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August 26, 2019

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

NEW WEBSITE FOR TRIUNFO WATER & SANITATION DISTRICT

Summary

At the June 24, 2019 Triunfo Water & Sanitation District (TWSD) Board of Directors meeting, the Board reviewed issues and deficiencies with the District's current website. Additionally, the Board reviewed preliminary estimates from three firms to design a new website and subsequently directed staff to provide links to the website portfolios of two of those design firms (Searle Creative and Thinking2) so that Board members could review and evaluate each company's work for further discussion at the July 22 meeting. Staff provided those links via email on June 26, 2019. At the July 22, 2019 meeting, the Board directed staff to meet with the Public Outreach/Communications Committee to discuss the two designers' portfolios, together with the District's website goals and requirements, and to return to the full Board with a recommendation.

The Public Outreach/Communications Committee met on Tuesday, July 23. After a review of each designer's online portfolio, along with a summary review of the District's current website and suggested changes, the Committee selected Thinking2 as the preferred design firm to recommend to the full Board, pending a check of the company's references. Staff completed that check on August 14 and received favorable results with no negative issues reported from the six references provided (including Calleguas Municipal Water District and Camrosa Water District). Staff therefore suggests that the Board approve the Committee's recommendation of Thinking2 for the design and hosting of the District's new website.

Financial Impact

As reported at the June 24 Board meeting, Thinking2 proposes to design and build a TWSD site using WordPress (TWSD's requested platform) for an initial fee of \$11,870, plus the following ongoing costs:

| | |
|---|----------------------------|
| SSL security | \$8.33/month (\$100/year) |
| Site hosting and basic maintenance | \$50/month (\$600/year) |
| Expanded maintenance (recommended) | \$30/month (\$360/year) |
| Email hosting (10 accounts @ \$10 each) | \$100/month (\$1,200/year) |

Recommendation

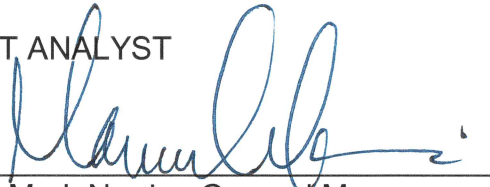
It is recommended that the Board approve, and authorize the Chair to sign, Contract T19-007 with Thinking2 to design and build a new TWSD website, using WordPress, for an initial cost not to exceed \$13,650 (quoted estimate of \$11,870 plus approximately 15% for unforeseen changes desired by TWSD), and to provide SSL security, site hosting, site maintenance (basic and expanded), and email hosting (10 accounts) for a monthly cost not to exceed \$190.

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



SANDY WARREN – MANAGEMENT ANALYST

REVIEWED AND APPROVED:



Mark Norris - General Manager

Attachments: 1) TWSD Contract No. T19-007 (to be distributed at meeting)