

# DRAFT

# ITEM 5

**REGULAR MEETING #632  
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS  
MINUTES**

**Tuesday, May 30, 2017  
REGULAR MEETING: 6:30 pm  
OPEN TO THE PUBLIC**

**Location: Palisades United Methodist Church  
27002 Camino de Estrella, Capistrano Beach, CA**

**1. CALL TO ORDER**

Board President Masto called the Meeting to order at 6:45 p.m.

**2. PLEDGE OF ALLEGIANCE**

Board President Masto led attendees in the Pledge of Allegiance.

**3. ROLL CALL**

Directors Present: Haack, Breeding, Clark, Masto & Muller  
Staff: District Manager Russell, & Manager Assistant Karen Morris  
Agents: Authorized Agents Sascha Camargo & Jim Parsons, Webb Community Management, Inc.  
Contractors Present: Securitas Branch Manager, Jorge Moreno & Security Officer,  
Guest Speakers: Mr. Lou Galuppo, attorney for Galuppo & Blake Law Firm

**4. CLOSED SESSION DISCLOSURE**

The Board advised members that the following issues were discussed in Closed Session prior to the Regular Session Meeting:

- Webb Contract Review
- Shoreline Protection Legal Matters

**5. PUBLIC COMMENTS**

Members commented on the following issue:

- None

**6. APPROVAL OF MINUTES**

**a. Meeting #631 of April 25, 2017**

Board President Masto summarized the April 25, 2017, #631 Meeting Minutes.

*MOTION* – A motion was made by Director Muller and seconded by Director Haack to approve the Minutes of Meeting #631. The motion was passed by a vote of 4-0-1 (Director Clark abstained as he was absent for meeting #631)).

**7. SECURITY**

**a. Monthly Securitas Report for May 30, 2017**

Security update presented by Securitas Branch Manager, Jorge Moreno and Post Supervisor Brandin Oberlies. Officers are now trained on CPR. There are 8 officers assigned to the location. Officers now have their name posted at the Guard House.

There was one break-in within the community although the patrol service was not notified until the next day. Mr. Moreno recommended that members be asked to report any illegal activity as soon as possible.

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8. **DISTRICT SHORELINE PROTECTION REVIEW:**

The Districts Legal Team consisting of Mr. Lou Galuppo, attorney for Galuppo & Blake Law Firm was present to provide a progress report.

- **The Shoreline Protection Phase Two is in Process:**

Updating the Governing Documents is currently in process and upon completion will be voted on by members. Mr. Galuppo also updated the Board and Members on Assembly Bill 1129 and how it will impact the shoreline protection process.

9. **FINANCE**

a. **Report of Monthly Expenses through April 2017**

Board President Masto reviewed the Financials through April 2017 and replied that all looked in order. No action was required.

Mr. Russell recommended setting a separate budget meeting to discuss the 2017-2018 Budget to be distributed in June. Mr. Russell will coordinate the review with the Board.

10. **OLD BUSINESS**

- a. **Undergrounding of Utilities –Options and Cost Estimates.** The Board discussed the issue of transformers needed in various locations being difficult to get approved by members. Mr. Russell is obtaining a second opinion on the project and will report back to the board with that information. Another option may be covering the existing transformers on the existing poles.
- b. **Landscape Improvements / Recommendations.** The Board received recommendations to add watering time and fertilizer to the landscape areas. Mr. Muller also recommended adding funds to the next landscape budget for landscape improvements. Mr. Russell also advised the Board that the cost to replace the existing lighting with LED bulbs was approximately \$1,000.00 and an additional \$1,300.00 for the labor to install, complete needed maintenance and clean the existing light fixtures.

11. **NEW BUSINESS**

a. **Replacement of Wood Fencing between 35051 and Meter Beach**

Mr. Russell advised the Board that the fence between the beach and the home is being replaced along this location. No action was required by the Board.

b. **Orange County Interest in Northgate Maintenance Yard Property**

The Board discussed possible trade for land but are not willing to consider giving property away if the property benefits the District. Some Board Members were open to discuss options with the County. No action was taken at this time.

12. **QUALITY OF LIFE DISCUSSION TOPICS**

a. **Short-Term Rentals**

Mrs. Morris reported that there are currently 11 homes that appear to not have rental permits in the community. Karen is following up on these findings with letters to the owners advising them of the rental protocol. The Board did not want to do the city's work for them or assist them with enforcement. The information will not be given to the City per the Boards request and kept internally for the Districts use only.

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**13. WEBB MANAGEMENT / CBRA ITEM**

Mr. Parsons advised the Board that Webb can provide data storage services at no charge which would give the District Manager and Board Members online access to owner accounts. This includes all current data and past data that can be uploaded to eliminate paper storage costs.

No CBRA Report this month.

**WEBB MANAGEMENT CONTRACT STATUS:**

Webb will forward the revised contract by the end of the week for Board review.

**14. WRITTEN COMMUNICATIONS**

Notice from Coastal Coalition updating the progress on AB 1129 – discussed under item 8.

**15. BOARD AND STAFF COMMENTS**

The Board discussed needed safety awareness in the community in the areas of speeding and children being present on the road.

**ADJOURNMENT**

Board President Masto officially adjourned the Meeting at 9:20 P.M.

**ATTEST:**

State of California            )  
County of Orange            )  
Capistrano Bay District    )

I, **Donal S. Russell**, Manager of the Capistrano Bay Community Services District, hereby certify that this is a *DRAFT* copy of the Minutes of Meeting #632, held on May 30, 2017.

Donal S. Russell  
DONAL S. RUSSELL, Manager

June 20, 2017  
DATE