

Project Name	Engagement Handout/Leave-Behind	Date	12/7/2023
To / Contact info	BCWD Board of Managers		
Cc / Contact info	Karen Kill, District Administrator		
From / Contact info	Camilla Correll, PE; Karli McCawley		
Regarding	Scope of Services for Educational 'Leave-Behind' Flyer		

Background

BCWD is in the process of putting together an Enhanced Stakeholder Engagement Plan to increase public knowledge regarding the functions of the district and engage more people with the work.

As part of this work in widening the stakeholder base, individuals who may not have any familiarity with the district will be contacted, which had identified the need to create a flyer or 'leave-behind' document to provide more information. This document can serve multiple purposes, including being provided to potential stakeholders during the Enhanced Stakeholder interviews, as well as being made available at events or left in locations (coffee shops, etc.) that the public can take as they like.

Scope of Services

Leave-Behind Engagement Flyer

This task includes the design and development of the 'leave-behind' flyer to provide more information the watershed district and will include the following types of information:

- About BCWD
 - What is a watershed district?
 - Map of Brown's Creek
- District Responsibilities
- Notable Projects
- Action to leave them with:
 - Request a Stewardship Grant
 - Join the CAC
 - Participate in the WMP Update
- Contact Information *including placeholder for a link and/or QR code to the WMP Update.*

Task	Estimated Hours	Estimated Cost
Meeting with Karen Kill to identify content needs.	4	\$650
Develop DRAFT Handout/Leave-Behind	10	\$1,436
Revisions and FINAL Handout/Leave-Behind	2	\$ 242
Printing	TBD	TBD
Totals	16	\$2,329

Requested Action

1. Approve this scope of services in the amount of \$2,329 from account number 910-0000.