

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING(S)

MEETING DATE(S): FEBRUARY 13 & 18, 2025

FROM: MARION CHAMPION – ASSISTANT GENERAL
MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



ADOPTION OF MSWD ARTIFICIAL INTELLIGENCE TOOLS POLICY NO. 2025-01

STAFF RECOMMENDATION

Staff recommends board approval of proposed Policy No.2025-01 Use of Artificial Intelligence Tools.

SUMMARY

The MSWD Artificial Intelligence (AI) Tools Policy aims to leverage AI tools to benefit the District, customers, and communities we serve while managing associated risks. It covers all employees, contractors, and partners, ensuring AI technologies are used ethically and responsibly. The policy mandates adherence to legal frameworks, continuous monitoring of AI systems, and clear communication about AI usage. Prohibited uses include sharing personal or confidential information, real-time biometric identification, and fully automated decisions without human oversight.

ANALYSIS

The proposed AI policy for MSWD is a comprehensive framework designed to balance innovation with caution. By covering all aspects of AI usage, from ethical considerations to legal compliance, the policy ensures that AI tools are used responsibly and transparently. The inclusion of prohibited uses, such as sharing personal information and fully automated decisions, highlights the district's commitment to protecting individual rights and preventing misuse.

Continuous monitoring and clear communication about AI usage further reinforce the policy's focus on ethical and responsible AI adoption.

FINANCIAL DATA		
Cost Associated with this action:	None	
Current FY cost:		
Future FY cost:	-0-	
Is it covered in current year budget:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		
BID/Job#		
Current BID/Job balance		
Balance remaining if approved:		

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no financial impact to the District by adopting Policy 2025-01. This action is consistent with Strategic Plan Smart Goal #6.1.14 leverage technology and increase staff efficiency.

ATTACHMENTS

DRAFT Use of Artificial Intelligence Tools Policy 2025-01