

# ITEM 5a

**REGULAR MEETING #722**  
**CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS**  
**MINUTES**  
***CLOSED SESSION 5:00 PM***  
**REGULAR MEETING 6:00 PM**  
**Tuesday, December 9, 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:	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

*Closed Session Report*

Director Misher indicated that the District Administrative Assistant position would remain as a part time position at 30 hours per week with an additional discretionary \$1200 annual bonus.

**4. PUBLIC COMMENTS**

*There were no public comments*

**5. APPROVAL OF MINUTES**

**a. Meeting #721 of October 28, 2025**

**Motion** was made by Board President McNulty, seconded by Director Misher, and approved 5-0 to accept the minutes of meeting #721 of October 28, 2025.

**6. This Item Left Intentionally Blank**

**7. SHORELINE COMMITTEE**

**a. Miller CDP application/Planning Commission Hearing**

Manager Russell reported that the December 8<sup>th</sup> hearing before the Planning Commission has been moved to Monday, January 26<sup>th</sup>, 2026

**8. SECURITY REPORT**

**a. Security Monthly Report for Oct/Nov 2025**

Director Lurner asked that further progress be made on developing an easy-to-read security action report that shows the times of day/night when patrol officers clock in at each of the six check-in stations on the road. Such a report would be intended to show the movement of patrol officers and where they are at any time.

# ITEM 5a

## 9. **FINANCE**

### a. **Monthly Financial Report through November 2025**

*The report was received and filed*

### b. **Draft Annual Financial Audit for FYE June 2025**

**MOTION** was made by Director Champlain, seconded by Director Misher and passed by 5-0 to approve the draft financial audit for the prior fiscal year ending June 30, 2025

## 10. **OLD BUSINESS**

### a. **Itemized List of Administrative Projects for Staff**

- Manager job description and succession planning
- Updated community emergency preparedness planning
- Coastal Commission/possible legislative changes in 2026
- Research storm drain ownership (at all storm drains)
- Revisit Title Policy for District vacant lot
- Prepare storm drain repairs from wave damage at several locations

Manager Russell indicated progress with an updated and more relevant description of the District Mgr responsibilities and functions. Also seeking consultants to assist staff in developing a comprehensive emergency preparedness plan. Potential consultants might come from the City of Dana Point, OCFA, American Red Cross, Orange Co. Emergency Management or private consultants. All items on the above list are being worked on currently and will remain as agenda items until completed.

## 11. **NEW BUSINESS**

*There was no new business*

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

*There were no new issues to discuss*

## 13. **WRITTEN COMMUNICATIONS**

### a. **Letter from the Coalition to Protect Capistrano Beach**

Letter from the law office of Alex Schwada was received and filed

## 14. **BOARD AND STAFF COMMENTS**

The Board had asked about the matter of compensation from Mr. Bellino for the slurry tracking damage from last month. Mgr Russell explained we can't get his auto information and either using an attorney or making a claim on our liability insurance will result in further expenses. The consensus was to go ahead and just pay the costs and get the cleanup finished.

**ADJOURNMENT:** Manager Russell adjourned the meeting at 7:12 PM.

**NEXT BOARD MEETING:**

Tuesday, Jan. 27<sup>th</sup>, 6:00 PM

**NEXT SANDAG MEETING:**

Thursday, Mar. 5th, 11:30 AM, San Diego

**NEXT So. County Beach Coalition Meet :**

Monday, Dec. 15th, 4:00 PM

**NEXT COMMITTEE MEETING:**

Tuesday, Jan. 13th, 10:00 AM

**SMART COAST CALIFORNIA:**

Nothing on the calendar

## ITEM 5a

**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 a *DRAFT* copy of the Minutes of Meeting #722, held on December 9th, 2025

Donal S. Russell

DONAL S. RUSSELL, Manager  
Capistrano Bay Community Services District

December 10, 2025

DATE