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November 22, 2021

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

**DISCUSSION: OFFICE SPACE FOR NEW DISTRICT LOCATION**

**Summary**

At the August 17, 2020, Triunfo Water & Sanitation District (District) Special Board Meeting, the Board was provided a revised business plan and cost of separation analysis. Within that analysis were the costs for lease and furniture expenses as well as IT support and telephone and computer systems. The cost presented included an estimate of \$2 - \$3.50/square foot for lease expenses, depending on actual location of the new offices (i.e., Thousand Oaks or Westlake Village, etc.). Oak Park does not offer the size of commercial space needed by the District.

Staff is currently researching available locations and amenities to create a list of viable commercial locations capable of handling the District's needs. Staff has determined that the current requirements are for approximately 15 cubicles/offices along with a conference room and spaces for the TWSD server, file cabinets/work room, and reception area. As part of that research, staff is requesting the Board discuss and provide direction on the preferred location and the following potential configurations for the District Board Room:

- 1) Maintain the current location at the Oak Park Library – nominal cost but will require upgrades for the seating arrangements
- 2) Select a separate location for Board meetings, like the Conejo Valley Chamber of Commerce – cost of \$200 per meeting and able to schedule a year at a time
- 3) Increase the leased office space to include the extra 400 square feet anticipated for the Board Room (combined with the conference room space)

Staff recommends the Board discuss its desirable parameters and Board Room configuration and provide direction for further investigation and discussions.

REVIEWED AND APPROVED \_\_\_\_\_

  
Mark Norris - General Manager

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