

July 19, 2018

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

## **CONSIDER PROS AND CONS OF AUDIO AND VIDEO RECORDING OF ALL VRSD BOARD AND BOARD COMMITTEE MEETINGS THAT ARE OPEN TO THE PUBLIC**

### **RECOMMENDATION**

Receive and file report from Legal Counsel and General Manager on this agenda item. Provide direction to Legal Counsel and General Manager accordingly.

### **FISCAL IMPACT**

Below is an estimate of the costs to videotape and post Board meetings which are open to the public on the District's website.

#### Videographer

- \$500 per meeting for videotaping (24 regular meetings/year = \$12,000, plus 12 committee/special meetings/year - \$6,000). 36 total meetings.
- **\$18,000 Annual Cost**

#### Video hosting service

- **\$1,620 one-time fee** for website page build and hosting of 25 meetings/year (additional meetings would be extra)

#### Website design

- Estimate **\$500-\$1,000 one-time fee** for I-frame page build

#### VRSD staff (posting of meeting videos)

- Estimate four hours per meeting (36 meetings – 144 hours @ \$102/hour for Management Analyst)
- **\$10,608 Annual Cost**

### **BACKGROUND/ANALYSIS**

During the Public Comment section of the April 19, 2018 Board meeting, Mr. Stephen Bigilen of Stephen Bigilen Video & Photography addressed the VRSD Board. Mr. Bigilen provided information about video recording services he provides for various public agencies, and he discussed some new legislation which he thought the VRSD

Board might consider relevant in considering whether VRSD should videotape meetings and post the videos on the District's website. The Board directed staff to place an item on a future agenda to allow for discussion of this subject.

VRSD Legal Counsel Robert Kwong performed some legal research with regard to this subject matter and will present his findings to the Board at today's meeting.

The fiscal impact section of this letter contains information about the estimated cost of these types of services.

This letter has been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4600 or via email at [christheisen@vrsd.com](mailto:christheisen@vrsd.com).

APPROVED FOR JULY 19, 2018 AGENDA:



Chris Theisen - General Manager

Attachments:     None