

**Project Title:** *IVCSD Transparency & Community Communications Initiative*

**Applicant:** Indian Valley Community Services District (IVCSD)

**Grant Request:** \$25,000 (Large Grant Tier)

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## Project Summary

The Indian Valley Community Services District (IVCSD) is seeking funding to improve public access to information and strengthen transparency by providing **monthly newsletters, timely press releases, social media management, ongoing transcription of meetings, and archival transcription of past meeting recordings.**

This project addresses a critical gap: with limited staff capacity and heavy operational demands following the Dixie Fire, IVCSD has not been able to consistently produce meeting minutes, manage public communications, or distribute updates. Funding will allow the district to ensure residents, fire survivors, and ratepayers are consistently informed about board decisions, infrastructure priorities, and recovery efforts.

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## Community Benefit

- **Trust:** Builds public confidence by making decisions transparent and providing accurate information about services.
- **Access:** Ensures ratepayers impacted by the Dixie Fire can become informed.
- **Timeliness:** Press releases and social media updates mean residents are provided with timely information.
- **Recovery:** Strengthens capacity in a district with limited staff, allowing board and staff to focus on infrastructure while clear communication is established and so communications systems are set up taking the burden off of staff.

# Project Objectives

## 1. Monthly Community Newsletter

- Issues will highlight district progress, introduce staff, share IVCSD election information, provide answers to FAQ's, provide updates on infrastructure repair progress, and how these efforts benefit the community. Newsletters will be in color, and include graphics, and photos.
- Distributed digitally and posted to IVCSD's website (with a format suitable for mail inserts if needed).

## 2. Press Releases

- Assist the district in providing news outlets with factual information about board approved projects and in redacting misinformation.
- Provides the IVCSD Board of Directors with the ability to communicate accurate and up to date information to the public.
- Concise press release prepared within 3 business days of each board meeting.
- Summarizes all topics covered in board meetings: key decisions made by the board, the General Manager's Report, the Operations Manager's Report, and community impacts.
- Distributed to local media outlets (The Plumas Sun, KQNY, JDX radio, posted online, and shared with community partners.

## 3. Social Media Management

- Regular updates to IVCSD's official channels (social media pages, website, etc.).
- Posting press releases, newsletters, and urgent alerts.
- Responding to community questions in a consistent, professional tone.

## 4. Ongoing Meeting Transcription

- Transcribe and summarize all future board and committee meetings.
- Complete transcripts within 7 business days of each meeting.
- Assist with posting transcripts to website if needed.

## 5. Backlog Transcription for Transparency

- Track down audio and video recordings of IVCSD board meetings from various sources.
- Transcribe as many missing and archived meeting recordings as possible, including those from former Clerks of the Board dating back to 2020.
- Prioritize key decisions points so the district has information it needs.

## **IVCSD Transparency & Communications 6 Month Budget**

### **Compiling Board Meetings Video Backlog and Transcription (\$12,960)**

IVCSD has a backlog of meeting recordings scattered throughout the community and dating back to 2021. Collecting them from former Clerks of the Board and community members and transcribing these is essential for district operations moving forward. Based on experience, each meeting may require **10–12 hours on average**, depending on length, overlapping speakers, and accuracy checks. This request covers approximately **30 meetings (324 hours)**, with flexibility to adjust the number of meetings completed if some require more time than others.

### **Ongoing Transcription (\$5,760)**

To keep residents consistently informed, all new board and committee meetings will be transcribed and summarized. This funding supports **up to 12 meetings** during the grant period at approximately **12 hours/meeting**, though actual time may vary based on audio quality and complexity.

### **Monthly Newsletters (\$3,840)**

The district will issue one newsletter per month to summarize decisions, infrastructure priorities, and share updates. Each newsletter is expected to take **12–16 hours** of writing, editing, design, and formatting. Newsletters will include graphics, photos, and plain-language explanations of district actions, with flexibility to expand time spent on particularly complex issues.

### **Press Releases (\$1,280)**

Timely press releases (6–10 total) will be prepared within 3 business days of meetings, summarizing actions and announcements for public and media distribution. Each release is estimated at **3–5 hours**, depending on meeting length and complexity.

### **Social Media Management (\$2,080)**

Professional management of IVCSD's social media channels will ensure newsletters, press releases, and urgent alerts are consistently posted. This supports an average of **2–3 hours per week** of posting and monitoring for six months.

### **Web/Distribution Support (\$800)**

Regular updates to the IVCSD website will ensure transcripts, newsletters, and press releases are available to all residents. This includes ~20 hours of uploading, formatting, and troubleshooting, though actual time may vary depending on the number of materials.

### **Supplies/Design/Software (\$280)**

This covers a six-month subscription to Otter.ai Business for transcription support, plus basic printing and design needs for public-facing materials.

***Note:** Hours per deliverable are estimates; actual time may vary depending on complexity, audio quality, and design needs. All work will remain within the approved scope and the total budget request of \$25,000.*