

TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

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February 26, 2018

Board of Directors
Triunfo Sanitation District
Ventura County, California

VIDEOTAPING OF TSD BOARD MEETINGS

Summary

At a recent meeting of the Triunfo Sanitation District (TSD) Board of Directors, it was requested that staff explore the possibility of having future TSD Board meetings videotaped for posting/archiving on the District website. Staff contacted Stephen Bigilen, the videographer who videotapes the Las Virgenes Municipal Water District (LVMWD) Board meetings and the LVMWD-TSD Joint Powers Authority (JPA) meetings and requested a quote to provide the same service for TSD. Additionally, staff spoke with individuals at LVMWD and The Agency (TSD's website design company) to determine the technical requirements and associated costs for posting videos online.

Mr. Bigilen charges a flat \$500 per LVMWD/JPA meeting, and would offer that fee to TSD. It includes multi-camera set-up and tear-down, videotaping of the meeting in high definition MPEG4 format, reduction to 360x480 size for web posting, and supply of the digital video (via FTP upload or hard media) with time stamps noted for individual agenda items.

For comparative purposes, staff contacted Pivotal Video Productions (a Westlake Village-based company) and requested a quote for the same services noted above. Pivotal chose to quote in a more itemized fashion (number of cameras and operators, plus editing time). Their estimated costs also vary based on meeting length. As an example, finished video for a two-hour meeting would cost approximately \$800 (single camera with operator) and \$1,100 (two cameras and two operators). An unmanned single camera set on a wide shot for the entire meeting would cost approximately \$700. These costs include the minimal editing required. Note that meetings longer than two hours would incur additional cost.

Once each meeting video is completed, LVMWD staff upload it to Swagit Productions, a commercial video hosting company. Swagit provides the page on which archived videos are displayed on the LVMWD site, as well as the video player that allows for viewing of the desired video. Staff requested a proposal from Swagit for provision of similar services

to TSD. Swagit charges a flat \$1,620 to build the customized video page and will host up to 25 videos per year at no additional charge.

Swagit offers additional services that LVMWD currently does not use. For \$75 per month, Swagit offers a "Sound Search" feature which enables viewers to type in specific words they are looking for, after which the Swagit system provides a list of the instances when those words were used in the meeting and the functionality to play each specific instance. Currently, LVMWD adds the time stamp to an online copy of the meeting agenda, and viewers can use a "slider" below the video screen to advance to a desired section of the video. For an additional \$375 per month, Swagit will index up to 25 meetings per year. This function provides a direct link from the agenda to the video segment of each item, requiring no use of the slider. The cost of Sound Search and video indexing combined would be \$450 per month for up to 25 meetings per year.

Adding the video archive to the TSD website would require a one-time charge of approximately \$1,500 from TheAgency (TSD's website design/hosting company) to build the meeting video landing page and integrate it with the existing site via placement on toolbars. The only additional cost would be approximately one hour of staff time per meeting to prepare and upload the completed video to Swagit. This would include adding the time stamp to the video, unless the Board opts to include the indexing function from Swagit.

Fiscal Impact

The initial set-up fees from Swagit and TheAgency would total approximately \$3,120. Ongoing charges would include per-meeting video production (\$500 for Mr. Bigilen or \$700-plus for Pivotal Video Productions), plus a minimum of one hour of staff time per meeting to prepare and upload each video.

Recommendation

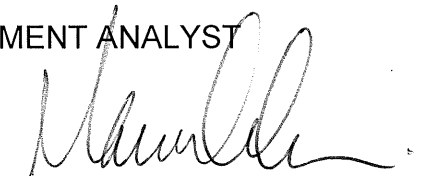
It is recommended that the Board:

- A. Discuss making meeting videos available on the TSD website,
- B. Evaluate the associated costs noted above, and
- C. Direct staff accordingly.



SANDY WARREN – MANAGEMENT ANALYST

REVIEWED AND APPROVED


Mark Norris - General Manager