

**SWEETWATER AUTHORITY COMMUNICATIONS COMMITTEE
MINUTES OF THE REGULAR MEETING**

July 16, 2020

The Communications Committee of Sweetwater Authority held a Regular meeting on Thursday, July 16, 2020. Pursuant to Governor Newsom's Executive Order N-29-20 and 33-20, this meeting was held via teleconference. Chair Cerda called the meeting to order at 5:02 p.m.

1. Call Meeting to Order and Roll Call

Directors Present: Josie Calderon-Scott, José F. Cerda, and Alejandra Sotelo-Solis

Directors Absent: None

Management, Staff, and Others Present: General Manager Tish Berge. Staff Members: Administrative Assistant Michael Garcia and Public Affairs Manager Leslie Payne.

2. Items to be Added, Withdrawn, or Reordered in the Agenda

There were none.

3. Public Comment (Government Code Section 54954.3)

There were none.

4. Action Agenda

Consideration of Communications/Outreach Consulting Services

Upon a motion made by Director Sotelo-Solis, seconded by Director Cerda, the Communications Committee recommends that the Governing Board move \$15,000 Expense Contingency to the Communications Outreach Budget for the following services and re-evaluate the use of on-call communication outreach/assistance after consideration of results from the customer survey.

1. Translation services in the amount of \$5,000 to be procured through a Request for Quotes (RFQ); and
2. On-call Communications/Outreach Assistance in the amount of \$10,000 to be procured through a Request for Proposals (RFP).

The motion carried unanimously.

5. Closed Session

There was none.

6. Next Meeting Date: Monday, September 14, 2020 at 4:00 p.m.

7. Adjournment

With no further business before the Committee, Chair Cerda adjourned the meeting at 5:04 p.m.