



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors

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Providing Outstanding Service Since 1963

December 17, 2018

Board of Directors
Triunfo Sanitation District
Ventura County, California

TSD BOARD OF DIRECTORS EMAIL STORAGE

Summary

At the November 26, 2018 Triunfo Sanitation District (TSD) Board meeting, staff informed your Board about issues regarding the current maximum storage space for TSD emails. Three Board members (Directors Orkney, Pan, and Tjulander) are nearing the 500 MB space limitations for their specific email accounts. The storage space is provided by Soho Prospecting as part of their hosting package for the TSD website.

Staff subsequently met with Soho Prospecting representatives to obtain more information about the situation and discuss potential solutions:

- The simplest solution is for the affected Directors to delete unwanted emails from their accounts, thus freeing up storage space on the Soho server. If desired, these emails could be archived on portable storage devices such as flash drives.
- Depending on specific email clients and configurations chosen by each Director, copies of emails can be automatically deleted from the server at specific times (e.g., every 14 days) while retaining copies on personal devices (computers, tablets, phones, etc.).
- Additional storage space can be purchased if Board members would prefer to retain emails on the server as well as on their personal devices.

Staff is available to meet with Board members individually to check their configurations and determine a desired course of action to best meet their needs.

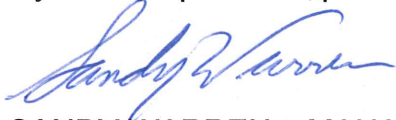
Fiscal Impact

Additional storage space on the Soho server is available in increments of 2 GB for \$250 per year. (The current storage/hosting plan for the TSD website and email storage costs \$1,000 per year.) For analysis and recommendations for individual Board members, staff time of 1-3 hours each would be required.

Recommendation

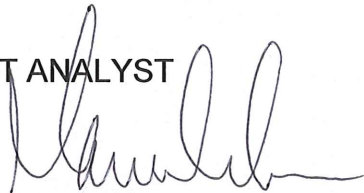
It is recommended that the TSD Board evaluate the information presented above and direct staff regarding the desired solution to the current email storage issue.

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



SANDY WARREN – MANAGEMENT ANALYST

REVIEWED AND APPROVED:



Mark Norris - General Manager