by the District for conducting District businesses will be provided by the District. All District-provided applications, data, and services (such as email and calendars) will remain the property of the District and may be accessed, altered, or removed by the District at any time. All information on any Tablet PC or Laptop used for District business may be (with limited exceptions) subject to the provisions of the Public Records Act.
 - b. If a Covered Position believes the security of his or her Tablet PC or Laptop has been compromised, he or she shall immediately notify the District Secretary and the Administrative Services Manager. The Tablet PC or Laptop should be password protected and used only by the authorized personnel. Internet use, email and other activities carried out on the Tablet PC or Laptop may be traceable to the District, and may impact the reputation of the District. Accessing of, emailing or sharing of pornographic materials, gambling, graphic pictures or other offensive and non-District business related items is strictly prohibited. The General Manager reserves the right to restrict or cancel computer usage.
 - c. Cellular data use (not Wi-Fi) outside of the continental USA is extremely expensive. Therefore, District-issued Tablet PC or Laptops may not be used outside of the continental USA, and the District will not pay data fees for individually-purchased Tablet PC or Laptops incurred when used outside of this area unless it is an emergency or as approved by the General Manager.
2. The following applies to District-issued Tablet PC or Laptops:
 - a. District-issued Tablet PC or Laptops and accessories are tools for Covered Position to conduct District Business. Only personal use which is lawful, *de minimus* and which does not result in a gain or advantage to the user or a loss to the District is permitted.

- b. District-issued Tablet PC or Laptops may be backed up, remotely wiped, or restored from a backup at the discretion of the General Manager. The District does not accept responsibility for loss of files or software lost due to a wipe and backup. The District may add or remove software / information on the Tablet PC or Laptop at the discretion of the General Manger. In addition, the District will retain access to and ownership of backups of the Tablet PC or Laptop's content. The Apple ID and iCloud accounts used to manage the device will be maintained by the District.
3. The following applies to Covered Position-owned Tablet PC or Laptops:
 - a. Covered Position -owned devices can be used without restriction, but the owner is responsible for backing up their own devices. The District takes no responsibility for maintaining backups of Covered Position -owned devices. District Staff will not provide any support for hardware or software, except for software that is required and provided for the conduct of District business.

Data

All Tablet PCs or Laptops used for District business by Covered Position must be cellular data (3G, 4G, etc.) equipped to allow Covered Position to have frequent access to their District information. Generally a Tablet PC works either on one cellular provider network based on the installed cellular air card; Laptops may work on other cellular data provided networks. Users of District-issued Tablet PCs and Laptops will be provided with a data plan commensurate with their District business usage. Covered Position who purchase their own Tablet PC will receive a monthly allowance equal to the District's cost to provide the above amount of data for a District-issued Tablet PC. Staff who purchase their own device will be provided data access as needed for their District business usage at the discretion of the General Manager.

Email, Calendar, and Other Documents

All Covered Position will be provided with email addresses and shall not use their home or business email accounts for any communication pertaining to District business. District-issued email shall be used for all communication regarding District business, and only for such communication. In addition, the District may provide access to calendars and other documents though the Tablet PC or Laptop. Covered Position are expected to utilize the email, calendar, and other documents provided on the Tablet PC or Laptop.

Covered Position may receive confidential items in electronic format for Closed Sessions of Board meetings. These items will be sent via separate encrypted, password protected email. These electronically distributed items are subject to the same confidentiality provisions of regularly distributed Closed Session items and must be deleted from the Tablet PC or Laptop and email accounts after the meeting.

Remote Access/VPN

The District will allow Remote Access through the Internet or Virtual Private Network (VPN) for staff as designated by the General Manager. Since this access is a direct portal to the District's computer system, proper care and security measures should be taken by staff when using it. Due to the threat of key logging and other spy tactics, access through public computers is strictly prohibited.

III. Replacement

It is anticipated that Tablets and Laptops will be in service for a minimum of 4 years in order to recover the cost benefits of not producing hard copy agenda packets. The paperless agenda packet program was initially approved by the Board of Directors on July 12, 2012. On August 4, 2016 the Board approved updating the allowance for replacing tablet PC's to \$1,347, plus sales tax which represents the cost of an iPad Pro 12.9 inch model with a keyboard and the Applecare technical service plan. Covered staff, Board members and District counsel may spend up to this amount for a Tablet PC and submit their receipt for reimbursement.

Covered staff who are issued a laptop will have the devices replaced as needed for the position at the discretion of the General Manager.

IV Taxability

District provided Tablet PCs and Laptops are not taxable fringe benefits provided there is no more than *de minimus* personal use of the devices.

The provision of a reimbursement of purchasing a Tablet PC or Laptop will be reported as a taxable fringe benefit through payroll. For determination of individual taxability, Covered Position and staff should check with their tax advisor.

V. Acknowledgment

All Covered Position will be required to sign an acknowledgement that they have reviewed this policy and agreed to it upon assignment of a device or provision of a purchase allowance.

Date Approved: September 8, 2012

Supersedes: September 27, 2012

President of the Board

X:\BOARD\POLICIES\ADMINISTRATIVE POLICIES AUGUST 2015\A-03 ADMINISTRATIVE POLICY MOBILE COMPUTER DEVICES USED FOR DISTRICT BUISNESS UPDATE 09 08 2016.DOCX

**Acknowledgement of Review and Understanding of the:
Mobile Computer Devices Used for District Business**

I, _____, have received and read the administrative policy related to the Mobile Computer Devices Used for District Business. I agree to abide by the terms of the policy in effect as of September 8, 2016.

Signature

Date