



**BROWN'S
CREEK
WATERSHED
DISTRICT**

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MEMORANDUM

TO: BCWD Board of Managers
FROM: Cameron Blake and Karen Kill
RE: 2024 Newsletter
DATE: April 5, 2024

Background:

The approved 2017-2026 BCWD Watershed Management Plan placed a high priority on watershed education and outreach. The plan states that BCWD will send an annual newsletter to all citizens of the District with an annual budget of \$5,000.

Issue:

The estimated costs of a BCWD direct mailing newsletter (double-sided 11x17) to 4,000 homesteaded properties is as follows:

Tasks	Details	Totals
Graphic Design Updates		\$600
Printing, folding and mail prep		\$1,400
Postage		\$1,800.00
	Total	\$3,800.00

Schedule: The goal would be for the newsletters to be mailed the first week of May 2024.

Requested Action:

Approve moving forward with the Spring 2024 newsletter not to exceed \$3,800 total from 910-0000.

Managers:

Klay Eckles, President • Gerald Johnson, Treasurer • Debra Sahulka, Secretary
Celia Wirth, Vice-President • Chuck LeRoux, 2nd Vice President