

MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING

**DATE:** January 3, 2024  
**TO:** Board of Directors  
**FROM:** Kelly McCullough, Finance Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Approval of Electronic Signature Policy

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**SUMMARY:**

The District is in need of an electronic signature policy (**ATTACHMENT 1**) to expedite document approvals and to facilitate electronic document processing and filing.

**FISCAL IMPACT:**

There is no fiscal impact associated with approving this policy.

**FUNDING SOURCE:**

Not applicable

**FUNDING BALANCE:**

Not applicable

**DISCUSSION:**

The District has a plethora of documents, letters, and contracts which require signature of the Board, General Manager, or staff. Currently the District does not have an electronic signature policy. While COVID further necessitated the need for electronic signatures, no formal action was taken to approve a policy, method of signature or to select a vendor application.

Several electronic document signing vendor's exist, such as DocuSign, DropBox Sign, Adobe, eSignatures, SignWell, and signNow. Staff have determined that DocuSign is extremely well recognized and used by staff, the public and many other local agencies, such as the County of Monterey. It's easy to use and affordable. Current DocuSign plans run from \$300 - \$480 for an annual plan, depending on the chosen plan.

The attached policy was developed based on a sample template obtained from Monterey County and District legal counsel (**ATTACHMENT 2**). Revisions have been made that make the policy applicable to the District. The attached MPRPD version (**ATTACHMENT 1**) has been reviewed and commented on by legal counsel.

As stated in the Policy Purpose, electronic signatures increase productivity, efficiency, security, and further the District's goal of improving its environmental impact, Goal #1 in the Strategic Plan. Pursuant to the Policy, the use of electronic signatures will be encouraged and preferred, but not required.

The Policy explains when electronic signatures may be utilized, with the goal of encouraging the use of paperless, electronic documents whenever appropriate and permitted by law. The Policy applies to all signatures used in processing District documents and assumes the District signatory has been given the authority to sign as determined by Administration or the Board of Directors.

If approved by the Board, staff will initiate an Agreement with DocuSign and begin to implement the process needed to utilize the application.

**RECOMMENDED ACTION:**

Staff recommends that the Board review and approve the Electronic Signature Policy (**ATTACHMENT 1**) as presented, or in substantially the same form, and authorize the use of DocuSign.

**ATTACHMENTS:**

1. [MPRPD Electronic Signature Policy](#)
2. [Monterey County Policy on Electronic Signatures](#)