

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
May 23, 2019

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, May 23, 2019 at 10:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Kulchin called the meeting to order at 10:30 a.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, and Neal Bloom with Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

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

ASSup Hill presented the subject item and provided a brief summary of the following proposed newsletter article topics:

- Wipes Clog Pipes Campaign;
- No rate increases for fiscal year 2020;
- Lateral Grant Story;
- Graphic on proper sewer connection vs. improper connection;
- Recent school tours;
- Teacher grant applications;
- Batiquitos (B3) Force Main Discharge Section Replacement ;
- Easement maintenance and Inspections - Importance of Access;
- Standout Achievements; and
- Call for local photographers

Chairperson Sullivan suggested that staff add the CSDA Student Video Contest to the newsletter. Staff stated they would add it to the newsletter.

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

The next CAC meeting was scheduled for Tuesday, June 11, 2019 at 1:00 p.m.

**5. Information Items**

**A. Downstream E-Newsletter Performance Report – 2019 Winter Newsletter**

Mr. Neal Bloom, of RTP, presented an update on the Downstream E-Newsletter Performance Report for the 2019 Winter Newsletter. He noted that current e-newsletter software, called Constant Contact, allows RTP to measure how many district customers have opened or read the District's e-newsletter. Mr. Bloom then reviewed some e-newsletter statistics based on the data gathered from Constant Contact.

The CAC thanked Mr. Bloom for his presentation.

This item was for information only and no action was taken.

**6. Directors' Comments**

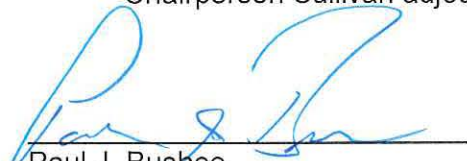
The CAC thanked staff and RTP.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 11:13 A.m.

  
\_\_\_\_\_  
Paul J. Bushee  
Secretary/Manager  
(Seal)