



Heart of the Valley
METROPOLITAN SEWERAGE DISTRICT

Heart of the Valley MSD Monthly Report

Work completed May to early July:

- Compiled media distribution list
- Drafted boilerplate for HOVMSD news releases
- Drafted and distributed CSWEA 2021 Operations Award news release (5/25/21)
- Kickoff planning meeting with HOVMSD and SMS (6/3/21)
- Drafted copy for Info Sheet
- Drafted copy for FAQ
- Attended quarterly community meeting (6/30/21)
- Monthly planning, update and strategy meeting with Brian H. and Dawn B. (7/7/21)
- Monitored media coverage
- Drafted Monthly Report

Coming up in July and August:

- Add design elements to Info Sheet and FAQ Sheet
- Begin development of PowerPoint presentation for community
- Develop website update plan
- Update Task & Timeline
- Monitor media coverage
- Draft Monthly Report