

Minutes

**CSA 3 Board Meeting**

**Tuesday, September 6, 2022, 5:30 pm**

Online meeting via Zoom

- I. The meeting was called to order by Margit at 5:34 pm
- II. Attendance
  - A. Present: Margit Aramburu, Mark Birns, Harold Mancusi-Ungaro, Chris Modjeski, Trink Praxel
  - B. Guest: Jeff Powers, Coastal Landscaping
- III. Minutes of August 1, 2022: Harold Mancusi-Ungaro
  - A. Correct time for next meeting from 4 to 5:30 PM
- IV. Financial Update: Trink Praxel
  - A. We have final numbers for FY 2021-2022
  - B. We have carry-over of \$34,737
    - 1. Undercharges by Allied Universal over past year
    - 2. We did not spend the \$10,000 in FY 2021-22 to prune the olive trees
      - a) PO was issued
      - b) Trink will check to make sure the PO was not included in last FY, i.e, does the \$34k include that \$10K?
  - C. Trink presented preliminary figures – she will provide final figures to attach to these minutes
- V. Update re Median Maintenance: Trink Praxel & Jeff Powers
  - A. Olive tree pruning on Seascapes Blvd
    - 1. PO Issued
    - 2. Pruning almost done – some finishing up
    - 3. Working on consistent height and cleaning up moss
  - B. Olive trees on Sumner to be transplanted with new plan so they were not and will not be pruned at this time

- C. Cleaned up roots and rough grading as part of routine monthly maintenance

VI. Update on Spending Options for Insurance Claim for Downed Olive Tree: Trink Praxel & Jeff Powers

- A. At the last meeting, we asked Jeff to consider a proposal to use the insurance funds to upgrade one or two medians rather than replace trees
- B. Jeff presented demo medians, the first two medians on Seascape closest to the Village and Sports Club, corner of Seascape and Sumner
  - 1. First median has no trees
  - 2. Second median has olive trees
  - 3. Will show our ideas
- C. Budget adjusted to conform to the payment
- D. Best way to create excitement is to demonstrate what we want to do
- E. Follows the plan that we proposed 2 years ago
- F. Hope is that something can be visible by the first week in October when we have our annual meeting
- G. Planting will include a weed seed inhibitor
- H. Will include irrigation, drip valve, etc., to augment rains
- I. We need an estimate of the water use and bill to know what the monthly cost will be for the coming year's budget
- J. Current budget will not need an increase for maintenance for just those two
- K. **MOTION: Proceed with model medians as proposed**

VII. Update re Beach Maintenance, Billing, and Contracts: Harold Mancusi-Ungaro and Mark Birns

- A. Discuss options for patrol and trash collection
- B. Allied Universal has remained spotty on trash collection and security
  - 1. August, they skipped two days of the first weekend
  - 2. They show only 15 min security checks and have not been seen actually on the beach
  - 3. There have been no follow up checks
  - 4. Mark reports fires late into the night

- C. Harold put out proposals to three companies for trash removal (See Attached)
  - 1. Two of the three do not have the truck to go on the beach
  - 2. J Pantoja's Junk removal has the truck and has proposed three times a week, Thursday, Saturday, and Monday at \$100 per pickup, not to exceed \$1300 a month or \$15,500 per year
  - 3. If we cannot get the existing cans, we will have to supply the cans
- D. Harold put out proposals for a new security service to two other companies (See Attached)
  - 1. Counting Allied, these two make three bids.
  - 2. Defensa Private Security bid \$35 per patrol plus \$65 for call backs.  $\$35 \times 30 \text{ days/month} = \$1,050$  plus an undermined amount for call backs.
  - 3. SCP Security bid \$950 per month and included 2nd checks for \$250, totaling \$1200 with no undetermined amount.
  - 4. SCP comes to \$14,400 per year
- E. Our current budget with Allied is \$21,000 per year for spotty service
- F. New Contracts would come to  $\$15,500 + \$14,400 = \$29,900$  or an additional \$9,900 per 12-month year
- G. If we could get the new services to start in October, it would only be 9 months
  - 1.  $9 \text{ months} \times \$2500 = \$22,500$
  - 2. Allied has been  $\$583 + \$1022 + \text{maybe } \$1000 \cong \$2500$
  - 3. Total for one year would be about \$25,000
  - 4. We have the cash in the account in excess of what we have budgeted ( $\$34000 - \$10000$  for tree pruning = \$24000)
- H. **MOTION Approve 1 year of increased security and garbage**
  - 1. Open PO for 1 year
  - 2. Harold will go through County to see what paperwork needs to be done to start getting trash collection on board and changing our contract for security

VIII. Update on Annual Public Meeting for 2022: Sunday, October 9, 2022, 4-6 pm @ Seascape Resort:

- A. Trink requested that candidates need not be present to run
  - 1. The standard is for homeowners be present to vote.
  - 2. Voters need an opportunity to know who the candidates are.

3. The current rules we adopted on September 27, 2021 are as follows:
  - Board members must be property owners within CSA3
  - A list of nominees will be published on the CSA3 website CSA3Seascape.org, distributed via the CSA3 email roster and posted on the Seascape neighborhood page of nextdoor.com thirty (30) days prior to the announced annual meeting for election
  - At the annual meeting for election, nominees must be present and are required to make a brief statement
  - The election and votes will consist of one vote by each property owner present for selection of five (5) nominees on the ballot, i.e., one (1) vote per nominee up to five (5) nominees
  - There is no cumulative voting
4. **Motion: Amend bullet #3 as follows:**  
**At the annual meeting for election, nominees must present a brief statement.**  
**Bullet #4 stands: "one vote for each property owner present"**
5. Amended rules will be attached to these minutes

B. Agenda

1. The Board elected Chris to be the MC
2. Margit will develop and present the Agenda
3. Trink will discuss the budget
4. Trink will present the issues with maintaining and developing the medians
5. Harold will present issues with caring for our beaches
6. Notice of vacancies and candidates
  - a) Each candidate present will present
  - b) Chris will read the statements from candidates not present

IX. **Next Meeting Date:** Thursday, October 6, 2022, 5-6 pm

Respectfully submitted,

Harold R. Mancusi-Ungaro, Jr.

### **CSA 3 Resolution re: Community Annual Meetings and Election of Board Members**

#### **– REVISED September 6, 2022**

**Whereas** the current Board of CSA3 was adopted and voted in at a public meeting on September 22, 2019, and

**Whereas** it is the responsibility of the current Board to provide guidance for its perpetuation, and

**Whereas** a mechanism for elections and the Board's election need to be established,

#### **Resolved that**

The Board should hold at least one public meeting every fiscal year running from July 1 to June 30, barring exceptions for public health considerations

The Board will consist of five (5) elected members whose terms will run for two (2) years

Should any member of the Board not be able to serve the full two (2) years, the Board will have the option of appointing an interim member selected from property owners to serve out that member's term.

Current or standing members of the Board may run for reelection with no term limits

The Board will call for nominations forty-five (45) days prior to the announced annual meeting for elections to be published on the CSA3 website CSA3Seascape.org, distributed via the CSA3 email roster, and posted on the Seascape neighborhood page of nextdoor.com

Nominations for each biennial election must be submitted in time to be published thirty (30) days prior to the announced annual meeting for elections

Nominations must include a brief biography of the candidate and desire for election

Board members must be property owners within CSA3

A list of nominees will be published on the CSA3 website CSA3Seascape.org, distributed via the CSA3 email roster and posted on the Seascape neighborhood page of nextdoor.com thirty (30) days prior to the announced annual meeting for election

At the annual meeting for election, nominees must present a brief statement.

The election and votes will consist of one vote by each property owner present for selection of five (5) nominees on the ballot, i.e., one (1) vote per nominee up to five (5) nominees

There is no cumulative voting

The current Board will appoint among its members a chair to administer the election

At the discretion of the chair, the voting may be by voice vote, hand vote, or written ballot

The chair will announce the five (5) winners of the election at the end of the voting without regard to vote count

The newly elected Board takes charge at the adjournment of the annual meeting.

The announcement of the new Board will be reflected in the minutes, published on the CSA3 website [CSA3Seascape.org](http://CSA3Seascape.org), distributed via the CSA3 email roster, and posted on the Seascape neighborhood page of [nextdoor.com](http://nextdoor.com)

The current Board County Liaisons will convey the results of the election to the County

At its first meeting, the newly elected Board will select two (2) County Liaisons

### **3.3.3 C Public Works CSA #3 Trash Removal Department: Public Works**

**Contact:**

Cydney Nguyen-Cruz (831) 454-2385'  
Authorized CSA Representatives to be determined by  
County.

**Location:**

County Service Area 3

[See Attachment 5: 3.3.3 C & D for reference](#)

Service area contains the County beach, which runs from the south end of Via Gaviota to the railroad trestle at Bush Gulch, near Dolphin and Sumner Drives.  
County beach access at Via Gaviota.

**Hours:**

**Summer months (May through September) & Winter months: (October through April) at \$100.00 per service not to exceed \$1300 per month**

3 days per week (Thursday, Saturday, Monday): Perform one (1) trash pickup.

**Holidays:** Additional trash removal will be done on the day after each of the following holidays: Memorial Day, Labor Day, Fourth of July, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents Day, and St. Patrick's Day. Not to exceed 9 hours per year.

**Additional Trash Removals:** As Requested by Authorized CSA3 Representatives, not to exceed 12 hours per year.

**Service Description:**

**Trash Removal:** This patrol will include trash removal as described above. Trash Patrol will empty, remove, and dispose of all trash in and near all garbage cans in the service area with sufficient frequency to ensure that trash will not overflow the cans for more than 24 hours.

**Trash Can Maintenance:** Trash patrol will maintain eighteen (18) galvanized steel garbage cans on the Service Area Beach during the summer months, replacing them as necessary when damaged or lost, at the County's expense. The number of garbage cans can be reduced in winter months, as long as a sufficient number is maintained for winter use. Trash patrol will relocate or store garbage cans in the winter to accommodate winter tides and storms.

**Special Requirements:**

- Any enforcement required beyond verbal notice should be reported to the Sheriff: (831) 471-1121 for non-emergency issues or 911 for an emergency.
- Service hours defined as "As requested" hours may be requested by designated CSA Representative(s). County must be notified of this request before moving forward with service.
- Contractor will communicate with the designated CSA Representative(s) about any potential or necessary deviations in the services.
- To confirm services provided, submit monthly report regarding schedule, amount of trash picked up and number of cans emptied.
- Notify County contact of any damaged or missing cans.
- A designated CSA3 Representative(s) may contact and/or meet with the service provider and the service provider s may contact and/or meet with the CSA3 Representative(s) directly as needed.
- Primary Contact will attend a minimum of two and a maximum of four meetings with the CSA3 Board each fiscal year at no additional cost to the County.



### **3.3.3 D Public Works CSA #3 Security Patrols Department: Public Works**

**Contact:**

Cydney Nguyen-Cruz (831) 454-2385

Authorized CSA Representatives to be determined by County.

**Location:** County Service Area 3

[See Attachment 5: 3.3.3 C & D for reference](#)

Service area contains the County beach, which runs from the south end of Via Gaviota to the railroad trestle at Bush Gulch, near Dolphin and Sumner Drives.

County beach access at Via Gaviota.

**Hours:**

**Summer months (May through September)**

**Beach Closure:** 7 days per week, at 10:00

PM, not to exceed 43 hours per month

**Beach Rechecks:** As needed, between Midnight and 3 AM, not to exceed 15 hours per month

**Beach Callbacks:** As requested, between midnight and 3 AM, not to exceed 6 hours per season

**Winter months (October through April)**

•**Beach Closure:** 7 days per week, at 10:00

PM, not to exceed 30 hours per month

•**Beach Callbacks:** As requested, between midnight and 3 AM, not to exceed 4 hours per season

**Service Description:**

**Beach Closure:** Per the schedule shown below, one (1) security guard will enter the beach by vehicle and personally notify each group of people on the beach that the beach is closed, and all parties must leave.

**Beach Rechecks:** In order to ensure beach closure compliance, the Security Patrol may perform a subsequent recheck patrol between midnight and 3:00 AM to ensure that all parties have left.

**Beach Callbacks:** A CSA3 Representative may request a Beach

Callback when parties remain on the beach past the 10:00 PM closure time. Upon request, vehicle patrol will return to CSA 3 and clear the beach or contact law enforcement when unauthorized individuals remain on the beach past the 10:00 PM closure time. Any enforcement required beyond verbal notice will be reported to the Sheriff: (831) 471-1121 for non-emergency issues or 911 for an emergency.

**Special Requirements:**

- Service hours defined as “As requested” hours may be requested by designated CSA Representative(s). County must be notified of this request before moving forward with service.
- Contractor will communicate with the designated CSA Representative(s) about any potential or necessary deviations in the services .
- To confirm services provided, contractor will submit monthly reports specifying date and time of services, and number of parties remaining on the beach at closure.
- A designated CSA3 Representative(s) may contact and/or meet with dispatch/guards and dispatch/guards may contact and/or meet with the CSA3 Representative(s) directly as needed.
- Primary Contact will attend a minimum of two and a maximum of four meetings with the CSA3 Board each fiscal year at no additional cost to the County.

## CSA 3 Financials - FY 2021-22

as of September 5, 2022

[illegible]

### CSA 3 Financials - FY 2022-23

as of September 5, 2022

	FY 20-21 TOTALS	FY 21-22 TOTALS	FY 22-23 BUDGET	July	August	Sept	Oct	Nov	Dec	YTD TOTALS	% of Budget Spent
<b>Beginning Balance</b>	<b>6,939</b>	11,292	34,737							<b>6,939</b>	
<b><u>Revenue</u></b>											
Assessment	79,446	79,596	79,600							79,600	
Interest	89	107									
Other Revenue	32										
<b>Total Revenue</b>	<b>79,567</b>	<b>79,703</b>	<b>79,600</b>							<b>79,600</b>	
<b><u>Expenditures</u></b>											
Median Maintenance	27,140	21,000	21,000	1,750	1,750					3,500	17%
Security & Garbage	11,555	11,675	30,000	583	1,023					1,606	14%
Soquel Creek Water	8,655	10,587	15,000	515	515					1,030	10%
Backflow Testing	706	723	1,000	75	358					433	60%
Tree Removal/Pruning	5,250		10,000							-	
Other Direct Expenses	1,498									-	
<b>Direct Expenses</b>	<b>54,804</b>	<b>43,984</b>	<b>77,000</b>	<b>2,923</b>	<b>3,646</b>	-	-	-	-	<b>6,569</b>	15%
Staffing & Overhead	17,898	8,909	18,000								
Misc Fees & Services	2,513	3,365	3,500								
<b>Indirect Expenses</b>	<b>20,411</b>	<b>12,274</b>	<b>21,500</b>							-	
<b>Total Expenses</b>	<b>75,215</b>	<b>56,258</b>	<b>98,500</b>							<b>6,569</b>	12%
<b>Net</b>	<b>4,352</b>	<b>23,445</b>	<b>(18,900)</b>							<b>73,031</b>	
<b>Ending Balance</b>	<b>11,291</b>	<b>34,737</b>	<b>15,837</b>							<b>79,970</b>	

Invoiced, not yet shown as paid

**APTOS SEASCAPE CSA #3 GL 622100**  
**FY 2021-22 FINANCIAL STATEMENT**  
**JULY 1, 2021 - JUNE 30, 2022**

	<b>2021-22 ADOPTED BUDGET</b>	<b>2021-22 Budget Adjusted for Failed Election</b>	<b>2021-22 ACTUAL</b>
<b>FY 21-22 Revenue</b>			
INTEREST REV FROM USE OF MONEY & PR	\$120.00	\$120.00	\$106.78
DISTRICT SERVICE CHARGES	\$238,788.00	\$79,596.00	\$79,596.00
<b>FY 21-22 Total Revenue</b>	<b>\$238,908.00</b>	<b>\$79,716.00</b>	<b>\$79,702.78</b>
<b>FY 21-22 Expenditures</b>			
Aptos Seascape, CSA3 - Misc Service	\$120,346.00	\$37,607.16	\$2,864.66
ACCOUNTING AND AUDITING FEES	\$453.00	\$453.00	\$500.00
SECURITY SERVICES	\$20,000.00	\$20,000.00	11,674.53
WATER	\$9,400.00	\$9,400.00	10,586.78
SERV & SUPP-OTHER SERVICES	\$100,000.00	\$23,547.76	\$723.00
COASTAL LANDSCAPING			21,000.00
PROGRAM ADMIN LABOR			2,881.63
DEPT OVERHEAD COSTS			6,027.66
<b>FY 21-22 Total Expenditures</b>	<b>\$250,199.00</b>	<b>\$91,007.92</b>	<b>\$56,258.26</b>
<b>FY 21-22 Net Increase(Decrease) to Fund Balance</b>			<b>\$23,444.52</b>
<b>FY 21-22 Beginning Fund Balance</b>			<b>\$11,291.92</b>
<b>FY 21-22 Ending Fund Balance as of June 30th, 2022</b>			<b>\$34,736.44</b>
<b>Accounts Receivable</b>			<b>\$0.00</b>
<b>Accounts Payable (1)</b>			<b>\$ 4,645.85</b>
<b>FY 21-22 Ending Cash Balance as of June 30th, 2022</b>			<b>\$39,382.29</b>
 <u>(1) Detail of Accounts Payable</u>			
Universal Protection Services		684.45	
Coastal Landscaping		3,500.00	
Soquel Creek Water District		386.40	
Annual Backflow		75.00	
<b>Total Accounts Payable balance as of June 30th, 2022</b>		<b>\$ 4,645.85</b>	