

ITEM 5a

**REGULAR MEETING #693
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
Tuesday, March 28, 2023
REGULAR MEETING 6:30 PM
OPEN TO THE PUBLIC**

1. CALL TO ORDER

District Manager Russell called the Meeting to order at 6:30 PM

2. PLEDGE OF ALLEGIANCE

District Manager Russell led attendees in the Pledge of Allegiance

3. ROLL CALL

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

4. PUBLIC COMMENTS

There were no public comments

5. APPROVAL OF MINUTES

Meeting #692 of February 28, 2023

Manager Russell pointed out that the action taken, in the form of a motion, at the February meeting under agenda item 10, to hire the Assessment Engineer and the legal consultant, was left out of the minutes which need to be revised to include this Board action.

Motion was made by Director Wiersig, seconded by Director Lurner and voted 3-0-2 (McNulty/Misher absent) to approve Minutes #692 of February 28, 2023, as per the revision by Manager Russell.

6. SECURITY

a. Monthly Security Report – March 2023

PC Robert Stabenow reported on the usual one or two trespassers who've wandered into the community from the beach side and were escorted out. Also reported on a slightly disturbed beach goer who took issue with the gate officers on duty in the guard shack – police had to be called to keep the peace. Suspect was taken into custody by Dana Point Police.

b. Police Activity Summary – February/March 2023

Manager Russell stated that our template for printing traffic citations was finally approved by Superior Court and an order to go to print was made on March 20th – new cite books are expected in about ten days, whereupon we will soon be able to issue speeding citations.

7. TRASH ENCLOSURES/PROPOSED ADDENDUM TO LS REQUIREMENTS

Homeowner Dave Gutierrez was asked at the last Board meeting to work up a guideline for minimum landscape requirements based on square footage. A proposal was submitted by Mr. Gutierrez for the

ITEM 5a

Board to review and while there was some discussion, any decision-making will be reserved for the April Board meeting.

8. FINANCE

a. **Monthly Expense Report**

The expense report through February 2023 was received and filed. Director Wiersig asked when the District would see the next large tax apportionment remitted to our bank account. After some discussion, Admin. Assistant Karen Morris stated she would send him a copy of the current year property tax apportionment schedule to aid in following the timing of when the District gets its revenue from the County.

9. OLD BUSINESS

a. **State Law/Mandatory Food Scraps Recycling**

Manager Russell had this item on the agenda to provide a reminder to owners that the long-awaited food scraps recycling barrels will be coming to the community as soon as the rain is over and we have a one-week window of pleasant weather for CC&R to make the delivery. Again, this will be a free service.

b. **Advisory Committee Progress Report**

Manager Russell briefly explained that the approval at last month's meeting of \$32,500 for hiring Willdan and Meyers-Nave has turned out to be an incorrect cost estimate. What was missed was the actual cost on the part of the legal consultant for handling the voting and balloting when we have the election for voting in the proposed special parcel tax sometime in the next couple months. The new cost estimate is \$51,600 to cover Willdan Financial Services, Meyers-Nave Legal Services and a third paid consultant to assist with producing a survey of the property owners. Given that the original estimate was approved by a Board action, the appropriate process to change the action from last month is to pass a motion to reconsider (according to Roberts Rules of Order):

Motion to Reconsider was made by Director Wiersig, seconded by Director Lurner and passed by a vote of 3-0-2, on the action taken at the February 2023 Board meeting where the Board approved the expense of \$32,500 for the *Special Parcel Tax* process, by amending the Advisory Committee's estimate to the new amount of \$51,600.

10. NEW BUSINESS

There was no new business

11. QUALITY OF LIFE - CBRA DISCUSSION ITEMS

a. **Short Term Rentals/City Action to Begin Accepting Application**

The City has announced that they will begin accepting new STR applications on Monday, May 1st, 2023 at 9:00 AM. Applications will only be accepted online at str@danapoint.org.

b. At the previous meeting, Board President McNulty had suggested a tougher stance by the District in dealing with short-term rental owners who violate the City's rental rules. McNulty had recommended a policy whereby violating owners are requested to appear before the Board and explain themselves and pay a stiff \$1000 fine if they refuse to comply and not show up to discuss the rental violation. Staff was authorized to bring this to legal counsel for an opinion and possible recommendation as to what authority the District has to carry out such a policy.

12. WRITTEN COMMUNICATIONS

There were no written communications

ITEM 5a

13. BOARD AND STAFF COMMENTS

There were no comments by the Board or District Staff. However, homeowner Dave Gutierrez pointed out that there are several items around the community that are suffering from neglect. Items such as faded and leaning signs/posts, table damage and palm fronds at the palapa by the office, etc. He will provide a punch list for District Staff and would like to see these corrections completed as soon as possible, knowing that all the rain since December has postponed getting some of these items fixed.

ADJOURNMENT Manager Russell adjourned the meeting at 7:40 PM.

NEXT BOARD MEETING: Tuesday, April 25th, 2023, 6:30 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 #693, held on March 28th, 2023.

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

May 30, 2023
DATE