

# ITEM 16

## WEBB CONSULTING SERVICES, Inc.

### MONTHLY ACTIVITY REPORT

July 23, 2015

Next Capistrano Bay District Board Meeting: Sept 29, 2015, 6:30 PM – Meeting #615

\*\*The August meeting is cancelled

#### **1. Report of Action Items from Last Meeting**

- Authorized Agent Morris will be contacting the CPA, Chris Vossman, to ask his clarification of Public Funds vs Annual User Fee income. “Public Funds would be the Property Tax Revenue from the County and Annual User Fee income would be categorized as?”
- Authorized Agent Morris will increase the budget item for board meetings by \$3000 to cover the Directors’ meeting stipends.

#### **2. Report of Current Administrative Activity**

- Financial Statements for the month of June were completed and emailed to the Board on July 17, 2015.

#### **3. District Manager’s Action Items from Last Meeting**

- District Manager Russell will be notifying homeowners, and the rental agencies, to make sure everyone is utilizing Dwelling Live or making sure they personally call in their guests and/or service companies.
- District Manager Russell will obtain a new signature card from Farmers & Merchant and from Sunwest Bank so that Directors Muller and Carter may be added as signers to the accounts.
- Director Muller will be contacting FDIC to double check on the definition of Public Funds. How does a normal business checking and/or savings account obtain the status of Public Funds?
- District Manager Russell will be looking into the option of Treasury Bills as an additional protected depository for some of the District’s money.