

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
August 6, 2014

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, August 6, 2014 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 9:31 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Service Manager Chuck LeMay, Executive Assistant Trisha Hill, Jennifer Beales and Lois Humphreys of TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. New Business

A. Review the draft Communication Plan Update.

ASM LeMay presented the item stating the purpose of the Communication Plan Update. He introduced Lois Humphreys with TRG to provide an overview of the draft Communication Plan Update (Plan).

Ms. Humphreys provided an overview of the Plan including an analysis of which programs are effective and which programs can be improved.

Directors Omsted and Sullivan suggested a few minor revisions to the Plan. Ms. Humphreys noted the changes and stated that she will make the changes and forward the Plan to staff for review.

Following discussion, the CAC recommended that staff forward the Plan to the Board for approval after the revisions have been made.

GM Bushee noted that staff will include the Communication Plan Update in the September Board agenda.

B. Review and discuss the fall 2014 newsletter story ideas.

Ms. Humphreys presented proposed articles for the upcoming fall newsletter. She stated that the articles will highlight the following topics:

- Lead Article - Encina Wastewater Authority and their programs which LWD funds a portion of these programs;
- Board Committees and the issues that they discuss;
- Recycled Water Pipeline Repair and how this protects the creek

- and lagoon;
- Batiquitos Force Main Replacement;
 - Reminder that Sewer Service Charges are on the property tax bill;
 - Pollution prevention reminders;
 - Employee Recognitions and recent awards; and
 - Invitation to tour Gafner plant or presentations

GM Bushee noted that all articles presented may not be included in the newsletter, depending on how much space is available. Staff will follow up with TRG to discuss the newsletter before writing the initial draft.

Following discussion, the CAC authorized staff and TRG to proceed with the production of the newsletter.

5. Information Items

None.

6. Directors' Comments

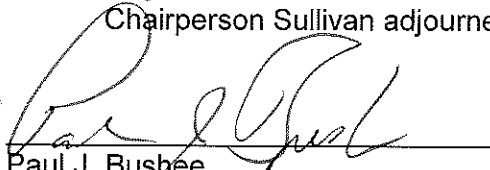
Director Omsted asked staff if the road associated with the B2 Force Main project will be refurbished. GM Bushee stated that this area is currently a walking path and that the District will repair the road to its current condition following the project.

7. General Manager's Comments

GM Bushee reported that LWD staff assisted with Carlsbad's July 30th spill and he summarized the sequence of events.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:46 a.m.



Paul J. Bushee
Secretary/Manager
(Seal)