

**REGULAR MEETING #660  
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS  
MINUTES**

**Tuesday, February 25, 2020  
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**

Director Haack called the Meeting to order at 6:30 pm

**2. PLEDGE OF ALLEGIANCE**

Director Haack led attendees in the Pledge of Allegiance.

**3. ROLL CALL**

Directors Present:

Director Muller, Haack, Irani, McNulty

Staff:

District Manager Russell, Karen Morris

Absent:

Board President Schwartz

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 #659 of January 28, 2020

**MOTION** – A Motion was made by Director Haack, seconded by Director McNulty and voted 3-1-1 to approve the Minutes of Meeting #659 as presented (Schwartz absent tonight, Muller absent for the Jan. meeting and abstained)

**6. SECURITY**

**a. Monthly Security Report**

Securitas Post Commander Robert Stabenow shared some issues with renter guests pretending to be Uber drivers to gain access through the gate. Also, an incident that required Securitas to enter a home gave rise to a discussion to establish a non-entry policy that directs security personnel to call the Sheriff to investigate.

**b. Security Camera Upgrade at Guard Shack**

Manager Russell deferred this item until next month since all price quotes are not in at this time.

**7. This Item Left Blank**

**8. FINANCE**

**a. Monthly expense report**

The expense report through January was accepted as submitted

**b. District Revenue Analysis/User Fee**

Manager Russell is in the process of working with County regarding their procedures for calculating the District's property tax revenue for each fiscal year. Additionally, the User Fee Assessment Engineer, Willdan Financial, has submitted their proposal for review of the District's current fee program.

**MOTION** – A Motion was made by Director Muller, seconded by Director Haack and voted 5-0 (Board President Schwartz by Proxy) to approve the proposal by Willdan Financial in the amount of \$14,500 to conduct a compliance review.

**9. OLD BUSINESS**

**a. Underground Utilities Report**

Dave Gutierrez was not present to provide an update. Director Muller asked the Board and Manager Russell to hold a special meeting with Dave as soon as possible, to get the status of this project.

**10. NEW BUSINESS**

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

Director Irani shared that the meeting with the City and the Coastal Commission, originally set for Thursday, February 6<sup>th</sup>, was cancelled and is now rescheduled for Thursday, March 19<sup>th</sup>. CCC staff has requested the meeting be held on site at Beach Road.

**b. Proposals for District-wide Rat Abatement**

The Board directed District staff to accept the proposal from Western Exterminators to place 65 bait stations along the RR block wall at a price of \$1170 for set up then \$315/month for servicing the locations.

**11. QUALITY OF LIFE -CBRA**

**a. New District Website**

Karen Morris reported the new website is up and running and asked everyone to review and let her know if they notice any changes that need to be made.

**12. WRITTEN COMMUNICATIONS**

There were no written communications this month.

**ADJOURNMENT**

Director Haack adjourned the meeting at 7:24 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 #660, held on February 25<sup>th</sup>, 2020.

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

February 28, 2020  
DATE