

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 April 30, 2024

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, April 30, 2024 at 9:00 a.m.

**1. Call to Order**

Chairperson Saldana called the meeting to order at 9:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Saldana and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom of Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. Spring 2024 Newsletter Draft Layout Review**

ADS Hill provided background on the newsletter. She introduced Mr. Bloom from RTP to provide an overview of the newsletter draft layout. Mr. Bloom provided an overview and the CAC suggested some edits. Staff and RTP stated that they would make the changes.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

**5. Public Information Services Task Order No. 2**

Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2024 through June 30, 2025.

ADS Hill provided background information on the item. She noted that RTP's Task Order No. 1 is set to expire on June 30<sup>th</sup> and staff has negotiated the scope of work and fee for Task Order No. 2 with RTP for continued public outreach services. The agreement's specific tasks include the following:

- ❖ Draft newsletter ideas and graphic design work for the District's biannual newsletters;
- ❖ Assist staff with planning and executing the Field Day/Hands-On Event;
- ❖ Assist staff with maintaining and updating LWD's social media accounts as required;
- ❖ Assist staff with the Teacher Grant Program;
- ❖ Develop project outreach materials, as required; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

ADS Hill stated that the total proposed fee for Task Order No. 2 is \$50,028 and these funds will be included in the FY25 budget.

Following discussion, the CAC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2024 through June 30, 2025

**6. Information Items**

None.

**7. Directors' Comments**

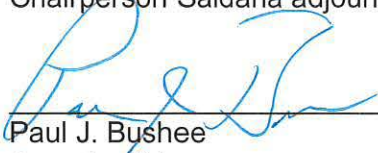
None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Saldana adjourned the meeting at 9:20 a.m.

  
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Paul J. Bushee  
Secretary/Manager  
(Seal)