



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Digital Signature Policy

POLICY NUMBER: 1060

ADOPTED: June 9, 2020

REVISIONS: None

1060.1 Policy

It is the policy of the Rural North Vacaville Water District(the "District") to accept electronic signatures affixed to documents in which a signature is required or used, provided that: (1) the electronic signatures are "digital" signatures that comply with the requirements of California Government Code Section 16.5 and applicable state regulations, (2) the signatories are willing and wanting to utilize digital signatures, and (3) the digital signatures are created by technologies authorized by the California Secretary of State and made available by the District. Signatories may digitally sign all District documents. The use, or the District's acceptance, of a digital signature is at the option of the District and the signer(s). Nothing in this Policy requires the District to use or accept the submission of a document containing a digital signature.

1060.2 Electronic Signatures.

The use of electronic signatures is authorized by two California statutes, the Uniform Electronic Transactions Act ("UETA"), codified at Civil Code Section 1633.1 *et seq.*, and Government Code Section 16.5. The use of a digital signature will have the same force and effect as the use of a manual signature.

1060.3 Digital Signatures.

Government Code Section 16.5 and State regulations require that a digital signature be created by a technology that is acceptable for use by the State of California.

1060.4 Digital Signature Technologies.

The Secretary of State allows public entities to utilize digital signatures that are created by one of two different technologies – "public key cryptography" and "signature dynamics" – provided that the digital signatures are also created consistent with the provisions of Section 22003 of the California Code of Regulations. DocuSign conforms to California Regulations and is listed as an approved software on the Secretary of State website. The District is using DocuSign.