

Meeting #729

ITEM 5b

CAPISTRANO BAY DISTRICT
AGENDA REPORT
July 28, 2026

Minutes for Approval

Review/Approve Minutes #725 of March 31, 2026

There was some miscommunication on staff's part related to the proposed trash enclosure for Chris Golden at 35521 BR. The Board had tentatively approved the proposal at the February meeting on the condition that the structure be placed on one of the two lots and not straddle the property line.

This was presented to Mr. Golden who chose to cancel his proposed project, therefore, there is no further business for this item. Given miscommunication at the March meeting the Board did not pass the minutes.

The minutes are provided here for your review.

**REGULAR MEETING #725
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
REGULAR MEETING 6:00 PM
March 31, 2026**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Manager Russell led attendees in the Pledge of Allegiance

3. ROLL CALL

Directors Present:	Board Pres. McNulty, Misher, Lurner, Seidensticker, Champlain
Staff:	District Manager Russell, Karen Morris
Absent:	None
Agents:	None
Contractors Present:	Securitas Post Commander Robert Stabenow
Guest Speakers:	Carl Esparza, Andrew Harding

4. PUBLIC COMMENTS

There were no public comments

5. APPROVAL OF MINUTES

a. Meeting #724 of February 24th, 2026 (actually held on March 3rd)

MOTION was made by Director Lurner seconded by Director Champlain, and approved 5-0 to accept the minutes of meeting #724 of February 24th, 2026.

6. THIS ITEM LEFT BLANK

7. SHORELINE COMMITTEE

a. Miller CDP application

After approval of the application by the Planning Commission on February 9th, the approved permit was submitted up to the Coastal Commission for their right to review. The CCC appealed the application on March 16th on the grounds that the proposed shoreline protection could have a negative impact on public access at some point way out in the future and they question the coastal engineer's assessment that the foundation of the house is vulnerable to shoreline erosion. No further news as of March 31st.

b. South OC Beach Coalition Meetings

Manager Russell reported that in-depth meeting summaries of the monthly Coalition meetings can be viewed on the District's website under the heading 'So. OC Beach Coalition'. The summary of the March Coalition meeting contains two very interesting reports on (i) sand transport by rail and (ii) data on the current shoreline erosion monitoring (from the harbor to south SC) being conducted by the City of San Clemente over a several year period. The District's website: www.capobay.org

8. SECURITY

a. Monthly Security Report

The security report through March 27th was received and filed.

Director Lurner reported on two young kids on motorized go-carts, without helmets, who were driving dangerously in the area of the 600-block. Security was directed to investigate what address this is coming from and intervene with the parents.

9. FINANCE

a. Monthly Expense Report

The expense report through February 28th was received and filed.

Manager Russell was asked to determine whether current unspent parcel tax funds could legally be temporarily moved into a CD or some other higher interest-bearing account.

10. OLD BUSINESS

a. Disaster Preparedness

Manager Russell shared that staff received a ballpark estimate of cost from Rincon Consultants for \$20,000 to prepare a Disaster Preparedness Guidance and he is suggesting instead that we consider using our consultant, John Ciampa, who used to work at the City, to take the entire nineteen documents and notes and assemble a guidance document that takes into account all the emergency and disaster preparedness material that has been collected over the years and create a single, easy to read and itemized guidance for the community. There was agreement by the Board as this process would give us more access and input on the quality and organization of information. The Board did however, want a professional consultant, at some point to visit our community and offer their professional opinion on our disaster preparedness and emergency needs.

11. NEW BUSINESS

a. Presentation of Proposals for Replacement of DwellingLIVE Gate Access Control System

The two competing replacement software programs are:

- Proptia (Property Technology Innovation Access) Speaker: Carl Esparza
- GoAccess Speaker: Andrew Harding

Manager Russell added here that the old DwellingLIVE system is beginning to fail and it is time for a replacement. After hearing the presentations, the Board took the following action:

MOTION was made by Director Lurner, seconded by Director Champlain and approved 5-0 to pursue an engagement with GoAccess, pending field visits by District Staff to view the program in action at some gated communities and report back to better inform the Board, then open negotiations with the company on monthly fees, led by Director Misher.

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

Director Seidensticker pointed out that efforts by Staff to complete the District Manager's Job Description are running behind the promised completion date of December 2025. A new completion date of August 25th was agreed upon.

ADJOURNMENT

Manager Russell adjourned the meeting at 8:40 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 #725, held March 31, 2026.

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

March 31, 2026
DATE