

**REGULAR MEETING #662**  
**By Teleconference due to COVID Pandemic**  
**CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS**  
**MINUTES**  
**Tuesday, May 26, 2020**  
**REGULAR MEETING 10:00 am**

**1. CALL TO ORDER**

President Schwartz called the Meeting to order at 10:05 am

**2. PLEDGE OF ALLEGIANCE**

Board President Schwartz lead attendees in the Pledge of Allegiance

**3. ROLL CALL**

|                      |  |
|----------------------|--|
| Directors Present:   | Board President Schwartz, Director Muller, Haack, Irani        |
| Staff:               | District Manager Russell, Karen Morris                         |
| Absent:              | Director McNulty   |
| Agents:              | Authorized Agent Kellyann Phillips, Ryan Phillips, Compass PMC |
| Contractors Present: | Securitas Post Commander Robert Stabenow                       |
| Guest Speakers:      |  |

**4. PUBLIC COMMENTS**

No public comments

**5. APPROVAL OF MINUTES**

Meeting #661 of April 28, 2020

***MOTION*** – A Motion was made by Director Haack, seconded by Director Irani and voted 4-0-1 to approve the Minutes of Meeting #661 as presented.

**6. SECURITY**

**a. Monthly Security Report**

Securitas Post Commander Robert Stabenow shared that there were more than usual trespassers with the warmer climate and people coming to the beach to see the red tide. A cyclist was struck and crashed on the pavement when the driver of a parked vehicle opened his car door without looking – the cyclist was taken to ER for treatment and released with minor bruises and scrapes.

**b. Security Services Contract**

Manager Russell reported that Allied Universal Security (AUS) will be taking over the security services for the District on June 1, 2020. Eight of the ten officers from Securitas, including our Security Supervisor Robert Stabenow, will remain at this post and become AUS employees.

**7. THIS ITEM LEFT PURPOSELY BLANK**

**8. FINANCE**

**a. Monthly expense report**

The expense report through April 30, 2020 was accepted as submitted.

**b. Progress from Willdan Financial/User Fee update**

Manager Russell indicated that the User Fee Program review is on schedule to be completed and ready for a Public Hearing in mid-June. After the public hearing, there are some administrative tasks, then the

Board approves the Engineers Report at the next Board meeting and orders the User Fee billing to be mailed out to homeowners by mid-July. The User Fee Program has been a vital component of the District’s annual revenue since 1982. The current review process was required due to recent changes in California law regulating assessments on property owners.

Director Muller noted that our property tax apportionments are just about completed for the fiscal year with approximately \$10,000 still to come which puts the District on track with our estimates from last July at the start of the fiscal year.

**9. OLD BUSINESS**

**a. Underground Utilities Report**

Dave Gutierrez was not present but provided a written summary of his progress and concept for creating an informational handout for property owners which he hopes to have ready for Board review at the June board meeting. Last week SDGE came into the community and began improvements to the overhead lines, cross arms, insulators, transformers and consolidation of loose wires, etc. It had been the intent of the Board to get SDGE to save the money on such improvements and in turn, share it with the District to help offset the overall cost of the undergrounding project, which now seems unlikely. However, the Directors requested that additional effort be made to try to negotiate with SDGE on this possible cost savings.

**10. NEW BUSINESS**

**a. City/CCC issue with unpermitted shoreline armoring**

Manager Russell reported that there is no word yet on when our Board may get a meeting with the Coastal Commission on this issue. A reminder has been sent to the City that things are opening back up and it’s time to get this meeting scheduled.

**11. QUALITY OF LIFE -CBRA**

Karen Morris shared that the annual CBRA summer party is set for August 8<sup>th</sup> but there is uncertainty that it may have to be cancelled due to the COVID pandemic.

**12. WRITTEN COMMUNICATIONS**

No written communication this month

**ADJOURNMENT**

Board President Schwartz adjourned the meeting at 10:49

**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 an *APPROVED* copy of the Minutes of Meeting #662, held May 26, 2020.

Donal S. Russell

June 25, 2020

DONAL S. RUSSELL, Manager  
Capistrano Bay Community Services District

DATE