

Continuity of Digital Environment

Prepared for 9/12/2026 Board Meeting

Emails and Other Correspondence

- Current Concept: individually maintained email addresses.
 - Individually maintained email addresses.
 - Turned over solely at the discretion of departing Directors and/or personnel.
- **(Possible Action)** Proposed Concept:
 - Static emails permanently assigned to each District Seat (e.g. 1-5) and personnel (e.g. PM/EA)
 - Implement “aliases” according to officer positions (e.g. President, Vice President, CFO)
 - Implement “aliases” according to other positions (e.g. Operations, Building/Facilities)
 - Implement User Agreement
- Other Correspondence via CCWD Website
 - “Contact Us” Submissions - maintained on website
 - Other Forms - maintained on website (e.g. water usage form)
 - Certain hard copies maintained in District Office

Emails - Based on Current Board

- Integrated Office Productivity/Email/Cloud Storage solutions offer multiple “aliases”. (Note: aliases refer to multiple emails per individual.)

Officers/Positions

- President@ ...
- VP@ ...
- CFO@ ...
- Operations@ ...
- Bldg-Fac@ ...
- PM/EA
- D1
- *Etc.*

Individual

- Andie@ ...
- Daryl@ ...
- Ellyn@ ...
- Mark@ ...
- Stephen@ ...
- *Etc.*

Seats

- Seat1@ ...
- Seat2@ ...
- Seat3@ ...
- Seat4@ ...
- Seat5@ ...

Emails (continued)

	Seat 1@ ...	Seat 2@ ...	Seat 3@ ...	Seat 4@ ...	Seat5@ ...
President					President@ ... Stephen@ ...
Vice President				Seat4@ ... VP@ ... Ellyn@ ...	
CFO					President@ ... CFO@ ...
Dir. Water Operations			Operations@ ... Andie@ ...		
Dir. Buildings and Facilities	Bldg-Fac@ ... Daryl@ ...				
Unassigned		Mark@ ...			

Emails - Would Require New Routines

- Would need common understanding. Examples:
 - Changing Seats would greatly complicate matters.
 - Director administrative emails would be sent to “Seat” emails.
 - Confidential information (e.g. personal financial) - would preferably be on personal, named account and sent to “Officer” emails.
 - Remember to send **from** and **to** correct email aliases.
 - Named emails would be archived at the conclusion of service.
 - Elements of User Agreements:
 - Agree turn over email account(s) at conclusion of service
 - Agree to use CCWD email for all CCWD-related business.
 - Agree password recovery through only 1 or 2 individuals.

Shared Working Files

- Current Concept
 - Shared Google Drive (associated with Google account)
- **(Possible Action)** Proposed Concept
 - Transition to a new Shared Drive
 - Shared Drive under administrative control of CCWD point of contact
 - Common password recovery email
 - Aliases (if possible) to link individuals to

CCWD Web Site

- Current Concept

- URL is based on website host's common domain name:

<https://canebrakewater.specialdistrict.org/>

- Proposed Concept

- (Possible Action) Move to simplified URL
 - CCWD independently register and maintain domain *name only*.
 - Current website host will host on simplified URL.
 - All other website functions will remain.
 - Hyperlinks imbedded in documents will no longer function. However, these hyperlinks were provided for convenience. *All previously linked content will still be available.*

Solutions: Emails, Office Productivity, Shared Working Files

Office Productivity Software	Basic Cloud Storage	Dedicated URL	Integrated Email	Cost per User	Total Annual Cost
Microsoft 365 Business	OneDrive (1TB included)	Additional Cost	Yes	\$7.00 per user per month	\$588.00
Google Business	Google Cloud (15GB included)	Additional Cost	Yes	\$7.00 per user per month	\$588.00
Office Libre	Free	Not integrated	No	\$0.00	\$0.00
Apple	iCloud (5GB included)	Not integrated	Yes		\$0.00