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November 23, 2020

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

ON-LINE CLASSES FOR TWSD CUSTOMERS

Summary

As a means of supporting Triunfo Water & Sanitation District's (TWSD's) public outreach efforts, staff would like to make the Board aware of an opportunity to sponsor one or more classes for customers on water-related topics. Since the COVID-19 pandemic has made it impossible for agencies to host in-person educational events, staff suggests that the Board may wish to consider sponsoring an on-line event.

Green Media Creations, a company with whom TWSD has worked in the past, offers online classes that cover the following topics:

- Edible Gardening for Beginners (currently one of their most popular)
- Residential Leak Detection
- Drought Tolerant Plants
- California Native Plants
- Sustainable Landscape Design (coming very soon)
- Sprinkler & Drip Basics (coming very soon)
- Landscape Care (coming soon)
- The California Water Picture (coming soon)
- Composting (coming soon)

Classes are one hour in length and can be offered in two ways:

1. **Live Classes** – These are hosted via Zoom with a Green Media Creations instructor and a host for monitoring attendance and questions. There is a limit of 30 attendees per class (the maximum that the company has found to be manageable). A password-protected booklet is provided to all attendees after the session. Cost: \$1,250.

2. **On-Demand Classes** – These are pre-recorded classes that can be viewed at the customer's convenience. Login credentials are provided for up to 50 customers who register through TWSD. Each customer has up to three login attempts to watch the class during a 30-day period. The presentation booklet is made available upon login. Cost: \$500 - \$750, depending on the class.

Fiscal Impact

In addition to the above fees, there would be costs associated with promotion of the class. Depending on the Board's preferences and direction, these would include:

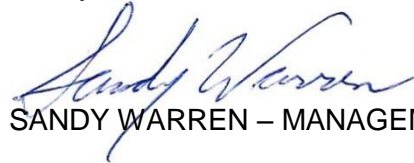
- Staff time for website posting and several announcements on social media (2-4 hours)
- Staff time for creation of a water bill insert (1-2 hours)
- Printing and insertion of the bill insert (+/- \$500)
- Display advertising in The Acorn and the Thousand Oaks Acorn (\$500-\$1000 per ad, depending on size)
- Staff time for administration of class registration (2-4 hours)

Funding for the above expenses is not included in the TWSD FY 2021-22 Adopted Budget; therefore, a budget adjustment sufficient to cover costs of the desired class(es) and promotional activities would be required.

Recommendation

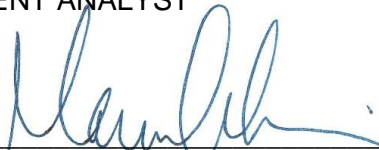
It is recommended that the Board review the options for offering an on-line water-related class to customers, together with the associated costs, and direct staff accordingly.

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