



NOTICE OF ADMINISTRATION COMMITTEE MEETING May 5, 2023

Covering Policy, Administration and Community
Relations/Communications

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a meeting of the Administration Committee to be held on **Friday, May 5, 2023, 2:00 p.m.**, at the SLVWD Conference Room, 12788 Highway 9, Boulder Creek, CA and via video/teleconference.

Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.

This meeting is being conducted as an in-person meeting under the Brown Act, Government Code section 54953, and a quorum of the Board must participate from the location(s) within the District that are identified above. Members of the public may attend the meeting at the identified location(s). Teleconferencing/videoconferencing access as set forth below is being provided as a convenience only and is not guaranteed. The meeting may continue in person even if teleconferencing/videoconferencing capability is disrupted or unavailable.

The meeting access information is as follows:

<https://meet.goto.com/794378413>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: <tel:+18773092073,,794378413#>

United States: +1 (646) 749-3129
- One-touch: <tel:+16467493129,,794378413#>

Access Code: 794-378-413

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication.

No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.

3. New Business: None

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

4. Unfinished Business:

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

a. MILLER MAXFIELD OUTREACH UPDATE

Discussion by the Committee and staff regarding an update on Outreach by Miller Maxfield.

5. Informational Material:

Here is a link <https://www.slvwd.com/node/286/minutes> to previous Admin Committee meeting minutes.

6. Adjournment

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on May 1, 2023, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, and the SLVWD Boardroom, 12788 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Admin Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on May 1, 2023.

Holly B. Hossack, District Secretary

DATE: 5/1/23
TO: Administrative Committee, San Lorenzo Valley Water District
FROM: Environmental Programs Manager/Administrative Analyst
SUBJECT: Miller Maxfield Outreach Update

WRITTEN BY: Carly Blanchard
PRESENTED BY: Miller Maxfield, Inc; Tiffany Martinez & Jennifer Murray

STAFF RECOMMENDATION

Read the memo, which is provided for informational purposes, and discuss as needed.

RECOMMENDED MOTION

The Administrative Committee accepts the consultant presentation by Miller Maxfield Inc dated 4/7/23 concerning the 2023 Outreach Update.

BACKGROUND

In September 2022 the Board of Directors recommended the District Manager enter a contract with Miller Maxfield Inc (MM), to complete outreach. Since their contract award MM has worked with District staff to establish regular social media posts, press releases, and monthly newsletters. MM will be presenting their work thus far and include information on quarterly status reports that will be provided to the Board at future meetings.

PRIOR COMMITTEE ACTION

The Administrative Committee discussed selection of an outreach consultant at its meetings on June 14, 2022 and August 9, 2022. At the August 2022 meeting the Committee selected Miller Maxfield Inc to the Board of Directors for contract award.

FISCAL IMPACT

N/A

ENVIRONMENTAL IMPACT

N/A

ATTACHMENTS AND RELEVANT LINKS TO DISTRICT WEBSITE

- Miller Maxfield Inc, scope & budget