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April 27, 2020

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

ELECTRONIC BOARD MEETING AGENDA PACKETS AND PURCHASE OF TABLETS FOR BOARD MEMBERS

Summary

The Las Virgenes Municipal Water District (LVMWD) recently transitioned from hard copy to electronic distribution of Board meeting agenda packets to its Board members. This action was taken for environmental and cost reasons. To facilitate that change, LVMWD provided each Board member with an iPad on which the agenda packets may be downloaded via email and viewed. In the event that the Triunfo Water & Sanitation District (TWSD) Board may wish to consider a similar transition, staff has prepared a cost analysis for consideration (see "Financial Impact" below).

With regard to the Las Virgenes-Triunfo Joint Powers Authority (JPA), the Board members representing LVMWD will receive the agenda packets electronically; however, hard copies will continue to be sent to TWSD Directors who serve on the JPA Board if they so desire.

Staff is requesting the Board's consideration of the electronic-only agenda packet distribution and the potential purchase of tablet-style devices for each Board member's use in downloading and viewing the packets.

Financial Impact

Under current procedures, the Clerk of the TWSD Board copies, assembles, packages, and ships TWSD meeting agenda packets to all five Board members. Billed labor costs range from \$312 to \$468 per meeting, depending on whether overtime is required. Per-page copy costs vary, based on the packet size and the number of color copies required; a recent packet distribution included a total of \$102 in copy costs. The packets are typically sent via overnight courier, which adds approximately \$40-\$138 each month, depending on whether Saturday delivery is required. The total cost for supplying Board members with hard copies of the regular meeting agenda packet is approximately \$450 to \$700 per meeting, or an annual cost of \$5,400 to \$8,400 for 12 meetings.

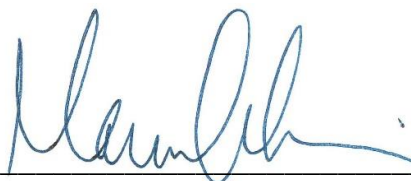
The above costs would be eliminated from the agenda packet distribution process if the packets were distributed electronically. If Board members authorized the purchase of iPads (or similar devices) to be used by each Director to download and view the electronic documents, there would be an associated one-time cost (plus device costs for any other staff, as may be authorized by the Board). For comparison purposes, the LVMWD Board was provided with Third Generation iPad Pros that feature 12.9-inch screens, along with compatible covers and Apple pencils that enable Board members to make handwritten notes on the electronic documents. The cost for each unit was approximately \$1,200 (\$6,000 total for the five Directors).

Recommendation

It is recommended that the Board evaluate the option of transitioning from hard-copy to electronic distribution of Board meeting agenda packets, and the purchase of iPads (or similar devices) for Board member use, and direct staff accordingly.

If you have any questions, please contact me at (805) 256-4449 or marknorris@triunfowd.com.

REVIEWED AND APPROVED

A handwritten signature in blue ink, appearing to read "Mark Norris", written over a horizontal line.

Mark Norris, General Manager