

From: [Drew Perkins](#)
To: [BCRSD Custodian](#)
Subject: March 2026 BOT Meeting; Communication Manager Report
Date: Friday, March 13, 2026 3:20:00 PM
Attachments: [image001.png](#)

Board Members,

I wanted to provide a brief update on several projects and initiatives I am currently working on.

BEC Movie Night Outreach: I am developing marketing materials such as table covers and informational swag for the upcoming BEC Movie Night event. These materials will help communicate with our shared customers about the upcoming billing transition and our temporary relocation during the facility renovation.

Website Updates: Work continues on updating the district website. This includes uploading past audit reports, user rate studies, and expanding the personnel section with staff biographies to improve transparency and accessibility of district information.

Billing System Transition (Muni-Link): Muni-Link has completed the data conversion portion of the project, and we are now moving into the training phase of the transition. At this time, the implementation is progressing ahead of schedule.

Internal Marketing Materials: I am also developing business cards and other internal branding materials to ensure consistent district communication and presentation.

Social Media Launch: Our Facebook page is now live. I am working with Angela to begin developing and scheduling regular social media posts to improve public outreach and communication.

User Rate Study Support: I am coordinating with Jesse to provide updated and more accurate numbers and data sets to support the ongoing user rate study process.

Accounting Process Improvements: I am working with John to review and streamline certain accounting processes to improve efficiency and reporting.

In addition, the next district email blast is queued to be released by the end of the month. I will also be designing a postcard that will be mailed to customers to provide updates regarding the billing transition and our temporary office location during renovations.

Please feel free to reach out if you have any questions or would like additional information on any of these items.

Best regards,



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