

**ZONE 7 BOARD OF DIRECTORS
ADMINISTRATIVE COMMITTEE**

**Tuesday, September 29, 2015
4:00 p.m.**

Location: Boardroom
Zone 7 Administration Building
100 North Canyons Parkway
Livermore, CA 94551

President Palmer
Director Stevens
Director Greci

A G E N D A

1. Public Comment
2. Tri-Valley Intergovernmental Reciprocal Services Master Agreement Update
3. Follow-up on Televising Board Meetings
4. Consider Amending Strategic Planning Priorities
5. Verbal Reports
6. Adjournment



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY • LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

ORIGINATING SECTION: Administration

CONTACT: Jill Duerig

AGENDA DATE: September 29, 2015

ITEM NO. 3

SUBJECT: Follow-Up on Televising Board Meetings

SUMMARY:

- Over the past several years, both the board and various committees have discussed the possibility of televising board meetings.
- As a result, staff did a high-level review of what other special districts might do that could provide increased transparency for meetings.
- A survey completed by DSRSD indicated that there are a few special districts that video tape their meetings and then post on YouTube.
- This is an inexpensive approach that has saved time and allowed more flexibility for the agency in preparing minutes and timing meetings.
- As a result, staff discussed a proposed one-year trial with the Administrative Committee tailored to the ongoing DSRSD trial that included: video-recording board meetings using simple, laptop technology; posting those video-recordings within 48 hours; moving the start time of board meetings to 6:00 p.m.; and adjusting minutes to be more summary, in nature, since the full meeting will be available on line.
- The committee rejected the staff proposal and asked for additional information, specifically requesting information about the possibility of TV 30 providing more professional video-recording services.
- The item was then discussed at the August 11, 2015, Administrative Committee meeting and staff provided a description of the nature and use of TV 30 along with some preliminary ideas from the Community Television station; however, a bid was not available at the time of that meeting.
- The committee provided direction to staff to continue to pursue the TV 30 option. Attached are available options from TV 30 along with a survey summary of what other agencies do. Based on the information provided and the available broadcasting technology, if TV 30 is selected, staff recommends starting with TV 30's Option 3, which would be similar to the approach used by LARPD, the only other special district that televises board meetings (see attached survey).

FUNDING:

No funding requested at this time.

RECOMMENDED ACTIONS:

Discuss and provide direction.

ATTACHMENTS:

Survey results of comparable agencies that may televise board meetings
Tri-Valley Community Television (2015 Rates)

ZONE 7 2015 SURVEY OF COMPARABLE AGENCIES THAT MAY TELEVISION THEIR PUBLIC MEETINGS

<i>Agency</i>	<i>Board/City Council Meeting Frequency</i>	<i>Length of Meeting (Average)</i>	<i>Televised/ Webcast</i>	<i>Provider</i>	<i>Recurring Telecast Cost per meeting</i>	<i>Archiving to agency website for Video on Demand</i>	<i>Contact City Clerk/IT</i>	<i>Comments</i>
Alameda County Water District	1 Reg Mtg/mo., 2nd Thurs @ 6 PM		None				Gina Markou (bd clerk) (510) 668-4202	
Central Contra Costa Sanitary District	2 Reg Mtgs/mo., 1st & 3rd Thurs @ 2 PM		See comments				Elaine Boehme (bd clerk) (925) 229-7303	Board has approved single-camera setup w/simple on-off switch; not for live streaming but uploaded & indexed by agenda item to website w/in 24-48 hours by firm for \$150/mtg. Downside of one camera is discerning who is speaking but workaround could be to have Bd Pres identify each speaker. Bd also OK'd switching to action-minutes only.
Contra Costa Water District	2 Reg Mtgs/mo., 1st & 3rd Wed @ 6:30 PM		None				Mary Neher (bd clerk) (925) 688-8024	
Delta Diablo Sanitation District	1 Reg Mtg/mo., 2nd Wed @ 4:30 PM		None				Denise Jones (bd clerk) (925)756-1900	
Dublin San Ramon Services District	2 Reg Mtgs/no, 1st & 3rd Tues @ 6 PM		Archived (NOT LIVE) webcast only			Single video camera operated by clerk; loaded to YouTube next day for linking from district website; not indexed	Nicole Genzale 925-875-2203	Takes staff member up to an hour to upload to YouTube, create links, etc. Videos allow district to produce shorter minutes.
EBMUD	2 Reg Mtgs/mo., 2nd & 4th Tues @ 1:15 PM		See comments				Lynelle Lewis (bd sec) (510)287-0440	Board has approved trial of uploading <i>audio only</i> to web thru low-tech CD. Would not chapterize or change current detail on meeting minutes. Explored Granicus for video streaming and VOD but felt it was too expensive.
Livermore Area Recreation & Park District	2 Regular Mtgs/mo., 2nd & last Wed @ 7 PM	1-2 hours	Telecast ONLY (NOT LIVE); shown night after board mtg & a few times during week. NOT WEBCAST	Tri-Valley Community Television Cable 29 (ATT Ch 99)	Averages under \$400/mtg; pays CTV hourly rates, fixed broadcast fee	No webcasting or archiving of video to district website.	Board Clerk Gretchen Summers 925-373-5725	Meetings are taped by CTV (Channel 30) crews using CTV cameras.
Oro Loma Sanitation District	2 Reg Mtgs/mo., 1st & 3rd Tues @ 3 PM		None				Andrea Simone (bd clerk) (510) 481-6973	
Santa Clara Valley Water District	2 Regular Mtgs/mo., 2nd & 4th Tues @ 6 PM (average 4 meetings total)	5 Hours	Live & archived Webcast ONLY	N/A - district doesn't cablecast its meetings since there's no districtwide community access channel	N/A	Granicus integrates webcasting/indexed archiving of meetings w/minutes. Initial startup in 2006 was \$78,000 for 1st 3 years & annual fees after that.	Deputy Clerk of the Board Michelle Meredith (408) 265-2607 Tech George Kamenjati 408-630-2493	District has own camera system/internal camera tech. For webbing, it just needed encoders and software purchases. Currently uses Questus for agenda prep but in process of bringing under Granicus w/more live webcast viewing options.
Union Sanitary District	2 Reg Mtgs/mo., 2nd & 4th Mon @ 7 PM		None				Regina McEvoy (bd sec) (510)287-0440	

* Webcast is a media file distributed over the internet using streaming media technology to distribute a single content source to many simultaneous listeners/viewers.
Televise is to broadcast via television.

ZONE 7 2015 SURVEY OF COMPARABLE AGENCIES THAT MAY TELEWISE THEIR PUBLIC MEETINGS

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Dublin, City of	2 Reg Mtgs/mo., 1st & 3rd Tues @ 7 PM	3-4 hours	Telecast for live viewing; reshown 3-4 times during week; webcast live via CTV website (links from city site)	Tri-Valley Community Television Cable TV28 (ATT Ch 99 to find partic channel)	\$300-500 (hourly rate for CTV film crew plus fixed broadcast fee)	Contracts with PB Tech (\$150/mtg) to index/archive by agenda item for VOD viewing (w/in 48 hours) (clickable to agenda reports)	City Clerk Caroline Soto (925) 833-6650 City Mgr Asst Roger Bradley (925) 833-6657	After initial capital outlay of \$80,000 to Boardroom, Dublin budgets \$10,000/year for CTV to televise Council meetings. Additional benefit: via webcast, staff can watch live mtg & work at desk until their item comes up.
Fremont, City of	3 Reg Mtgs/mo (1st, 2nd & 3rd Tues @ 7PM	1-3 hours	Telecast for live viewing; reshown during week; webcast live	Local access Ch. 27	No cost for broadcast since city manages govt access channel	Contracts with Leightronix to archive for VOD viewing -- NOT indexed by agenda item. Averages \$80/mtg both for council and Planning Commission mtgs.	PIO Cheryl Golden 510-284-4015 Marilyn Crane in IT (510) 494-4802	City owns camera equip and pays outside vendor to operate cameras (averages \$416/mtg both for council and planning commission meetings).
Hayward, City of	3 Reg Mtgs/mo., 1st, 3rd & 4th Tues @ 7 PM	3	Telecast & webcast live, cablecast playbacks thru week	Local access Ch 15 & ATT 99	No cost for broadcast since city manages govt access channel	In-house staff currently takes a couple of days to archive/index video by agenda item for VOD, separate from agenda packet	City Clerk Miriam Lens (510) 583-4401 Mark Dostal in IT Dept 510-583-4852	City owns camera equip, uses inhouse staff to produce webcast/telecast. Allows clerk to do action minutes only but at council request will elaborate on more controversial/important items. Recently approved contract w/Granicus for faster, more automated system linked to agenda reports (1st yr cost \$60,000; then \$30,000/year -- incl for Planning Comm & school board mtgs).
Livermore, City of	2 Reg Mtgs/mo: 2nd & 4th Mon	3	Telecast for live viewing & reshown during week; webcast live from CTV/city websites	Tri-Valley Community Television Cable TV 29 (ATT ch 99)	Up to \$750 for whole package - filming, broadcast, webcast & archiving	CTV provides package - filming, webcasting & creating indexed VOD from city website the next day in broad categories (i.e. Public Hearings, Matters for Consideration). Links to minutes after the following meeting's approval of minutes.	City Clerk Susan Neer (925) 960-4211	CTV provides production crews & equip, creates video on demand clickable from city website. Some charges are fixed (broadcast \$110, VOD \$150, chaptering \$50); crew is paid hourly (averages \$325/mtg). City saves on having to provide detailed summary minutes
Palo Alto, City of	3 Reg Mtgs/mo., 1st three Mon@ 6 PM	5 Hours	Telecast & Webcast live	Mid-Peninsula Media Center (pub access Ch 26)	Cost not immediately available	Mid-Peninsula archives to YouTube w/links from city website for VOD w/in 48 hours; indexed by agenda item. Cost not immediately available.	City Clerk Beth Minor (650) 329-2571 Tabatha Boatright in clerk's office	Uses Mid-Peninsula staffing & equip. Part of blanket contract with neighboring cities and does all boards, commissions, standing committees
Pleasanton, City of	2 Reg Mtgs/mo., 1st & 3rd Tues@ 7 PM	3 hours	Telecast for live viewing & reshown during week; webcast live via both CTV and city websites	Tri-Valley Community Television Cable TV29 (ATT ch 99)	\$100-175 (broadcast fee only). City uses own cameras/crew for filming	Uses Granicus for live web streaming clickable to agenda reports) & immediate archiving to city website for VOD; City Clerk bookmarks during mtg for automated indexing. Pays \$1,400/mo for 2 Council mtgs & 2 Planning Commission mtgs (PC mtgs audio only)	City Clerk Karen Diaz (925) 931-5027 Maria Ojeda for TV piece (925) 931-5009	City uses own cameras/staff for filming; pays CTV <i>only</i> a broadcast fee; separately, uses Granicus for live web streaming and to archive

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San Jose, City of	4 Reg Mtgs/mo., Every Tues @ 1:30 PM & 1- 2 addit at 7:00 PM	3-7 hours	Telecast & webcast live & re-broadcast throughout week	Civic Center San Jose Television Cable TV26 (does not use ATT)	No cost for broadcast; city hires vendor to film (avg \$425 for 5-hour mtg)	Uses Granicus for live web streaming (clickable to agenda items) & immediate archiving to city website for VOD; City Clerk bookmarks items during mtg for automated indexing. Cost \$7,500 in March alone for council, committee, planning commission & retirement board mtgs.	City Clerk Toni Taver (408) 535-1260 Craig Jutson 408-535-8249, craig.jutson@sanjoseca.gov	City owns multiple cameras but hires vendor for filming
San Leandro, City of	2 Reg Mtgs/mo., 1st & 3rd Mon @ 7 PM		Telecast & webcast live & reshown throughout week	Local cable Ch 15 & ATT 99	Broadcast fee not immediately available but "minimal"; city uses inhouse camera crew	Granicus provides same service as for Pleasanton & San Jose. Costs not immediately available.	City Clerk Tamika Greenwood (510) 577-3367 Michael Hamer, mhamer@sanleandro.org 510-577-3339	Owens 4-camera video system & control room (\$450,000)
San Ramon, City of	2 Reg Mtgs/mo., 2nd & 4th Tues @ 7 PM	2-3 hours	Telecast is NOT LIVE but is shown several times during week & archived to web	Contra Costa Television Cable TV27 (ATT Ch 99)	\$400-600 (hourly rate for CCTV crew & fixed rate for broadcast)	Contracts with PB Tech (\$150/mtg) to index/archive for VOD viewing of agenda items (also clickable to agenda report) (usually w/in 48 hours); city looking to integrate w/agenda mgmt	City Clerk Renee Beck (925) 973-2538	City bought own cameras/equip 3 years ago (\$75,000). Videos allow clerk to take action minutes only.
Tracy, City of	2 Reg Mtgs/mo., 1st & 3rd Tues @ 7 PM	2-3 hours	Telecast live and reshown 2-3 times during week; webcast live	Channel 26 Gov Access, ATT Ch 99	No broadcast cost since city manages govt access channel	Granicus provides archiving/indexing for VOD; cost not immediately available.	Vanessa Carrera (city mgr's office) 209-831-6102 Dan Summa, comm access (209) 831-6222	City owns cameras and pays crew; online viewership fluctuates widely, from 6 to 700 people (live & VOD) depending on issue at mtg.

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Tri-Valley Community Television

2015 Rates

Package 1: RECORDING ONLY

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: DVD.

Upfront cost: none

Monthly: \$1,080 **

Package 2: RECORDING, DELAYED TELEVISION BROADCASTS, STREAMING

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: tape delayed broadcast on TVCTV, streaming and DVD. Minimum of four repeat TV broadcasts in a month on TVCTV.

Upfront cost: none

Monthly cost: \$1,480 **

Package 3: RECORDING, DELAYED TELEVISION BROADCASTS, STREAMING, VIDEO ON DEMAND, WEB HOSTING and CHAPTERIZING of PROVIDED AGENDA/MINUTES

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: tape delayed broadcast on TVCTV, streaming and DVD, video on demand encoding, web page development, chapterizing, web hosting and link provided. Meetings to remain on hosted site for term of contract or **one year** from meeting date. Minimum of four repeat TV broadcasts in a month on TVCTV.

Upfront cost: \$1,200

Monthly cost: \$1,856 **

Package 4: LIVE TELEVISION BROADCAST, LIVE STREAMING, RECORDING, REPEAT TELEVISION BROADCASTS

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: live broadcast on TVCTV, live streaming on any mobile device or computer and DVD. Minimum of four repeat TV broadcasts in a month on TVCTV.

One time upfront cost: \$8,900

Monthly cost: \$1,680 **

Package 5: LIVE TELEVISION BROADCAST, REPEAT TELEVISION BROADCASTS, LIVE STREAMING, RECORDING, VIDEO ON DEMAND, WEB HOSTING

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: live broadcast on TVCTV, live streaming on any mobile device or computer, DVD, video on demand encoding, web page development, web hosting and link provided. Minimum of four repeat TV broadcasts in a month on TVCTV.

One time upfront cost: \$9,430

Monthly cost: \$1,996 **

Package 6: LIVE TELEVISION BROADCAST, LIVE STREAMING, RECORDING, REPEAT TELEVISION BROADCASTS, VIDEO ON DEMAND, WEB HOSTING and CHAPTERIZING of PROVIDED AGENDA/MINUTES

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: live broadcast on TVCTV, live streaming on any mobile device or computer, DVD, video on demand encoding, web page development, chapterizing, web hosting and link provided. Meetings to remain on hosted site for term of contract or **one year** from meeting date. Minimum of four repeat TV broadcasts in a month on TVCTV.

One time upfront cost: \$9,430

Monthly cost: \$2,056**

**Meetings over 2.5 hours will be billed at a pro-rated hourly rate of \$200 per hour for crew, equipment and all services. **Minimum commitment of one year on all services quoted above. Rates are valid for contract begun during 2015 for 12 months. Rates are specifically for Zone 7 based on site survey performed in 7/15. Client to provide at their expense a minimum 10 mbps up Ethernet connection for "live" broadcast.*



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY • LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

ORIGINATING SECTION: ADMINISTRATION
CONTACT: JILL DUERIG

AGENDA DATE: September 29, 2015

ITEM NO. 4

SUBJECT: CONSIDER AMENDING STRATEGIC PLANNING PRIORITIES

SUMMARY:

During the Board Retreat on August 17, 2015, the board discussed the possibility of updating the Strategic Planning Priorities to provide more-current direction and clarification to staff on new and revised priorities.

This item is to check in with the Administrative Committee that the draft changes have been adequately captured and to receive direction about bringing to the full board at the October regular meeting.

FINANCIAL:

There is no direct fiscal impact from adopting the proposed amendment.

RECOMMENDED ACTION:

Discuss and provide direction.

Attachments: Redline of Proposed Changes to Strategic Planning Priorities

Zone 7 Water Agency

Strategic Planning Priorities



October 20153

Introduction

This document is intended to be a quick reference to Zone 7 Water Agency's *Strategic Planning Priorities* identified by the Board of Directors with input from members of the staff.

Establishing *Strategic Planning Priorities* enables Zone 7 to focus on its most immediate needs in an efficient and cost-effective manner. Participation of employees and the retailers not only improves the process and ultimate work product but it also helps secure their support for what the Agency needs to accomplish to effectively serve the public and comply with its mission statement. Ranking the strategic priorities helps Zone 7 staff know where to focus its attention in a sea of too many priorities to possibly address at the same time. The first review by the Board of Directors and Executive Staff of the strategic planning priorities and projected completion dates of deliverables will occur at the July 2010 board meeting and will help ensure that tasks are finished, continue to be pursued, or adjusted as circumstances may require.

Strategic Planning Priorities

Zone 7 Water Agency's Strategic Planning Priorities are in support of its mission statement that was developed during a Board of Directors workshop several years ago and is considered still very relevant.

Zone 7 is committed to providing a reliable supply of high-quality water and an effective flood control system to the Livermore-Amador Valley. In fulfilling our present and future commitments to the community, we will develop and manage the water resources in a fiscally responsible, innovative, proactive, and environmentally responsible way.

The five general priorities headings under which more specific strategic planning priorities are listed are not placed in any particular order of importance. The strategic planning priorities under each general heading, however, are listed in importance as identified by the Board of Directors and the Executive Staff as constituted at the time. Some priorities that were not scored by the Board and Executive Staff as being "given" (meaning they are obviously a priority), have been moved to a higher position on the list.

1 Provide customers with a reliable, cost-effective and safe water supply.

- 1.1 Provide safe, adequate, reliable, cost effective drinking water to the retailers for their customers and Zone 7's constituency.
- 1.2 Comply with all water quality regulatory requirements.
- 1.3 Ensure long-term water supply reliability for the valley.
- 1.4 Operate and maintain, and upgrade and/or replace when appropriate, existing treatment plants, transmission facilities and other infrastructure.
- 1.5 Protect and properly manage groundwater supplies.

1.6 Update long-term water supply planning.

1.7 Review water reliability policy.

~~1.6 Continue implementation and development of planning for the Chain of Lakes.~~

~~1.7~~1.8 Continue to work with other South Bay Aqueduct contractors to explore possible advantages of increased opportunities for local water storage or partnership in regional water supply projects.

~~1.8~~1.9 Work with retailers to develop more local water supplies, including the use of more recycled water.

~~1.9~~1.10 Participate in Delta discussions to protect the Agency's contractual water supply from the State Water Project.

~~1.10~~1.11 Fulfill contractual water supply obligations.

~~1.11 Review water reliability policy.~~

1.12 Plan, design and construct additional water treatment plants and transmission facilities as they become necessary.

1.13 Balance improving water quality with fiscal constraints.

~~1.14 Update long-term water supply planning.~~

~~1.15~~1.14 Develop long-term balanced management of watersheds, including a plan for the future of the Lake Del Valle Property.

1.15 Manage the watershed to maintain and improve source water quality to protect public health and safety.

1.16 Continue implementation and development of planning for the Chain of Lakes.

2 Provide Eastern Alameda County with an effective system of flood protection.

- 2.1 Continue the stream maintenance program to maintain the effectiveness of flood protection facilities.
- 2.2 Continue implementation and development of planning for the Chain of Lakes.
- 2.3 Revisit the SMMP ~~and StreamWISE~~ in light of current and long-term fiscal constraints.
- 2.4 Collaborate with cities and landowners on flood protection improvements.
- 2.5 Cooperate and collaborate where necessary and beneficial with various state and federal agencies in ~~fisheries restoration and related~~ environmental enhancement efforts.
- 2.6 Consider alternative funding sources for the SMMP.
- 2.7 Incorporate any implementation of the SMMP into the CIP.
- 2.8 Obtain multi-year programmatic permit and engineering report for stream maintenance.
- ~~2.8~~2.9 Increase public awareness of flood preparedness efforts.

3 Provide the Agency with effective organization, administration and governance.

- 3.1 Evaluate staff organization in light of changing work functions and demands.
- 3.2 Continue to evaluate and, if beneficial, separate some functions from the County.
- 3.3 Develop a succession plan to ensure continued effective management and operations of the Agency ~~upon retirements or other departure of key staff, while being mindful of reorganization opportunities that might be created by attrition.~~
- 3.4 Improve internal communications.
- ~~3.5 —Reevaluate the functions of the Board, committee structure and possibility of greater political activity.~~
- ~~3.6~~3.5 Work with community colleges and water agency associations in efforts to ~~ensure sufficient operator~~attract and retain sufficient staff to offset anticipated retirements. (need to rewrite)
- ~~3.7~~3.6 Increase staff productivity and effectiveness with greater use of ~~modern~~ technology, ~~software, etc.~~
- ~~3.8~~3.7 Develop a digital-based, integrated, secure and remotely accessible database of engineering plans and drawings, project management data linked to cost factors, and other correspondence and information.
- ~~3.9~~3.8 Assure adequate security and emergency preparedness ~~are in place.~~

4 Operate the Agency in a fiscally-responsible manner.

- 4.1 Complete an Agency Financial Plan.
- 4.2 Evaluate the cost/benefits of functions traditionally performed by the Zone's consultants and contractors.
- 4.3 Continue to participate in regional and other efforts to obtain state and federal grant funds to offset the cost of ~~new~~ facilities and programs.
- 4.4 Continue r~~Review~~of procurement, contracting and other practices to see where more cost savings can be obtained.

5 Increase public understanding of the Agency and its functions.

- 5.1 Continue other public outreach efforts and increase collaborative efforts with retailers.
- 5.2 Continue water conservation and flood preparedness emphasis in the Agency's public information efforts.
- 5.3 Improve the effectiveness of ~~the Agency's website in~~ communicating Zone's messages to the public.
- 5.4 Maintain and improve the Agency's media relations program.
- 5.5 Maintain an effective schools program, ~~placing more responsibility on the retailers for educating their own customers.~~
- 5.6 Evaluate the use of ~~other Internet-based and other~~ technology to convey the Agency's messages