

Communication Type	Comm Sub Type	Definition	Audience (Community, BoD, Committees)	Frequency
Routine	Newsletter		Community	Qtr
	Pre- Meeting		BoD Community	monthly
	Bill (103 character field)		Community	qtr

Adhoc	Special Meeting Invites		Community	Adhoc
	Emergency Communication		Community	
	Manager Action Update		BoD	Adhoc

Content	Communication Methods
Financial Summary Project Updates Treatment Plant Improvements Direction to the Website and DL sign up Committee Updates & Volunteer Requests Road Update Personnel Updates Invitation to Board Meetings Helpful Hint (video url) Survey Card	Printed/Email
Audited Financials	Email Printed upon request
Agenda Minutes Meeting Documents	Email
usage, bill amount	Mail

Emergency Meetings Special Meetings Hearings Town Hall Invites	
PSPS Water turn off	
Any urgent action that was taken by District Manager, with or without consulting with Board President. To ensure Board Members are aware of action if community inquires.	

Notes:

Next Newsletter

Delivery: January 2021

Approved: December 2020 (any suggested changes to be approved by sub group)

Drafted by Committee: December 1st

Topics for Print: November

Review Process

Mailed: Jan, April, July, Oct

Topic present/request at Board Meeting Two months in advance.

Draft Newsletter approved at board meeting one month prior to distribution

No changes unless Board members agree it is urgent matter.

District Manager reviews with Board President

No approval required

District Manager reviews with Board President

District Manager to inform Board

No approval required

Communication	Content	Priority
Newsletter	Financial Summary	Back page
	Project Updates	Back page
	Treatment Plant Improvements	
	Direction to the Website and DL sign up	Front page
	Committee Updates & Volunteer Requests	Front page
	Road Update	Front page
	Personnel Updates	Front Page
	Invitation to Board Meetings	Front Page
	Helpful Hint (video url)	Back page
	Survey Card	

Q4 newsletter

Don and Rolando to discern from Financials

From Gerry

n/a

Completion of ByLaws Committee

Started the Communication Committee to develop a communication strategy

What streets will be painted

New Board Members, bio and length of term

[https://us02web.zoom.us/s/5308788050#success](https://us02web.zoom.us/j/5308788050)

<https://www.wikihow.com/Detect-Toilet-Leaks>

Emailing Distro List includes emails from members not within district, not residence

Communication group to possibly develop a town hall meeting

Meet weekly 6pm for 4 weeks

Does the board want to send out a survey about what kind of communication district wants to receive (do we ir

Road updates to non customer

Jo Anne volunteer to co-write newsletter

Create a form for Road improvement requests/ Tree issues?

Direction on seeking Grants

Possible Video:

-How to detect a leak

- Understanding your water bill

Suggestion: to include survey with the bill (topics for newsletter)/ preferred method of comm (Audited financial)

Do we want to do a twitter account?

What are the modes of communications we are willing to support?

include non customers)

CVPCSD 2020 Fiscal Quarter 1 (July, August, September)

Water		
Income		QTR YTD
	Water Usage	
	Water Services	
	Other	
	Total	
Expenses		
	Water	
	Salary (Employee- Board Member)	
	Contracted Services	
	Plant Maintenance	
	Loan Debt	
	Other	
	Total	
Roads		
Income		QTR YTD
	County Revenue	
	Total	
Expenses		
	Road Maintenance	
	Tree Service	
	Other	
	Total	



FAQ: What is the source of revenue for the District?
 The District received revenue from Water Usage, Water Services and Placer County for Roads.
 * Detail Financial available upon request.