



WEST VALLEY WATER DISTRICT
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**EXTERNAL AFFAIRS COMMITTEE MEETING
AGENDA**

THURSDAY, JUNE 10, 2021 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the External Affairs Committee to meet in the District Headquarters, 855 W. Base Line Road, Rialto, CA 92376.

Teleconference Notice: In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial (888)475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact the Executive Assistant at administration@wvwd.org.

BOARD OF DIRECTORS

Director Dr. Clifford Young, (Chair)
Director Channing Hawkins

1. **CONVENE MEETING**
2. **PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

3. **DISCUSSION ITEMS**
 - a. General Updates to the External Affairs Committee.
 - b. Consider the Selection of a Vendor for the Website Design Project
 - c. Federal Lobbyist Update
 - d. State Lobbyist Update
 - e. Conservation Workshops

f. Internship and Apprenticeship Programs Update

4. **ADJOURN**

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing External Affairs Committee Agenda at the District Offices on June 7, 2021.

A handwritten signature in cursive script that reads "Maisha Mesa".

Maisha Mesa, Executive Assistant



**BOARD OF DIRECTORS
EXTERNAL AFFAIRS COMMITTEE
STAFF REPORT**

DATE: June 10, 2021
TO: External Affairs Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: CONSIDER THE SELECTION OF A VENDOR FOR THE WEBSITE REDESIGN PROJECT

BACKGROUND:

In response to a request by the West Valley Water District (“District”) Board of Directors to improve the customer experience with our public-facing website, staff completed an evaluation of the current website and, upon completion, developed a scope of work to initiate the procurement of a web development consultant/firm.

The existing website does not best serve the needs of the District or its stakeholders. The website must support transparent communication between the District and the public. The current website requires an update to improve the delivery of services to customers, enhance data management and follow industry best practices.

An RFP was sent electronically to consultants/firms registered on PlanetBids for website redesign and development. The solicitation was issued in accordance with current District procurement policies and procedures.

Seven (7) proposals were received by the March 26, 2021 deadline as advertised in the RFP packet. A responsiveness review was conducted by the Purchasing Supervisor and found the proposals in compliance with the RFP requirements and with no extraordinary exceptions. After an internal Evaluation Committee evaluated the proposals, two firms were short-listed.

DISCUSSION:

Staff invited Civic 360 and Planeteria Media to give brief presentations to the Safety and Technology Committee and the External Affairs Committee.

FISCAL IMPACT:

This item was included in the FY 2021/2022 CIP Budget, with a budgeted amount of \$80,000.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for consideration, and that the Board of Directors approve this item and authorize the Interim General Manager to execute the necessary documents.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM:nf