

Continuity of Digital Environment - Emails

Prepared for 9/12/2026 Board Meeting

Emails and Other Correspondence

- Current Concept:
 - Individually maintained email addresses.
 - Turned over 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 remains
 - “Contact Us” Submissions - maintained on website
 - Other Forms - maintained on website (e.g. water usage form)
 - Hard copies maintained in District Office

Emails - Based on Current Board & Personnel

- 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:
 - Administrative emails would be sent to “Seat” emails.
 - Confidential information (e.g. personal financial) would be sent to named account or Officer/Position emails (e.g. CFO).
 - Remember to send **from** and **to** correct email aliases.
 - At end of service:
 - Named emails would be archived at the conclusion of service.
 - Seat and Officer/Position emails would be transitioned to next individual.
 - 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.
 - Future seat changes would complicate matters.