

ITEM 15

WEBB CONSULTING SERVICES, Inc.

MONTHLY ACTIVITY REPORT

September 18, 2015

Next Capistrano Bay District Board Meeting: Oct 27, 2015, 6:30 PM – Meeting #616

1. Report of Action Items from Last Meeting

- Authorized Agent Morris will be contacting the Auditor, Nathan Statham, to ask him to put in writing for the District, clarification of Public Funds: Annual User Fee income vs Property Tax income. Are all the funds under the umbrella of the collateralization?

2. Report of Current Administrative Activity

- Filed the SDRMA Worker's Compensation Annual Payroll Reconciliation Report on August 13, 2015.
- Emailed Capistrano Bay District's FY 15-16 Budget to the Orange County Auditor Controller on August 21, 2015.
- Filed the GCC Report (Government Compensation in California Report) to the California State Controller's Office on August 21, 2015.
- Audit is in process with Rogers, Anderson, Malody & Scott, LLP
- The Financial Transaction Report is to be filed by Rogers, Anderson, Malody & Scott, LLP
- Financial Statements for the month of July were completed and emailed to the Board on August 31, 2015 and Financial Statements for the month of August were completed and emailed to the Board on September 18, 2015.

3. District Manager's Action Items from Last Meeting

- District Manger Russell will be replacing all the old, yellow, yield signs with new, red, yield signs 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.
- District Manager Russell will be investigating how much would it cost to trim the hedges and decide who would be responsible for paying for the trimmed hedges, the District or the homeowner.
- Board President Masto will be placing an article into the next Community Newsletter regarding all homeowners taking care of their yards.

- Director Muller will be inviting Utility Specialist to attend the next Board Meeting in September.
- Board President Masto recommended that the motion made by Director Muller to adjust the fines for illegal beach fires from how it is currently written in the ordinance: 1st Offense \$50 Fine / 2nd Offense \$100 Fine / 3rd Offense \$1,000 Fine to now be written as, 1st Offense \$250 Fine / 2nd Offense \$500 Fine / 3rd Offense \$1,000 Fine, should be brought before legal counsel to confirm the ability to level and adjust such fines.
- District Manager Russell will be contacting CR&R to instruct them to empty every trash barrel weekly, regardless of how much trash is in the barrel.