

ITEM 5

**REGULAR MEETING #686
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
Tuesday, July 26, 2022
CLOSED SESSION 6:00 PM
REGULAR MEETING 6:30 PM
OPEN TO THE PUBLIC**

1. CALL TO ORDER

District Manager Russell called the Meeting to order at 6:37 PM

2. PLEDGE OF ALLEGIANCE

District Manager Russell led attendees in the Pledge of Allegiance

3. ROLL CALL/CLOSED SESSION REPORT OF ACTION

Directors Present:	McNulty, Wiersig, Jenkins, Lurner and Misher
Staff:	Manager Russell, Admin Assist. Morris
Absent:	None
Agents:	None
Contractors Present:	AUS Security Supervisor Robert Stabenow
Guest Speakers:	None

Closed Session Report:

The Board of Directors approved a change in the District's personnel policy to allow for District Admin. Assistant Karen Morris (part-time benefit exempt employee) to be entitled to 15 paid personal days each Year.

4. PUBLIC COMMENTS

There were no public comments

5. APPROVAL OF MINUTES

Meeting #685 of June 28, 2022

Motion was made by Director Jenkins, seconded by Director Misher and voted 5-0 to approve Minutes #684 of June 28th, 2022, as presented.

6. SECURITY

a. Monthly Security Report – June/July 2022

Security Supervisor Robert Stabenow reported again of the importance of keeping your vehicles locked with windows rolled up and to keep any valuables well hidden from view.

b. Allied Universal Security (AUS) Contract Discussion

Manager Russell presented AUS's three-year service proposal, which was really nothing more than three one-year annual proposals with no apparent discount for a three-year commitment. Staff was directed to revisit a three-year or maybe even a five-year adjusted contract with a long-term commitment discount included. Manager Russell also suggested a reduction in the extra night shift patrol shift and replace that with the new police officer. The Board was in agreement that any effort at cost savings should not include a reduction in the current service level.

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c. Reinstating District Police Program

In continuing the discussion from last month regarding how to measure the effectiveness of the police officer program, Beach Road homeowner and retired LAPD Captain Greg Staar, recommended a polling by postal mail of the community now and again in late September when the three-month trial period ends.

d. Road Striping/15 MPH Signage

Manager Russell reported that security has been issuing a small 15 mph reminder handout to all incoming guests and service workers. Additionally, restriping the road will be coming in early August to refresh all the street markings.

7. This Item is Left Purposely Blank

8. FINANCE

a. Monthly Expense Report

The expense report through June 2022 was received and filed.

b. New Fiscal Year Budget for Year Ending June 2023

Manager Russell explained that the revenue budget that was approved at the June meeting has been adjusted and will be included in the passage of the draft FY23 Budget. The change was made as last minute tax revenue was deposited into the District's account in the week following the June meeting.

MOTION was made by Board Pres. McNulty, seconded by Director Jenkins and passed by a vote of 5-0 to approve the operating budget for FY23 at \$1,745,470.00.

9. OLD BUSINESS

a. Shoreline Protection/Advisory Committee Report

Manager Russell reported that the budget for continuing the work of the Advisory Committee was set for this fiscal year at \$300,000.00. Additionally, a letter to homeowners providing an update regarding progress by the Committee and the consultants has been approved and will be mailed out next week. The letter outlines the Committee's progress and achievements to date and provides a first mention of the need for homeowner contributions to keep the consultant work moving forward. The next step is to engage with a qualified coastal engineering firm who can begin looking into the details required of permits for shoreline protection. Homeowner Chris Miller, 35119 Beach Road, suggested an effort to see if a tax-deductible contribution program could be set up, as an incentive for encouraging contributions.

10. NEW BUSINESS

There was no new business this month.

11. QUALITY OF LIFE - CBRA DISCUSSION ITEMS

a. Short Term Rentals

Administrative Assistant Karen Morris reported that the proposed new STR code, specifically for residences within the Coastal Zone of the City, was approved by the City Council. At this early stage, it appears possible that Beach Road will see more short-term rental permits issued if/when the Coastal Commission completes its appeal review and approves the City's action. Staff was directed to look into the possibility of converting the Beach Road community into an HOA, whereby the CC&R's could have a prohibition on short-term rentals.

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b. Renter Recovery Fee

Staff was directed to have the District’s legal counsel review District Law and the rental impact and to quantify that into an appropriate fee amount that could be mandatory of all Short Term Rentals on Beach Road.

12. WRITTEN COMMUNICATIONS

There were no written communications this month.

13. BOARD AND STAFF COMMENTS

Manager Russell thanked the Board for recognizing the hard work of Admin. Assistant Karen Morris and acknowledging that with the approval of the paid personal days. Also, Manager Russell reported he will be out of the office for an eight day vacation beginning Wednesday July 27th.

NEXT BOARD MEETING: Tuesday, August 30, 2022.

ADJOURNMENT Manager Russell adjourned the meeting at 8:15 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 an *APPROVED* copy of the Minutes of Meeting #686, held on July 26th, 2022.

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

August 30, 2022
DATE