

ITEM 5a

**REGULAR MEETING #717
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
CLOSED SESSION 5:30 PM
REGULAR MEETING 6:00 PM
Tuesday, July 1, 2025 (June Meeting)
OPEN TO THE PUBLIC**

1. CALL TO ORDER

District Manager Russell called the regular meeting to order at 6:10 PM

2. PLEDGE OF ALLEGIANCE

Manager Russell led attendees in the Pledge of Allegiance

3. ROLL CALL and Closed Session Report of Action

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

Manager Russell reported there was no action taken during the closed session held at 5:30 PM

4. PUBLIC COMMENTS

There were no public comments

5. APPROVAL OF MINUTES

a. Meeting #716 of June 3rd, 2025

Motion was made by Director Champlain, seconded by Board Pres. McNulty, and approved 4-0-1 (Lurner absent at the June meeting) to accept the minutes of meeting #716 of June 3rd, 2025.

6. THIS ITEM LEFT BLANK

7. SHORELINE COMMITTEE

a. Miller CDP application/Plan Check Progress

City Planning has completed their review of the second round of corrections. The submittal is complete with the exception of a very few minor edits – a typo, missing notation and shoring description. The Shoreline Committee is in receipt of the corrections request and has called for a pause in reviewing the corrections until the Committee meets next on July 15th to discuss dealing with the revisions.

b. South Orange County Beach Coalition

The Committee's counsel, Stan Lampert, has reached out to the City to encourage them to join the Coalition effort. This program is just getting organized and some potential participants are reluctant to commit until they have more information. A meeting is being requested by the City of Dana point on behalf of themselves and San Clemente to bring all the stakeholders together for such a meeting.

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c. Response to Coastal Commission Letter of April 23rd

To catch everyone up, the Committee received the CCC letter of April 23rd and replied on May 23rd. The CCC has yet to directly reply to the May 23rd letter but they did send an inquiry direct to the City on June 3rd asking for verification of claims made by the Committee in its May letter. On direction from the Committee, Stan Lamport was asked to assist the City in crafting its reply to the CCC. This reply was sent out to the CCC on June 18th. There has been no further comms with the CCC so far.

8. SECURITY REPORT

a. Security Monthly Report for April 2025

The monthly security report was received and filed.

b. Nails and Screws from Work Sites

Security is now implementing a new more proactive jobsite inspection program that requires regular patrol officer checks for nails and screws in the road. Any sharps found will get reported to the Security Supervisor which, after repeated incidents, may lead to a ban of several days of community access – essentially shutting a job down for awhile.

9. FINANCE

a. FY26 Revenue Budget

The revenue side of the new fiscal year budget was presented for review and approval.

MOTION was made by Board President McNulty, seconded by Director Lurner, and voted 5-0 to approve the District's Revenue Budget for FY26 in the amount of \$2,473,889.00.

Manager Russell added that the expense side of the budget will be brought to the Board at the July 28th meeting.

b. Monthly Security Report for May 2025

The report was received and filed.

c. CD Investment with Farmers & Merchants Bank

After some discussion, the following action was taken:

MOTION was made by Director Lurner, seconded by Board President McNulty, and approved by a vote of 5-0 to continue a new six-month CD with FMB and to transfer an additional \$300,000 into the new CD, bringing the beginning balance in the CD to \$660,598.00

10. OLD BUSINESS

a. Roadway Sealcoating and Repairs

Manager Russell reported that the roadway sealcoating project has been postponed to the week of September 15th.

11. NEW BUSINESS

a. Manager Job Description

The original job description of 1992 is outdated and is currently being revised and updated. Directors' comments were primarily focused on this being a two-part document. The first is the description of all the various duties and required tasks and the second being job qualifications for the position.

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

a. STR Report

Karen Morris shared several new measures the City has adopted for more proactive control over STR activity. Details can be reviewed on the District's website www.capobay.org

- under Government heading select REPORTS
- then scroll down to #717 June 2025
- then open item 12a STR Report

13. WRITTEN COMMUNICATIONS

There were no written communications

14. BOARD AND STAFF COMMENTS

There were no Board or Staff Comments

ADJOURNMENT: Manager Russell adjourned the meeting at 7:10 PM.

NEXT SANDAG MEETING: Thursday, Sept. 4th, 11:30 AM, San Diego
NEXT COMMITTEE MEETING : Tuesday, July 15th, 10:00 AM via Zoom
NEXT BOARD MEETING: Tuesday, July 28th 6:00 PM in person and Zoom

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 #717, held on July 1st, 2025.

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

July 28, 2025
DATE