

REGULAR MEETING #724
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
CLOSED SESSION 5:30 PM
REGULAR MEETING 6:00 PM
Held on Tuesday, March 3, 2026

1. CALL TO ORDER

District Manager Russell called the meeting to order at 5:30 PM and convened into closed session.

2. PLEDGE OF ALLEGIANCE – Regular meeting convened at 6:00 PM

Manager Russell led attendees in the Pledge of Allegiance

3. ROLL CALL

Directors Present:	Board President McNulty, Lurner, Seidensticker, Champlain
Staff:	District Manager Russell, Karen Morris
Absent:	Director Misher
Agents:	None
Contractors Present:	Securitas Post Commander Robert Stabenow
Guest Speakers:	None

4. CLOSED SESSION REPORT and PUBLIC COMMENTS

a. Manager Russell reported that there was no action taken during the closed session

b. There were no public comments

5. APPROVAL OF MINUTES

a. **Meeting #723 of January 27, 2026**

MOTION was made by Director Seidensticker, seconded by Director Lurner, and approved 4-0-1 (Misher absent) to accept the minutes of meeting #723 of January 27, 2026.

6. SHORELINE ARMORING PERMITS REQUIRED

a. The City is requesting a halt to all beach armoring efforts and requiring owners to obtain permits for all future shoreline protection work. Staff circulated a notice to homeowners of this request by the City. A discussion opened up regarding the boulder protection at the outfall of Storm Drain No. 1 and how that needed protection squares with the City's concern with armoring. Board consensus was to pursue a chain of title search or possibly an ALTA survey of ownership of the drain structure.

7. SHORELINE COMMITTEE

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

On Monday, February 9th, the City of Dana Point Planning Commission unanimously approved the Miller CDP application. The application package will be forwarded on to the Coastal Commission for their review and response, which is expected by the end of March.

In further discussion, the Board asked staff to collaborate with counsel to draft a notice to the community updating homeowners on Committee progress and the change made by the Committee and the Board in mid-February to change Shoreline Committee counsel.

b. South OC Beach Coalition Meetings

Manager Russell reported that of note from the last meeting is the movement on the part of the County to complete the effort to obtain Coastal Development Permits (CDP's) for all the candidate beaches along the coast that are in need of sand. The purpose being to expedite the required entitlement process in advance of the random opportunistic sand 'grabs' where sand becomes available at a borrow site and can be quickly trucked to needy beach locations.

8. SECURITY

a. Monthly Security Report

The security report through February 20th was received and filed.

9. FINANCE

a. Monthly Expense Report

The expense report through January 31st was received and filed.

10. OLD BUSINESS

a. Disaster Preparedness

Manager Russell shared that the District is considering making use of the expertise of a professional disaster preparedness consultant to assist in creating a preparedness guidance for the community. We are currently requesting proposals from:

- Rincon Consultants
- Jacob Green & Associates

b. Administrative Projects

Projects will be continuously listed here as staff manages time to address and develop the following:

- Disaster Preparedness
- Manager and Admin Assistant job description and succession planning
- Possible legislative changes this year affecting the Coastal Commission
- Personnel Policy update
- Research storm drain ownership

11. NEW BUSINESS

a. Proposed Trash Enclosure/35451/Rogers

This project has been approved by the Board as submitted.

b. Proposed Trash Enclosure/35521/Golden

This project has been tentatively approved pending a relocation of the proposed structure to sit entirely on one of the two lots but not actually straddling the property line.

c. Possible Change of Guest Access Control System

Manager Russell explained that the existing DwellingLIVE access system is old and becoming outdated. The system is no longer supporting certain functions and some functions are beginning to falter and become unreliable. Staff has been exploring new systems to possibly bring into service and is seeking proposals from the following two alternate access programs:

- GoAccess
- Proptia

Staff is currently vetting both services, speaking to homeowner users from other communities and property managers to get a feel for how the new programs work and will be presenting proposals at the March 31st Board meeting. Manager Russell noted that it is imperative that we have this change in place before the current DwellingLIVE system fully crashes and we not only lose all the data but are stuck with a period of time where we have no access control into the community.

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

There were no new issues to discuss

13. WRITTEN COMMUNICATIONS

There were no written communications

14. BOARD AND STAFF COMMENTS

There were no comments relating to off-agenda items.

ADJOURNMENT

Manager Russell adjourned the meeting at 7:06 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 a *DRAFT* copy of the Minutes of Meeting #724, held March 3rd, 2026.

Donal S. Russell

DONAL S. RUSSELL, Manager
Capistrano Bay Community Services District

March 5, 2026

DATE