

# ITEM 5a

**REGULAR MEETING #713  
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS  
MINUTES  
REGULAR MEETING 6:00 PM  
Tuesday, February 25, 2025  
OPEN TO THE PUBLIC**

**1. CALL TO ORDER**

District Manager Russell called the regular meeting to order at 6:00 PM

**2. PLEDGE OF ALLEGIANCE**

District Manager Russell led attendees in the Pledge of Allegiance

**3. ROLL CALL**

Directors Present:	McNulty, Misher, Lurner and Seidensticker
Staff:	Manager Russell, Karen Morris
Absent:	Director Champlain
Agents:	None
Contractors/Consultants:	Robert Stabenow, Allied Universal Security
Guest Attendees:	None

**4. PUBLIC COMMENTS**

*There were no public comments*

**5. APPROVAL OF MINUTES**

**a. Meeting #712 of January 28, 2025**

Motion was made by Director Seidensticker, seconded by Director Lurner and approved 4-0-1 (Champlain absent) to accept the minutes of meeting #712 of January 28, 2025.

**6. THIS ITEM LEFT BLANK**

**7. SHORELINE COMMITTEE**

**a. Miller/Ong CDP applications to the City**

The City returned the application packet on February 20th for a second round of Plan Check corrections. The consulting team (Lamport, Skelly, Winecki) have scheduled a meeting for Feb. 27<sup>th</sup> to discuss the new requests from Planning and to assign tasks for response to the City.

**b. Casa Mira HOA vs CCC/Petition to State Supreme Court**

After the petition was submitted to the State Supreme Court, the Coastal Commission was granted a time extension to respond to the petition. This resulted in an additional time extension request from Casa Mira to make a final response to the CCC's submittal. Given these time extensions, our counsel Steve Kaufmann estimates that a decision from the Court on whether they will take the case could take us into April.

**c. Coastal Commission Letter/Town Hall Meeting**

There were a total of 103 attendees at the town hall meeting on February 18<sup>th</sup>. The Committee is well aware that there was a lot of information presented and some property owners were hearing this material

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for the first time. For this reason, the Committee will be mailing out a guidance letter very soon summarizing next steps for property owners. In addition, Stan Lamport, counsel for the Committee, has been directed to put together a response letter to the CCC indicating the interest by the community to join in a collaborative effort to reach solutions to the shoreline erosion problem.

**8. SECURITY REPORT**

**a. Security Monthly Report for February 2025**

*The monthly report was received and filed.*

**9. FINANCE**

**a. Monthly Financial Report through January 2025**

*The financial report was received and filed.*

**10. OLD BUSINESS**

**a. New District General Counsel**

The Board agreed to update the August 2024 engagement agreement with Redwood Public Law/John Bakker, with a current agreement confirming Mr. Bakker’s fee at \$525/hour and directed Manager Russell to sign the agreement. Official Board action to engage with Redwood Public Law was taken at the January meeting pending confirmation of the hourly rate.

**11. NEW BUSINESS**

*There was no new business this month*

**12. QUALITY OF LIFE - CBRA DISCUSSION ITEMS – SHORT TERM RENTALS**

*Nothing to report from the CBRA or the City on STR’s*

**13. WRITTEN COMMUNICATIONS**

*There were no written communications*

**14. BOARD AND STAFF COMMENTS**

Director Misher reminded Manager Russell to begin creating a job description for his position as the District begins to plan for Mr. Russell’s eventual retirement. While Manager Russell is not leaving any time soon, the actual transition to a replacement is going to take time and begins with a comprehensive written job description.

**ADJOURNMENT:** Manager Russell adjourned the meeting at 6:40 PM.

**NEXT COMMITTEE MEETING :** Thursday, March 13th at 10:00 AM via Zoom

**NEXT BOARD MEETING:** Tuesday, April 1st at 6:00 PM.

**ATTEST:**

State of California )  
County of Orange )  
Capistrano Bay District )

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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 #713, held on February 25th, 2025.

*Donal S. Russell*

DONAL S. RUSSELL, Manager  
Capistrano Bay Community Services District

*February 26, 2025*

DATE

DRAFT