

REVISED

**COMMUNICATIONS COMMITTEE
MINUTES OF THE REGULAR MEETING**

August 23, 2021

The Communications Committee of Sweetwater Authority held a Regular meeting on Monday, August 23, 2021. Pursuant to Governor Newsom's Executive Order N-08-21, this meeting was held via teleconference. Director Calderon-Scott called the meeting to order at 3:36 p.m.

1. Roll Call

Directors Present: Josie Calderon-Scott and Alejandra Sotelo-Solis

Directors Absent: Paulina Martinez-Perez.

Management, Staff, and Others Present: Interim General Manager Jennifer Sabine and Acting Secretary Michael Garcia. Staff Members: 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 Items to be Added, Withdrawn, or Reordered in the Agenda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 Draft Request for Proposals for On-call Communications Consulting Services

Director Calderon-Scott made a motion, seconded by Director Sotelo-Solis, that the Communications Committee recommend that the Governing Board direct staff to issue the RFP, increase the budget to \$50,000 by allocating \$14,000 from the expense contingency or transferring funding from the 2023 Strategic Plan Update project, and approve the selection criteria as follows:

- 1) Related experience of the respondents – 10 points
- 2) Knowledge of the Authority's Service Area – 10 points
- 3) Professional qualifications of individuals assigned to the Project and related information – 30 points
- 4) Fees – 20 points
- 5) Overall proposal content and related information – 30 points.

The motion carried unanimously, with Director Martinez-Perez absent.

5. Directors' Comments

There were none.

6. **Next Meeting Date:** Monday, December 6, 2021

7. **Adjournment**

With no further business before the Committee, Director Calderon-Scott adjourned the meeting at 4:10 p.m.