

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
June 21, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, June 21, 2018 at 9:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Kulchin called the meeting to order at 9:30 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, 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 2018 Summer 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:

- No rate increases for fiscal year 2019/Financial Plan Update;
- Easement maintenance and inspections;
- Grease/FOG Awareness;
- Granny Flats/Accessory Dwelling Units;
- Educational Opportunities/Tours;
- Lateral Grants/Surf Cam;
- CIP Construction Updates;
- Call for local photographers; and
- Standout Achievements

Chairperson Kulchin asked the publication date for the newsletter. Mr. Criscuolo answered August 27<sup>th</sup> is the mailing date of the newsletter to residents and business owners.

Chairperson Kulchin asked if pictures of recent tours would be included in the summer newsletter. Mr. Criscuolo answered affirmatively.

Mr. Criscuolo provided a brief summary of the newsletter production schedule and the next CAC meeting was scheduled for Wednesday, July 18<sup>th</sup> at 1:00 p.m.

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

- B. Authorize the General Manager to execute Task Order No. 4 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$34,350.

ASsup Hill presented staff's recommendation noting the tasks included in the scope of work along with the costs. ASsup Hill stated that Task Order No. 4 has been prorated to March 2019, which is the end of RTP's 3 year base contract. Staff will recommend whether to extend the two year option of the contract in early 2019.

GM Bushee stated that Task Order No. 4 is within his signature authority and should the committee authorize him to execute the task order, this will be an informational item at the July 11<sup>th</sup> Board meeting.

Following discussion, the CAC agreed with staff to authorize the General Manager to execute Task Order No. 4 to the RTP Public Information Services Agreement in an amount not to exceed \$34,350.

**5. Information Items**

Facebook Update.

Mr. Criscuolo provided an overview on LWD's Facebook page statistics from the past few months. He noted the number of people reached and the numbers of shares, followers, and engagements. He also reviewed LWD website viewer statistics, SurfCam viewer statistics, and LWD newsletter statistics.

**6. Directors' Comments**

Directors Sullivan and Kulchin stated they enjoyed the last newsletter and look forward to the summer edition.

Chairperson Kulchin stated that staff and RTP are doing a great job keeping with LWD's strategic public outreach goal. President Sullivan agreed with Chairperson Kulchin.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Kulchin adjourned the meeting at 10:16 a.m.



Paul J. Bushee  
Secretary/Manager  
(Seal)