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Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

LIVE-STREAMING OF TWSD BOARD MEETINGS DURING COVID-19 HEALTH EMERGENCY

Summary

As a result of the social distancing requirements of the COVID-19 emergency, Triunfo Water & Sanitation District began conducting virtual Board meetings as of March 23, 2020. Recordings of the virtual meetings are being posted on the District's website. In the interest of enhancing public transparency, staff has investigated the option of live-streaming the virtual meetings as they happen, in addition to archiving the recordings. Doing so would entail assistance from Stephen Bigilen, TWSD's meeting videographer, as well as additional staff time and the purchase of some necessary equipment.

In a virtual meeting live-stream, the images from the tele-conference would be captured by Mr. Bigilen at his studio and uploaded live to a publicly accessible location on the internet, such as a YouTube channel, a process used by many cities and other public agencies, including Las Virgenes Municipal Water District. The specific steps include:

- Purchase of required equipment to live-stream the video signal;
- Establishment of a YouTube channel to which the videos would be streamed;
- Publicizing the availability of live-streamed meetings through local news outlets, social media, bill inserts, and advertising.

By way of background, it should be noted that the Board considered, and declined to pursue, the live-stream option in October 2019. However, there were factors affecting that decision that are not applicable to the current situation, most notably the poor Wi-Fi signal at the Oak Park Library, which currently makes live-streaming impossible. Live-streaming virtual Board meetings would be done from Mr. Bigilen's studio, where signal strength is not an issue.

Financial Impact

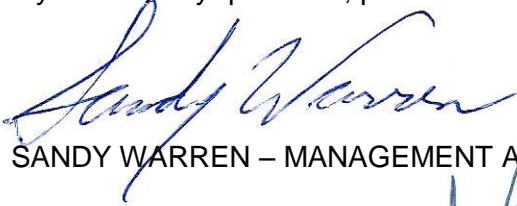
The necessary equipment for live-streaming would cost approximately \$300-\$1,000, plus a one-time set-up fee from Mr. Bigilen of \$200. There is no cost for establishing a YouTube channel, other than minimal staff time. Costs for publicizing the live-stream could be limited to the staff time required to prepare and issue a news release and social media postings; if broader exposure were desired, advertising and other promotional costs of \$500-\$1,000 per month would be required.

Costs for live-streaming TWSD Board meeting videos are not included in the fiscal year 2019-2020 TWSD Budget; thus, approval of an appropriate budget adjustment would be required. Note that this cost would apply only to the live-streaming of virtual meetings, since live-streaming in-person meetings at the Oak Park Library is currently not feasible due to the facility's technological limitations.

Recommendation

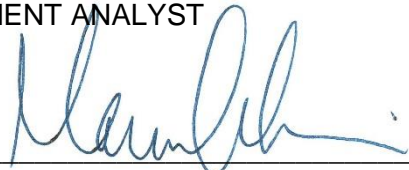
It is recommended that the Board evaluate the option of live-streaming its virtual meetings, consider the associated costs, and direct staff accordingly.

If you have any questions, please contact me at (805) 658-4608 or sandywarren@vrsd.com.



SANDY WARREN – MANAGEMENT ANALYST

REVIEWED AND APPROVED



Mark Norris, General Manager