

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
December 4, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 4, 2018 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 1:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom with Rising Tide Partners

3. Public Comment

No public comment was received.

4. New Business

A. Discussion of the 2019 Winter Newsletter Proposed Article Topics and Production Schedule.

ASsup Hill presented the subject item noting it is a fiscal year 2019 tactical goal. She then introduced Mr. Criscuolo of Rising Tide Partners (RTP). Mr. Criscuolo provided a brief summary of the following proposed newsletter article topics:

- Maintaining Infrastructure – Smoke Testing;
- LWD and Homeowners partnership in Environmental Stewardship;
- Educational Opportunities (tours, teacher grant winners, SWPPP Internship);
- CIP/Construction Updates;
- Field Maintenance (CCTV, disposal of chemicals/medicines);
- Admin Updates (FY19 Audit Results and Owl Box Installation);
- Call for local photographers; and
- Standout Achievements

Chairperson Sullivan made some suggestions for the newsletter. These suggestions included the following:

- Adding a picture of the smoke testing to the lead article;
- Adding LWD can toppers are still available; and
- Adding that Encina Wastewater Authority has garden biosolid pellets available

Staff and RTP agreed to make the suggested changes.

Mr. Criscuolo then provided a brief summary of the newsletter production schedule and the next CAC meeting was scheduled for Wednesday, January 16, 2019 at 1:00 p.m.

Following discussion, the CAC authorized staff and RTP to proceed with the newsletter articles and the production schedule.

B. Review of Teacher Grant Applications.

ASsup Hill introduced the item and provided background information on the item noting that in August 2018 the CAC agreed with staff to update the Teacher Grant Program and its outreach efforts with a goal to receive more teacher grant applications during the fiscal year 2019 (FY19) school year. ASsup Hill stated the Teacher Grant amount was increased to a maximum amount of \$2,000 per grant and the total budget was increased to \$6,000. She also noted that staff increased their outreach efforts by; notifying schools earlier, with personal visits to the schools, and increased notifications and reminders.

ASsup Hill stated that as a result of these efforts, the District received four applications by the deadline.

Following discussion, the CAC and staff agreed that four schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at the December 12th Board Meeting. The four grants totaled \$5,934.18 and the FY19 budget includes \$6,000 in funds for the grants.

5. Information Items

None.

6. Directors' Comments

Chairperson Sullivan and Vice President Kulchin thanked staff and RTP.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 2:04 p.m.



Paul J. Bushee
Secretary/Manager
(Seal)