

ITEM 5a

**REGULAR MEETING #718
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
REGULAR MEETING 6:00 PM
Monday, July 28, 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

Manager Russell led attendees in the Pledge of Allegiance

3. ROLL CALL and Closed Session Report of Action

Directors Present:	Misher, Lurner, Seidensticker and Champlain
Staff:	Manager Russell, Karen Morris
Absent:	McNulty
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 #717 of July 1, 2025 (June Board Meeting)

Motion was made by Director Champlain, seconded by Director Misher, and approved 4-0-1 (McNulty absent) to accept the minutes of meeting #717 of July 1, 2025.

6. THIS ITEM LEFT BLANK

7. SHORELINE COMMITTEE

a. Miller CDP application/Plan Check Progress

The Shoreline Committee is in receipt of the third round of corrections but has called for a pause in reviewing the corrections until the Committee receives the Miller assessment from Susan McCabe. McCabe's assessment could have an impact on whether to proceed or terminate the Miller project. That assessment is expected next week but could see a delay since the Manager is out on vacation until August 13th.

b. South Orange County Beach Coalition

The Shoreline Committee has been trying to encourage the City of Dana Point to participate in this new group formed recently by the County. The City Manager has expressed hesitancy as there are some unanswered questions that are of concern. The City has requested and an all-stakeholders meeting is scheduled for Monday, September 15th, to allow for round table discussion and Q&A.

ITEM 5a

c. Response to Coastal Commission Letter of July 10th

The Committee directed counsel to provide an explanatory letter that could be included with the CCC's letter of July 10th, in a mailing to property owners that went out on July 25th. It is important that owners have a clear understanding of the meaning in the CCC's letter to prevent any misunderstanding that could lead to or otherwise exacerbate existing problems between owners and the Coastal Commission.

8. SECURITY REPORT

a. Security Monthly Report for June/July 2025

Manager Russell explained that while AUS has now set up the electronic e-checkpoints (five total) for patrol officers, a readable report format is still in the works and requires a bit more creative input. The default reports built into the Heliaus checkpoint system do not provide an easy-to-read report, and given the proprietary nature of the program, the Security Supervisor has to create a custom spreadsheet type of format that Board members can easily glance through to see where and when security issues have occurred.

9. FINANCE

a. FY26 Revenue Budget

The revenue side of the new fiscal year budget was approved at the June Board meeting. Tonight is the review and approval of proposed expenses. After some discussion, the Board took the following action:

MOTION was made by Director Lurner, seconded by Director Misher, and voted 4-0-1 (McNulty absent) to approve the District's Operating Budget for FY26 in the amount of \$2,473,889.00.

b. Monthly Security Report for June 2025

The report was received and filed.

10. OLD BUSINESS

Note to homeowners: the roadway sealcoating project is scheduled for the week of Sept. 15th.

11. NEW BUSINESS

a. District Emergency Preparedness Plan

At the request of Director Misher, the District will be revisiting and creating an emergency preparedness plan over the next few months. Some experts in this field say it takes a good eight months to produce a functional program that is fitted to the unique conditions of our community. The District's current plan addresses the action needed for tsunamis: Head for high ground, plus some obvious common sense instructions but is in need of updating, so the District will be working on this in the coming months.

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

There was no STR business to report

13. WRITTEN COMMUNICATIONS

There were no written communications

14. BOARD AND STAFF COMMENTS

Director Seidensticker reminded staff to keep up with the prescriptive rights issues on the District's lot. Director Misher asked for staff to begin looking into replacement of the open storm drain at 35071.

ITEM 5a

ADJOURNMENT: Manager Russell adjourned the meeting at 7:03 PM.

NEXT BOARD MEETING:	Tuesday, August 26 th , 6:00 PM in person and Zoom
NEXT SANDAG MEETING:	Thursday, Sept. 4 th , 11:30 AM, San Diego
NEXT So. County Beach Coalition Meet :	Monday, Sept. 15 th , 3:00 PM
SMART COAST CALIFORNIA:	Policy Summit Thursday, Oct. 16 th

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 #718, held on July 28th, 2025.

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

August 26, 2025
DATE