

**REGULAR MEETING #555  
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS  
MINUTES  
January 26, 2010**

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

**A. CALL TO ORDER**

Board President Bell called the meeting to order at 6:32 PM.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Directors Present: Bell, Bancroft, Schwartz & Laster  
Directors Absent: Levinson  
Staff Present: Manager Russell  
Guests Present: Russell Willmon, Securitas

**D. PUBLIC COMMENTS**

There were no public comments.

**E. APPROVAL OF MINUTES**

*1. Meeting #554 of December 10, 2009*

Motion was made by Director Laster, seconded by Director Bancroft and passed 3-1-1 (Director Schwartz abstained as he did not attend the December meeting and Director Levinson was absent from tonight's meeting) to approve the minutes of meeting #554 of December 10, 2009.

**F. SECURITY ACTIVITY REPORT**

*1. The monthly report for December, 2009 was presented for review.*

Securitas Branch Manager Russell Willmon reported that there is more crime reported in the Beach Road community than in his other private communities which he believes to be caused by our proximity to both the RR tracks and the open beach. Mr. Willmon recommended circulating a community notice regarding the higher-than-normal incidence of crime to which the board agreed. Also, a higher block wall was suggested. A high chain link fence grown over with vegetation was suggested. A closed circuit video camera network was suggested. It was pointed out that these measures might slow down would-be thieves from coming over the wall but would not deter anyone coming off the beach. While all the suggestions have some merit, the most cost effective would be to install a high chain link fence along the RR wall and staff was asked to develop a proposal for such a fence. A last suggestion was offered to instruct the night time patrol officers to randomly change their patrol route. Instead of simply driving from one end to the other, try going half way then turn around, change the pattern and timing of trips up and down the road, stop frequently at different locations, keep the patrol route random and continually changing.

Also discussed was the usefulness of a video camera placed at the exit lane of the community to capture an image of drivers, vehicles and license plates in the event of a stolen car. This has been previously discussed and is already planned in the design of the upcoming Entry Improvement Project.

Gail Becker brought up the concern regarding the recent malfunction of the San Onofre Nuclear Generating Station (SONGS) alert siren that somehow accidentally sounded off at 4:30 am last week. There was no real emergency fortunately, but it got her to thinking about how useful it would be for the duty patrol officer to be able to drive through the community and announce over a vehicle-mounted loudspeaker what the emergency is and what people should do. Staff was asked to look into loudspeaker systems for both security vehicles and to develop a special set of procedural guidelines for the security staff to implement during the emergency event.

*2. Police Department presentation of new community safety program.*

There must have been a miscommunication as there was no one present from the PD (*it was later learned that the PD is planning to attend the spring CBRA meeting where they can reach more property owners*).

*3. Enforcement of illegal fires and firepits (Schwartz)*

Director Schwartz reported that he recently had a friend get burned from hot coals outside the confines of a neighbor's firepit. His concern is that security and the community be reminded of the lawful ordinance regulating outdoor woodburning fires and to make sure this is strictly enforced and complied with. Manager Russell added that the entire community received a notice recently reminding all that the District would be issuing citations and fines for further violations of the ordinance.

**G. FINANCIAL REPORT**

*1. The claims and transmittals were presented for review.*

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

There was no discussion other than some clarifying questions regarding checks written during the period.

*3. Collection of fees for services.*

Manager Russell pointed out that there are three User Fee accounts still unpaid and a request was submitted to legal counsel for processing a lien on each of the three properties. Billing went out in August and the three accounts are approaching 180 days of delinquency.

**H. COMMITTEE REPORTS**

*1. LCP Committee*

There was no report or discussion.

*2. CBRA Activity Report including Quality of Life Committee*

CBRA co-president David Wilson, who was absent from tonight's meeting, issued the following statement, "*The CBRA will be sending out dues notices in the next 30-45 days, and we will also be scheduling a spring CBRA meeting, the date to be announced.*"

**I. MANAGER'S REPORTS**

*1. Update on Entrance Improvement Project*

The District's project consultant, Dave Gutierrez, presented an updated project budget and explained that the City should be done reviewing our final grading plans within a week. During the same time frame, the landscape and architectural plans will be completed and reviewed.

Mr. Gutierrez is hopeful that demolition of vegetation, relocating some existing plant species and removal of curbs and gutters can begin by mid-February. He is now able to begin coordinating a comprehensive course of construction schedule. The only hold up that is anticipated is with the approval of the proposed bridge structure over the open drainage channel. While this may not get processed in a timely manner along with the other submittals, the delay will not hinder the progress of the overall project as construction can proceed around the area where the bridge will be installed.

Lastly, the course of construction project budget will be refreshed on a weekly basis and the updated version will be submitted to the Board by email to enable the Directors to closely follow the progress and the money spent, in an organized and itemized format.

*2. Review of Manager's Priority List*

There were no comments.

**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 8:13 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 #555 held on January 26th, 2010.

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DONAL S. RUSSELL, Manager

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DATE