

REGULAR MEETING #562
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
August 31, 2010
CLOSED SESSION - 6:00 PM
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 6:34 PM.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Directors Present: Bell, Bancroft, Levinson & Schwartz
Directors Absent: None (Laster resigned on 7-27-10)
Staff Present: Manager Russell
Guests Present: Brian Sanchez of Securitas

D. PUBLIC COMMENTS

There were no visitors from the public in attendance.

CLOSED SESSION REPORT

President Bell reported that the closed session was scheduled to discuss the annual performance appraisal of the District Manager. There was no reportable action taken during the closed session.

E. APPROVAL OF MINUTES

1. Meeting #560 of June 29, 2010

The minutes were prepared but not in time for approval. This item has been postponed to the September Board meeting.

2. Meeting #561 of July 27, 2010

Motion was made by Director Bancroft, seconded by President Bell and passed 3-0 (Schwartz was not in attendance at #561) to approve Minutes # 561 of July 27, 2010.

3. Special Meeting of August 3, 2010 (Budget workshop)

Motion was made by Director Bancroft, seconded by Vice President Levinson and passed 3-0 (Schwartz did not attend the special meeting) to approve the Minutes of Special Meeting of August 3, 2010 as revised by Director Bancroft.

F. SECURITY ACTIVITY REPORT

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

Brian Sanchez of Securitas pointed out in his report that the light bar on the Securitas patrol vehicle was stolen earlier in the month with no clues as to who may have taken the device. A replacement light bar will be installed as soon as possible. It was also suggested that a speed limit handout be provided to incoming guests in an effort to get drivers to slow down.

Director Bancroft suggested, after discussing the existing two-way radio antenna on the guard shack, that staff investigate the new cell phone technology available as it may be an effective alternative to two-way radio communication between the guard shack and the duty patrol officer and might create the possibility of taking the antenna and base station radio system out of service permanently.

G. FINANCIAL REPORT

- 1. The claims and transmittals were presented for review.*
- 2. Monthly expenses and year to date reports through July were presented for review.*

FYE2011 DRAFT BUDGET

Motion was made by Director Bancroft, seconded by Vice President Levinson and passed 4-0 to approve the District Operating Budget for FY2011 in the amount of \$924,010.00 with approval to make minor adjustments to sub-account #0100 (Salaries & Wages) and to adjust sub-account #4600 (General Reserves) up or down to maintain an unchanged total budget amount.

Staff was also directed to have the District Bookkeeper reflect any budget adjustments in the monthly financial reports.

H. ENTRY PROJECT PROGRESS REPORT

Project Consultant Dave Gutierrez updated the Board on progress to date. With the Project Superintendent leaving at the end of this week and production winding down it is time to begin punch-list items and to set up final walk-thru meetings with the various subs to get all contracted work 100% complete and signed off by the City.

The Board discussed the automated mechanism for the residents' entry gate and made the decision to implement a *bar-coded tag*, a small self-adhesive sticker that is placed directly on the glass or cover of the owner's headlights that is read by an antenna at the guard shack.

I. COMMITTEE REPORTS

1. LCP Committee

Manager Russell reported that the Surf School that is conducted each summer on the beach just south of the Poche creek has been occasionally moving and setting up operations on the north side of the creek on the private portion of the beach in front of the first five homes. Security has been successful in getting this group to move but not without some reluctance by the adult manager of the program in challenging the privacy of the beach and the allowable uses of the beach above the Mean High Tide Line as defined by the Coastal Act.

2. CBRA Activity Report including Quality of Life Committee

There was no report or discussion.

J. MANAGER'S REPORTS

1. Review of Manager's Priority List

This item is on hold until the community entry improvement project is complete.

K. OLD BUSINESS

There was no old business

L. NEW BUSINESS

Director Schwartz asked if there have been any volunteers to fill the vacancy left by outgoing Director Laster. Staff reported that there had been an early response by Carter Clark to step in and cover the remainder of Director Laster's term through December but Mr. Clark has not contacted the Manager to coordinate any of the details of attending Board meetings and being appointed so it may have been a false alarm. In any case, if a volunteer can step forward then that individual will have to be appointed as the window to notify the County Registrar for being placed on the election ballot in November closed on Friday, August 6th.

M. WRITTEN COMMUNICATIONS

There were no written communications

N. BOARD AND STAFF COMMENTS

There were no board or staff comments

O. ADJOURNMENT

The meeting was officially adjourned at 9:36 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 #562 held on August 31st, 2010.

Donal S. Russell
DONAL S. RUSSELL, Manager

Sept. 29, 2010
DATE