

San Gorgonio Pass Water Agency

DATE: June 16, 2025

TO: Board of Directors

FROM: Lance Eckhart, General Manager

BY: Tom Todd, Jr., Chief Financial Officer

SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION; INFORMATION ONLY

BACKGROUND

The Procurement Policy requires the General Manager to notify the Board concerning various contracts and contract extensions.

ANALYSIS

This report notifies the Board about the following extension of a contract that has been approved by the Board, which the General Manager has authorized according to the Procurement Policy:

- **C V Strategies; Public Relations and Social Media; original contract amount \$196,700; contract extension of \$19,760**

On January 22, 2024, the Board approved a contract with C V Strategies for the purpose of providing the Agency with a variety of public relations, social media and Board development activities. The Procurement Policy allows the General Manager to authorize an increase of up to 10% of the original contract amount. C V Strategies is nearing the end of the contract term (June 30, 2025), but have additional work scheduled to complete activities for FY 2024-25. This addition makes the total contract amount \$216,370.

FISCAL IMPACT

Expenditures under this contract are included in the 'Public Information and Education' line item (line 101), in the Conservation and Education section of the budget. This item has a budgeted amount of \$260,000 for FY 2024-25. Some of this contract was expended in FY 2023-24. For the current fiscal year, as of May 31, 2025, about \$157,000 has been expended. This contract amendment will not cause the budgeted amount to be exceeded.

Currently, there are four additional projects being completed by C V Strategies that are not included in this contract, and they are as follows:

- High Valleys Ribbon-Cutting Event
- Heli-Hydrant Ribbon-Cutting Event
- Board Handbook consulting
- Signs for USGS Monitoring Well Installation

ACTION

No action. This report informs the Board about contract and contract extension authorizations according to the Procurement Policy.