

**Public Information Committee Meeting Minutes
San Juan Water District
June 11, 2024
4:00 p.m.**

Committee Members: Manuel Zamorano, Chair
Ted Costa, Member

District Staff: Paul Helliker, General Manager
Devon Barrett, Customer Service Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Attendee
Lindsay Pangburn, Pro시오 Communications
Pam Tobin, SJWD Board Member

Topics: Public Outreach Contract (R)
Other Public Information Matters
Public Comment

1. Public Outreach Contract (W & R)

Mr. Barrett reviewed the written staff report that was provided to the committee which will be included in the Board packet. The committee discussed the proposed agreement, the term of the contract and the scope of work. The committee would like to see the final wholesale mailers prior to them being sent out.

In response to Director Costa's comments, GM Helliker explained that part of the discussions and the study with Sacramento Suburban Water District will include a communications element, with which we would expect Pro시오 to assist, which would be beyond the scope of the contract being presented to the Committee today. He explained that the contract for Public Outreach is executed annually and that all items in the scope of work need to be completed.

Director Costa voiced concern that staff needs to have direct contact with the media assignment editors. GM Helliker informed the committee that he has had direct communication with the Citrus Heights Sentinel and Mr. Barrett commented that he has a list of the editors for the media outlets in the region to use when news releases occur.

The Public Information Committee recommends approval of a Professional Services Agreement with Pro시오 Communications for Communications and Marketing Support and Graphic Design Services. Services shall not exceed the proposed budgeted amount of \$130,000 for FY 2024-25.

2. Other Public Information Matters

Mr. Barrett reported that the Customer Satisfaction survey should be completed in the next 2-3 weeks.

3. Public Comment

There were no public comments.

The meeting adjourned at 4:30 pm.