

**REGULAR MEETING #650
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES**

**Tuesday, February 26, 2019
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

President Schwartz called the Meeting to order at 6:35 p.m.

2. PLEDGE OF ALLEGIANCE

President Schwartz led attendees in the Pledge of Allegiance.

3. ROLL CALL

Directors Present:	Board Pres. Schwartz, Haack, Muller, McNulty, Irani,
Staff:	District Manager Russell, Karen Morris
Absent:	None
Agents:	Authorized Agent Kellyann Phillips, Compass PMC
Contractors Present:	Securitas PC Robert Stabenow, Branch Mgr. Jorge Moreno Securitas Regional Mgr. Kelly Becker
Guest Speakers:	Toni Nelson with Capo Cares, Dave Gutierrez

CLOSED SESSION REPORT OF ACTION

No closed session this month

4. PUBLIC COMMENTS

Toni Nelson with Capo Cares gave presentation about what her organization is about and stated that the County is getting concerned that the bike and pedestrian path over on the beach will get washed out by shoreline erosion and is looking to either purchase, lease or get an easement for part of Beach Road's Northgate property to use as a replacement for the bike path. Ms. Nelson noted that the County should be contacting Beach Road to officially make this request.

5. APPROVAL OF MINUTES

Meeting #649 of January 29, 2019

MOTION – A Motion was made by Director Haack, seconded by Pres Schwartz and voted 5-0 to approve the Minutes of Meeting #649 with corrections to the three typos that were noted by Manager Russell.

6. SECURITY

Monthly Securitas Report for January 2019:

Securitas Post Commander Robert Stabenow reported that January was somewhat slow with just a few violations and incidents. PC Stabenow noted that Seabreeze is committing regular errors when entering data into the dwellingLIVE system that results in problems at the guard shack when renters arrive to check in. Admin Assistant Karen Morris added to that pointing out that there seems to be regular turn over with SeaBreeze staff and the new people aren't getting the proper training.

Kelly Becker, Area Vice President for Securitas, was present to promote their service and stressed that they wanted to maintain the relationship between Securitas and the District. Ms. Becker said Securitas

is aware of the unusual level of staff turnover and is committed to making the necessary changes to control this problem.

7. NOTICE FOR FILING THE ANNUAL CONFLICT OF INTEREST FORM 700

Manager Russell explained that all elected officials and executive officers of public agencies and local Government must annually file the 'Conflict of Interest Form 700'. All Board members will be contacted via email for instructions on filing before the April 2nd deadline.

8. FINANCE

Report of Monthly Expenses through thru January 2019:

Director Muller explained that they are working with the auditor and legal counsel so that the surplus reserve money be earmarked for specific line items.

Motion - A motion was made by President Schwartz, seconded by Director Muller, and passed 5-0 to approve the annual audit and financial statement for FYE2018.

9. OLD BUSINESS

Undergrounding Utilities – Progress Report

Dave Gutierrez reported that he has learned through an extensive title search that Beach Road has a blanket five foot easement over the entire length of the Road which provides one more option for the placement of ground-level transformers. Mr. Gutierrez will continue his progress with developing the feasibility study requested by the Board.

10. NEW BUSINESS

Flood control discussion on how to manage the slow drains when we get a lot of rain. Back and forth on either buying or renting a pump. The final direction to staff was to be proactive and make sure to have a pump rented ahead of time in the event it is needed.

11. QUALITY OF LIFE DISCUSSION TOPICS

The District's liaison for Short Term Rentals with the City, Jeff Lurner, could not make this meeting but left the message that he would be in attendance at the March meeting to provide a full progress report.

12. WRITTEN COMMUNICATIONS

There were no written communications

13. BOARD AND STAFF COMMENTS

Next Board meeting on March 26, 2019

14. ADJOURNMENT

Adjourned the meeting at 7:52 PM.

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 #650, held on February 27, 2019.

Donal S. Russell
DONAL S. RUSSELL, Manager
Capistrano Bay Community Services District

March 4, 2019
DATE

DRAFT