

**Burney Water District
Board of Director's Public Relations Standing Committee Meeting
July 26, 2023**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors David Barry, and District Manager David Zevely.

ABSENT: Director Britta Rogers.

CALL TO ORDER: Director Barry called the meeting to order at 3:00 p.m.

2. PUBLIC SPEAKERS:

None.

NEW BUSINESS:

- 3. Review District Newsletter for Second Quarter 2023:** The Committee reviewed the Draft Newsletter and requested to outline what occurred and the timeline of events for the Water portion of the newsletter. The second quarter newsletter is set to be sent out with the August 1st, 2023, billing.
- 4. Discuss Public Notification Procedures:** District Manager David Zevely informed the Committee that when the Boil Water Advisory came into effect, the steps the District took to make sure all customers and businesses were notified. The District is now aware of areas where we can make improvements to our Notification Procedures and will be revising our current Emergency Notification Plan with those changes. James Guyn was in attendance of the meeting and gave some feedback with suggestions which included utilizing social media, investigate a text messaging system to have texts sent out to all customers. District Manager Zevely was directed to look into CalOES on legality of utilizing customers phone numbers during emergency situations, make a list of procedures that need to be approved and to update the Districts current Emergency Notification Plan.
- 5. Review Future Agenda Items and Summarize Board Direction:** Third Quarter Newsletter Ideas, Draft Emergency Notification Plan. Next Public Relations Standing Committee Meeting is scheduled for August 16, 2023, at 3:00 p.m.
- 6. Adjournment:** Director Barry called for adjournment at 4:05 p.m.

CHAIRPERSON

BOARD SECRETARY