

REGULAR MEETING #570
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
May 31, 2011
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 6:37 PM.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/BOARD VACANCY

Directors Present: Bell, Levinson, Schwartz and Gutierrez
Directors Absent: None (Bancroft had resigned on May 16, 2011)
Staff Present: Manager Russell
Guests Present: Brian Sanchez, Securitas Branch Manager

1. *Board President Bell announced that Director Bancroft submitted a letter of resignation from the Board of Directors effective May 16th, 2011 after having served for over five full years on the Board.*

Motion was made by Vice President Levinson, seconded by President Bell, and passed 4-0 to appoint David Wilson to fill the remainder of Director Bancroft's term, ending in December 2014. Manager Russell will notify the Registrar of Voters and send a Director's Welcome packet to new Director David Wilson.

D. PUBLIC COMMENTS

No public comments at this time.

Board President Bell reported that no action was taken during today's closed session.

E. APPROVAL OF MINUTES

1. *Meeting #569 held on April 26, 2011*

Motion was made by Board President Bell, seconded by Vice President Levinson and passed 4-0 to approve the minutes of meeting #569 of April 26, 2011.

F. SECURITY ACTIVITY REPORT

1. *One month period for April, 2011 (Securitas)*

Securitas Branch Manager Brian Sanchez reported 13,500 gate entries for April 2011. There were 4 speeding warnings for speeds above 25 mph. There were 3 to 5 parking violations and a decrease in fire code violations. Speeding is still an issue. There were a few unique incidents: one consisting of an adult and child not wearing helmets and one vehicle accident which resulted in property damage to a resident's fence line. Another incident involved a PVC raft that washed up on the shore. Police officers were notified and the border patrol was called. There were other issues requiring extra guards.

Director Schwartz pointed out to Securitas Branch Manager Brian Sanchez, the possibility of gate officers sleeping in the very late hours of the night and urged him to have a roving field supervisor check this out.

2. Proposed larger signage for private beach designation near south boundary of meter beach parking lot. Director Schwartz recommended placing a larger “private beach” sign with cited ordinance where the beach becomes private. Manager Russell to photograph the existing signs and send copies to the board members along with the information on the larger replacement sign to be ordered. Director Gutierrez asked that the sign be of high quality to remain consistent with the gate signs, that the NO DOGS ALLOWED signs should be replaced with new ones and pointed out that an easy to read sign is more of a visual deterrent. The Board also added that any new signs should be placed at the south end of the beach to give direction to those beachgoers as well.

G. FINANCIAL REPORT

1. The claims and transmittals were presented for review.

2. Monthly expenses and year to date status through April 30, 2011 presented for review.

Board President Bell reported on legal matters and stated the Hardy & Harper Paving Company matter was settled earlier in the month and the remaining matter with MJW Concrete and Masonry Company was close to being settled as well.

Manager Russell announced that a workshop is needed to finalize next fiscal year’s budget that ends June 30. The budget process takes about two weeks to draft, review and finalize. Director Levinson asked if the state had cut our portion of revenue. Russell responded that no, since Prop 1A, the state hasn’t taken anything. The Board of Directors Budget Workshop meeting was scheduled for Thursday, June 9th at 9:00 AM at the District office.

3. Collection of Fees

Director Gutierrez requested to see the policy regarding how the District evaluates and assesses the Development Impact Fee program and also how Street Opening Permits and the related security deposits are managed.

H. ADMINISTRATION OFFICE RELOCATION

1. Update on the future return of the District administration office.

Manager Russell reported that the civil engineer has not been formally hired yet as the project is on hold until a cost estimate of the project can be evaluated. Directors Schwartz and Gutierrez both recommended this delay so the Board could have the opportunity to give full consideration to the projected cost of bringing the District admin office back to Beach Road.

The Board agreed that during the evaluation process more public awareness of the proposed architectural design should be done to share the concept with the community ahead of the actual construction by sending out letters and emails inviting residents to a community hearing to review the project.

I. COMMITTEE REPORTS

1. LCP Committee/CBRA Activity report

The annual MHTL beach survey is scheduled for June 21st at the morning low tide.

2. CBRA Activity report

There was no written report from the CBRA.

J. MANAGER'S REPORTS

1. Review of Manager's Priority List

Board President Bell reported that the P.O. process was under transition in May and is now being implemented. P.O.'s must be issued ahead of contacts/proposals being accepted, as the final approval process on proposed items for materials/goods/services costing over \$500.00. Pre-approved expenses already planned in the operating budget will not require a P.O. prior to payment of these recurring bills.

Director Levinson asked about the replacement of vines along the railroad fenceline. Manager Russell noted that the sprinkler system must be repaired first. Improper irrigation is probably the reason that the plants died. Buccola Landscaping will be repairing the sprinkler system in this area and provide 43 one-gallon trumpet vines for the fenceline at their expense. An upgrade to five-gallon plants is currently being considered but such an upgrade would depend on the cost to the District. Staff has already requested a proposal for this upgrade.

Director Levinson asked how the offsite admin office was working out. Manager Russell noted that the quality of service to the community has diminished since moving off site.

Director Gutierrez asked staff to provide a review and possibly revise the District's Open House Policy for home sales in the community.

2. Community entry area maintenance report.

Manager Russell reported that the Entry Project was approximately 95% complete with the repairs to the sprinkler system along the RR fenceline, some new planting and a small amount of pavement striping are all that remain. The upkeep on the guard building and entry gate woodwork is now set up on a two-month inspection schedule and pressure cleaning of the driveways on a four month schedule.

K. OLD BUSINESS

1. Discussion of repair plans storm drain no. 2 (next to 35121 Beach Road)

Manager Russell reported that the engineer will be able to commence with the hydrology work next week. The Water District was contracted to provide jetting (cleaning) and to run their video camera through the existing pipe for evaluation of existing condition which should be done next week as well. When these two items are completed, a plan for repairs can be developed and then a cost estimate can be prepared.

L. NEW BUSINESS

1. Presentation of competitive quote for District Liability Insurance.

The quote from LaBarre Oksnee Insurance has not been provided in time for the meeting.

