

**REGULAR MEETING #558
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
April 27, 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 6:33 PM.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

D. PUBLIC COMMENTS

Mr. Snaier Varkel, property owner of 35057, requested a sign be posted on the fence separating our community from the County Beach Park reminding the public that the beach to the south of the fence is private out to the mean high tide line.

E. APPROVAL OF MINUTES

1. Meeting #557 of March 30, 2010

Motion was made by Director Schwartz, seconded by President Bell and passed 3-0-2 (Directors Laster and Levinson were absent) to approve the minutes of meeting #557 of March 30, 2010.

F. SECURITY ACTIVITY REPORT

1. The monthly report for March 2010 was presented for review.

Securitas Branch Manager Brian Sanchez delivered on the Board's request for an emergency hand-wind up radio for use in the guard shack in the event of a power outage during an emergency event.

G. FINANCIAL REPORT

1. The claims and transmittals were presented for review.

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

There was no discussion on this item.

3. Collection of fees for services.

Manager Russell reported that all User Fee and RR parking program fees have been billed out and are now paid in full.

H. ENTRY PROJECT PROGRESS REPORT

Manager Russell introduced Jim Steinkamp as the recommended candidate for Superintendent of the entry improvement project. Mr. Steinkamp has over 40 years of construction management experience and has supervised over \$300 million worth of residential projects. His current employment with Lennar Homes is slow and Jim is available for three months to step in and manage our project. Jim would be a full time superintendent and would be responsible for coordinating, scheduling and directing all elements of the approved grading/landscape/architectural/structural plans and specifications. He would also be responsible for evaluating/quantifying and pre-approving all subcontractor invoices prior to submittal for progress payments.

Motion was made by Director Schwartz, seconded by Director Bancroft and passed 3-0-2 (Directors Laster and Levinson were absent) to hire Mr. James Steinkamp as the Entry Project Superintendent at a rate of \$6,000.00 per month including telephone and miscellaneous project-related expenses for a three-month period with an option to extend the position for one additional month and with the time period to commence immediately.

I. 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 reminded everyone that the CBRA annual Spring meeting will be at 5:00 PM on May 20th at 35121 Beach Road.

J. MANAGER'S REPORTS

1. Review of Manager's Priority List

President Bell directed the manager to begin preparing a comprehensive job description to aid the District in the transition of management when Mr. Russell eventually leaves office.

K. OLD BUSINESS

There was no old business

L. NEW BUSINESS

1. Resolution to adopt a new District Conflict of Interest Code.

The State is acting to standardize the various Conflict of Interest Codes from the special districts to create code model for all districts to use.

Motion was made by President Bell, seconded by Director Bancroft and passed 3-0-2 (Laster and Levinson absent) to approve Resolution No. 4-27-10, "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAPISTRANO BAY COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE WHICH SUPERCEDES ALL PRIOR CONFLICT OF INTEREST CODES AND AMENDMENTS PREVIOUSLY ADOPTED."

M. WRITTEN COMMUNICATIONS

There were no written communications

