

**AGENDA**

**COMMUNITY AFFAIRS COMMITTEE MEETING  
LEUCADIA WASTEWATER DISTRICT**

August 5, 2025 – 3:30 p.m.  
1960 La Costa Avenue, Carlsbad, CA 92009

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1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Discussion of the Fall 2025 Newsletter Proposed Article Topics and Production Schedule. (Pages 2-5)**
5. **Adopt Resolution No. 2426 - Establishing a Teacher Grant Policy. (Pages 6-10)**
6. **Information Items**  
None.
7. **Directors' Comments**
8. **General Manager's Comments**
9. **Adjournment**

## MEMORANDUM

**DATE:** July 31, 2025  
**TO:** Community Affairs Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fall 2025 Newsletter Topics/Ideas and Production Schedule

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### RECOMMENDATION:

1. Discuss and provide direction as appropriate.

### DISCUSSION:

**Tactical Goal:** Services/Write, Design, Print & Mail Fall Newsletter

LWD's biannual newsletter is one of our key communication tools, reaching approximately 24,000 households and businesses in our service area. The biannual publication serves as an important communication tool used to provide information to the public.

Staff and Rising Tide Partners worked together to develop the attached proposed production schedule and article ideas that incorporate Board members' and staffs' input. All received article ideas were included in the attached list.

Staff requests that the Community Affairs Committee review the proposed newsletter topics and production schedule, and provide direction by selecting one lead article and two main articles. Once the newsletter topics and production timeline are approved, staff will deliver the draft articles to the Committee according to the finalized schedule for further review and feedback.

th:PJB

Attachments

## LWD's Fall 2025 Newsletter Articles Topics/Ideas

### 1. Lead Article Ideas (Page 1)

- Water Career Day
- Leucadia Street Scape Stormwater/Sewer Plan

### 2. Main Articles (Page 2)

- Announcement of HPN Book and film (October)
- District elections overview
- LWD participates in OMWD's Open House & Emergency Preparedness Event
- PFAS Overview
- Fiscal year end stats for 2025 graphic
  - 76 miles of pipeline video inspected
  - 183 miles of pipeline cleaned
  - 87 million of gallons of recycled water produced

### 3. Educational Opportunities & Tours (Page 3)

- Did you know? Fact
- Teacher Grant Applications Open
- What Not To Flush - FOG for holidays
- Smoke Testing results

### 4. Resources (Page 4)

- Community Photos Showcase
- Lateral Grant Program (w/ photo of resident Normandy Hill Lane)

### 5. CIP/Field Services Maintenance/Development Updates (Continue Page 4)

- Rancho Verde Pump Station Rehabilitation Project
- Diana Pump Station Update

### 6. Standout Achievements: Staff Awards, Professional Certs, District Awards (Page 5)

- New employees (JC and Gonzalo)
- Jeffery Pivaral received his CWEA Collections System Grade 2 cert.
- Gonzalo received his Water Treatment Grade 1 and CWEA Collections System Gr. 1 cert.
- Marvin receives his 20-year service award
- GFOA Certificate of Excellence in Financial Reporting
- 6 years without lost time to work-related injuries

- Water Reuse Award: 2024 Water Career Day

## **7. Call for More Local Photographers (Page 6)**

- Call to action referencing one of the lead articles
- Showcase a submission, ask for more, highlight how we will use them for the homepage of our website
- Sign up for new online newsletter
- QR code

## ***LWD Newsletter Production Schedule – Fall 2025 Edition***

### **Weeks of July 1st-August 28<sup>th</sup>: Ideation & Copywriting**

- LWD and RTP begin draft Newsletter articles topics and content ideas (July 1<sup>st</sup> – 11<sup>th</sup>)
- LWD to provide feedback on article topics and content ideas to RTP (July 7<sup>th</sup> – 11<sup>th</sup>)
- LWD to meet with CAC to discuss newsletter outline and content ideas (August 4<sup>th</sup> – 7<sup>th</sup>)
- LWD and RTP determine who is writing each article
- LWD and RTP will commence development of Draft 1 newsletter text (August 7<sup>th</sup> – August 28<sup>th</sup>)

### **Weeks of September 4<sup>th</sup> – 26<sup>th</sup>: Copywriting**

- LWD will submit Draft 1 of newsletter text to CAC for review. (September 8<sup>th</sup> - 11<sup>th</sup>)
- LWD will make requested CAC changes to draft 1 text
- RTP will work with LWD and graphic designer to start draft layout and gather needed photo assets.

### **Weeks of September 29<sup>th</sup> - October 23<sup>rd</sup>: Draft Layout**

- RTP will send LWD the newsletter draft layout (By September 29<sup>th</sup>)
- LWD will send RTP edits to the newsletter (September 30<sup>th</sup> – Oct. 2<sup>nd</sup>)
- LWD will submit draft newsletter layout to CAC (October 7<sup>th</sup> – 16<sup>th</sup>)
- LWD will work with RTP to make requested CAC changes
- RTP will revise and send layout design for LWD review (By October 23<sup>rd</sup>)

### **Weeks of October 21<sup>st</sup> - November 6<sup>th</sup>: Final Review**

- LWD will email final newsletter layout to Board for review (By October 24<sup>th</sup>)
- RTP will make final revisions as needed (By October 31<sup>st</sup>)
- RTP will submit print/mail quotes for staff review (By November 5<sup>th</sup>)
- RTP will prepare final newsletter for printing and mailing and submit to printer (By November 6<sup>th</sup>)
- RTP will notify the mailing house of the approximate ship date

### **Weeks of November 8<sup>th</sup> - November 14<sup>th</sup>: Distribution**

- Printer prepares newsletter & ships out newsletter (November 7<sup>th</sup> - November 14<sup>th</sup>)
- RTP will create and send LWD digital newsletter (By November 7<sup>th</sup>)



**MEMORANDUM**

**DATE:** July 31, 2025  
**TO:** Community Affairs Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Proposed Resolution No. 2426 – Establishing a Teacher Grant Policy

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**RECOMMENDATION:**

Staff requests that the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Adopt Resolution No. 2426 – Establishing a Teacher Grant Policy; and
2. Discuss and provide direction, as appropriate.

**DISCUSSION:**

At the January 23, 2025, CAC meeting, staff presented a review of the Teacher Grant Program, including its history, impact, and the need for re-evaluating its criteria. Based on the Committee's direction, staff prepared a Teacher Grant Program policy.

Key components in the Teacher Grant Policy are:

**1. Funding Allocation:**

- Establishes a budget ceiling of \$8,000.
- Limits individual grants to \$2,000 per teacher per school year.

**2. Eligibility Criteria:**

- Limits the funding to:
  - Educational institutions within the District or educational organizations that support educational institutions within the District (e.g. Encinitas Farms); and
  - Wastewater resource management, water resource management, or water reuse related projects.

**3. Evaluation and Selection Process:**

- Incorporates a structured process for reviewing and selecting grant recipients when funding is limited.

**4. Program Administration:**

- Establishes responsibilities for program oversight.

The Teacher Grant Policy is attached for the Committee's review and feedback. Staff will provide an overview of the proposed policy changes at the upcoming meeting.

th:PJB

Attachment

RESOLUTION NO. 2426

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE TEACHER GRANT PROGRAM POLICY

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**WHEREAS**, the Leucadia Wastewater District's (LWD) public outreach efforts include a Teacher Grant Program with the goal of supporting education and community engagement initiatives relating to wastewater management, water resource management, water reuse, and ocean water pollution prevention; and

**WHEREAS**, in 2009, LWD established the Teacher Grant Program to provide financial assistance to educators in elementary, middle, and high schools within the LWD service area to support projects that align with these environmental objectives; and

**WHEREAS**, LWD's Board of Directors acknowledge the need to formalize and clarify the Teacher Grant Program to ensure transparent and equitable evaluation criteria and funding procedures; and

**WHEREAS**, the LWD Board of Directors has previously appropriated funding to support the Teacher Grant Program and wishes to continue to financially assist teachers for their environmental projects that focus on wastewater management, water resource management, water reuse, and ocean water pollution prevention; and

**WHEREAS**, the revised Teacher Grant Program, attached hereto, outlines updated procedures, eligibility criteria, funding allocations, and evaluation metrics to improve the effectiveness and accessibility of the program;

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the revised Teacher Grant Program, as set forth in the attached policy document.
2. The General Manager is hereby authorized and directed to implement the provisions of the Teacher Grant Program, including administration of the funds and oversight of the application and evaluation process.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held August 13, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Rolando Saldana, President

\_\_\_\_\_  
Paul J. Bushee, Secretary/Manager  
(SEAL)

## Teacher Grant Program

### 1. Purpose

The purpose of the Teacher Grant Program is to increase general awareness among local students and the community about the role that the Leucadia Wastewater District (LWD) plays in providing wastewater and recycled water services. Through this program, LWD supports educational projects that highlight the importance of wastewater management and environmental protection. This policy sets forth the rules governing the Leucadia Wastewater District's (LWD) Teacher Grant Program.

### 2. Overview

The Teacher Grant Program provides funding to educators for projects that enhance student learning and engagement in the areas of wastewater management, water resource management, water reuse, and ocean water pollution prevention. The program aims to promote environmental stewardship and community awareness through hands-on educational activities.

### 3. Program Application Procedure

- a) Applicants must complete the Teacher Grant application form (Attachment A).
- b) The applicant must provide a detailed narrative about their project in two pages or less, and include the following:
  1. **Objective(s)** - Describe the project's objective(s) or goal(s) for the students.
  2. **Description of Project** - Provide a one paragraph summary of the project, including the subject area and/or need being addressed, and the number of students, staff members, and community members involved.
  3. **Curriculum, Activity, or Project Details** - Describe the curriculum, activity or project.
  4. **Location and Timeline** - Provide the location, and project timeline or schedule.
  5. **Budget** - Provide an itemized budget for the project, indicating any items that may be non-consumables and available for future use. List any in-kind resources or matching funds being used.
- c) Applicants must submit their application and detailed narrative to LWD via email, mail or hand-delivery by the deadline date listed on the application to the following contact information:
  1. **Email application to:** [info@lwwd.org](mailto:info@lwwd.org), or
  2. **Mail or drop-off application to:**  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009



#### 4. Funding Allocation

- a) LWD's budget may include up to **\$8,000** annually for the Teacher Grant Program.
- b) Individual grants shall not exceed **\$2,000** per teacher per school year.
- c) The number of grants awarded each year shall depend on the number and quality of applications received.
- d) Grant funds are subject to availability and contingent upon Board-approved appropriations.

#### 5. Eligibility Criteria

- a) Applicants must be from an elementary, middle, or high school faculty member within LWD's service area or from an educational partner organization that supports the schools located in the District's service area (e.g. Encinitas Farms). To verify if a school is within LWD's boundary, check the LWD's service map: [Services and Service Area Map | Leucadia Wastewater District](#)
- b) Proposed projects must align with one or more of the following focus areas:
  - Wastewater resource management
  - Water resource management
  - Water reuse
- c) The project must be conducted within the academic year for which the grant is awarded.
- d) Grant funds must be used for educational materials, supplies, equipment, and/or activities directly related to the project.
- e) Applications must be submitted using the official grant application form by the established deadline.
- f) Incomplete or late applications will not be considered.

#### 6. Evaluation and Selection Process

- a) The Community Affairs Committee (CAC) shall review all submitted applications and recommend grant awards, subject to approval by the Board of Directors.

If the value of grant requests that exceed the annual budget, the CAC has the discretion to use the Evaluation Category Criteria table below to guide its selection process:

Evaluation Category	Points Available
Relevance to LWD's mission and/or vision (wastewater management, recycling wastewater and/or protection of the environment)	40
Student and community impact	30
Sustainability and potential for future use or expansion	20
Availability of matching funds or in-kind contributions	10
<b>Total Possible Points</b>	<b>100</b>

- c) Grant funds shall be disbursed to the recipient school's parent organization or foundation for the specified project.
- d) LWD reserves the right to deny funding or request modifications to a proposal.

## **7. Program Administration**

- a) The General Manager shall oversee the administration of the Teacher Grant Program, ensuring adherence to this policy.
- b) The Community Affairs Committee shall be responsible for the review of applications and program effectiveness.
- c) Grant awards are subject to approval by the Board of Directors.
- d) LWD may update this policy as necessary to reflect program adjustments.