

**REGULAR MEETING #549
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES**

**May 26, 2009
OPEN MEETING – 6:30 PM
Palisades United Methodist Church
27002 Camino de Estrella, Capistrano Beach, CA 92624**

A. CALL TO ORDER

President Laster called the regular meeting to order at 6:31 PM.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Directors Present: Laster, Bell, Bancroft, Levinson and Schwartz
Directors Absent: None
Staff Present: Manager Russell
Guests Present: Securitas Branch Manager Russell Willmon

D. PUBLIC COMMENTS

There were no public comments.

E. APPROVAL OF MINUTES

1. Meeting #548 of April 28, 2009

Motion was made by Vice President Bell, seconded by Director Bancroft and passed 4-0-1 (Director Laster abstained) to approve the minutes of meeting #548 on April 28, 2009.

F. SECURITY ACTIVITY REPORT

1. The monthly report for April, 2009 was presented for review.

Securitas Branch Manager Russell Willmon reported that a new gate officer, Ms. Michelle Grossman, will begin training near the end of the week for the swing shift that goes from 2:00 PM to 10:00 PM.

2. Review and approval of Securitas contract amendment for FY09-10

Motion was made by Director Levinson, seconded by Vice President Bell and passed 5-0 to approve a 2.4% increase in the Securitas contract for the upcoming fiscal year beginning on July 1.

G. FINANCIAL REPORT

1. The claims and transmittals were presented for review.

2. Monthly expenses and year to date reports through April were presented for review.

President Laster asked staff to revise the *Written Checks Report* to include one additional column that identifies the cost code for each check written.

3. Collection of fees for services.

Manager Russell reported on the following:

Development Impact Fees

- 35797 - remodel valued at \$50,000 - *Paid*
- 35057 - new home valued at \$688,000
- 35755 - new home valued at \$528,800 - *Paid*

Total DIF unpaid as of 5/22/09	\$ 6373.00
Total DIF collected this fiscal year	\$ 25,920.76
Total DIF collected since the program began	\$ 82,668.00 (approx. figure)

User Fees (fiscal year cycle)

All User Fees are paid in full – the new fiscal year billing goes out in July.

RR Parking Fees (calendar year cycle)

The billing for 2009 is paid in full – 2010 billing goes out in November

Summer Trash Collection Program/Fees (summer only)

All fees for 2008 are paid in full – the 2009 summer season will commence in June.

H. COMMITTEE REPORTS

1. LCP Committee

There was no report from the LCP Committee.

2. CBRA Activity Report including Quality of Life Committee

CBRA member David Wilson reported that the CBRA held its annual spring General Meeting on Saturday, May 2nd in which about 25 members attended. Manager Russell attended this meeting and gave a presentation of the proposed Community Entrance Improvement Project and also discussed the plan for community safety over the Fourth of July holiday. It was also announced that the Beach Road End of Summer Party will be held on Saturday, August 29th.

I. MANAGER'S REPORTS

The manager reported on the following items:

1. Update on Entrance Improvement Project

PHASE I – RR Parking Development

Director Schwartz had reported last month to the Board that upon familiarizing himself with this project it has become evident that the work load required to continue the entitlement and planning process to keep the project moving should be given over to a project manager who can devote the necessary time to it. The Board had agreed and had asked staff to consult with Dave Gutierrez who has been working with the project over the past year. Mr. Gutierrez provided a proposal that was reviewed by the Board. Before approving this, staff was asked to get with Mr. Gutierrez to provide an estimate for developing a more precise project budget. The Board will have to meet in the week following this Board meeting to consider the revised proposal.

PHASE II – Second Entry Lane Project

The plans for the proposed easement exchange with the County of Orange were submitted to the county in mid-May and staff is waiting to hear from them regarding their approval or

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denial. It is expected that the county will accept the proposal in which case this portion of the project can then be incorporated into the overall grading plans for both phases.

2. *Review of Manager's Priority List*

Manager Russell reported that budget work for FY09-10 will commence in June and the first draft will be ready for review by June 10th.

J. OLD BUSINESS
There was no old business

K. NEW BUSINESS
There was no new business

L. WRITTEN COMMUNICATIONS
There were no written communications

M. BOARD AND STAFF COMMENTS
There were no comments.

N. ADJOURNMENT
The meeting was officially adjourned at 8:00 PM.

ATTEST:

State of California)
County of Orange)ss
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 #549 held on May 26th, 2009.

DONAL S. RUSSELL, Manager

DATE