



STAFF REPORT

TO: Board of Commissioners

FROM: John D'Ornellas, Interim Harbor Manager

DATE: November 16, 2021

SUBJECT: **Port San Luis Harbor Policy Handbook, Chapter 3, Policy No. 3095 Electronic Communications & Policy No 3094 Internet Use**

Recommendation / Proposed Motion

- **Recommendation:** Review and approve draft Policy No 3095 Electronic Communication and draft Policy No 3094 Internet Use; direct staff to incorporate approved policies into existing policy handbook.
- **Motion:** Move staff's recommendation

Policy Implications

District Policy 1010 - Adoption/Amendment of Policies

District Policy 3095 – Internet, Email and Electronic Communications

Fiscal Implications / Budget Status

Not applicable.

Alternatives Considered

None.

Background

The Board previously reviewed and approved language for an update to the District's electronic communication policy at the October 6, 2021, meeting. Board direction was to remove internet language from the current policy 3095 (Internet and Email Use) and amend the policy with the approved electronic communication language. The internet language of policy 3095 was retained and renumbered as policy 3094 and is also attached for Board review and approval as a new separate policy. The Board also directed staff to make one minor edit and delete reference to you/they as much as possible in the final electronic communication policy.

Discussion

Attached is the new Policy Section 3095 – Electronic Communication, including changes that were made to the language reviewed by the Board at the October 6 meeting. The only language/grammar changes made were as directed by the Board. The internet use language of Policy 3094 has not changed except for deletion of all references to email and renumbered as Policy 3094 – Internet Use. Staff request the Board approve the new Policy 3095 - Electronic Communications, and Policy 3094 - Internet Use and direct to staff to incorporate both Policy 3094 and 3095 into the PSLHD Policy Handbook.

Attachment: Proposed Policy No. 3095 Electronic Communication
 Proposed Policy No. 3094 Internet Use