



Board of Directors

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October 28, 2019

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

LIVE-STREAMING TWSD BOARD MEETING VIDEOS

Summary

At the September 23, 2019 Triunfo Water & Sanitation District (TWSD) Board meeting, Vice Chair Pan noted that Las Virgenes Municipal Water District (LVMWD) provides live-streaming of its Board meeting videos. She requested that an item be placed on the October 28 meeting agenda to provide information about that service for the Board's discussion and consideration for TWSD.

Live-streaming, as the name implies, allows for the viewing of event videos in real time, as they are happening. This is accomplished by uploading the live video signal to a web-based service such as YouTube. Interested parties can view the live video by accessing a web link supplied by the entity providing the video. Technical logistics include a reliable hard-wired or wireless (Wi-Fi) signal (minimum upload speed of 2 megabytes per second) and a device to upload the video signal on site. A YouTube channel (or other web-based video outlet) is also necessary.

Staff obtained live-streaming information from LVMWD personnel and from Stephen Bigilen, the videographer who produces the TWSD and LVMWD meeting videos. Mr. Bigilen advises that he has measured the speed of the Oak Park Library's Wi-Fi signal at 3 megabytes per second. That rate would be sufficient for uploading the video signal; however, since it is a public Wi-Fi, data traffic from other users in the building could affect the quality of the live video. The library does not have a separate Wi-Fi signal that could be used exclusively for the video feed. Mr. Bigilen recommended a specific device (Epiphan Webcaster X2) for uploading the live video. Personnel at LVMWD provided basic information on the process they use for scheduling, promoting, and uploading their videos.

Financial Impact

The financial impact of live-streaming TWSD Board meeting videos includes one-time equipment costs, additional videographer charges, and ongoing staff time expense. There are some variables, depending on Board preferences with regard to scheduling and promotion of each month's video. In the simplest scenario, equipment costs would be approximately \$350, plus a one-time set-up fee of \$200. An extra one to two hours of staff time would be required each month for promotion of the event on the District's website and social media.

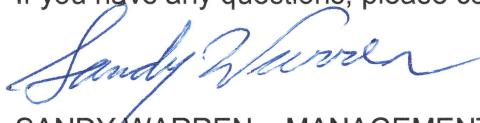
Additional costs come into play, depending on whether a unique YouTube link is created in advance of each meeting. This requires extra equipment at each meeting (computer screen, keyboard and mouse), which creates a storage/transportation issue. Monthly costs for additional staff time (technical support and event promotion) would also be required. Staff will provide additional details at the October 28 meeting.

Costs for live-streaming TWSD Board meeting videos are not included in the fiscal year 2019-2020 TWSD Budget; approval of an appropriate budget adjustment would be required.

Recommendation

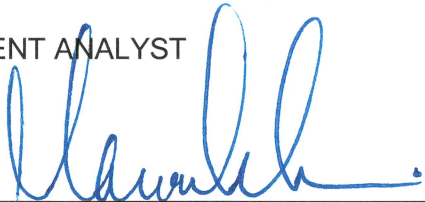
With regard to live-streaming TWSD Board meeting videos, it is recommended that the Board evaluate and discuss the information presented above and at the October 28 meeting, and direct staff accordingly.

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