

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING # 571
AGENDA**

**Tuesday, June 28, 2011
REGULAR MEETING – 6:30 PM
OPEN TO THE PUBLIC
Palisades United Methodist Church
27002 Camino de Estrella, Capistrano Beach, CA**

THIS AGENDA CONTAINS A BRIEF GENERAL DESCRIPTION OF EACH ITEM TO BE CONSIDERED. **EXCEPT AS OTHERWISE PROVIDED BY LAW, NO ACTION WILL BE TAKEN ON ANY ITEM NOT APPEARING IN THE FOLLOWING AGENDA.** IF MEMBERS OF THE PUBLIC WISH TO ADDRESS THE BOARD REGARDING ANY ITEM CONTAINED IN THE FOLLOWING AGENDA THEY ARE ASKED TO PLEASE INFORM THE DISTRICT MANAGER OR THE CHAIRPERSON BY SUBMITTING A REQUEST FORM **PRIOR TO THE START OF THE MEETING.**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/SWEARING IN OF NEW DIRECTOR

David Wilson, property owner of 35667, has accepted the appointment of Director to replace outgoing Board member Robert Bancroft who resigned his position on May 16th, 2011. Manager Russell will administer the Oath of Office to Mr. Wilson at tonight's meeting.

D. PUBLIC COMMENTS

Members of the public may address the Board regarding any item not on the agenda provided that the subject matter is within the jurisdiction of the Board and that **NO ACTION WILL BE TAKEN ON OFF AGENDA ITEMS UNLESS OTHERWISE AUTHORIZED BY LAW.**

E. APPROVAL OF MINUTES

1. *Regular meeting #570 held on May 31, 2011.*

F. SECURITY ACTIVITY REPORT

1. [*One month period for May, 2011 \(Securitas\).*](#)
2. [*Review and acceptance of Securitas contract for next two years*](#)
3. [*Fourth of July safety program*](#)
4. [*Pedestrian gate at community entrance*](#)

Staff is requesting the pedestrian gate be left in the open position during daylight hours to encourage pedestrians and cyclists to enter/exit on the proper side of the driveway where the sidewalk is located.

G. FINANCIAL REPORT

1. The approved *Claims and Demands* documents are the record of payments made by the District for monthly bills, invoices for goods and services and employee payroll. The payment documents are referred to as payment *transmittals* and are always available for public review during Board meetings and at the District office during business hours.

2. [Report of monthly expenses and year to date status through May 31, 2011.](#)
3. [Collection of fees for services.](#)
4. [Discussion and approval of Draft Budget for year ending June 30, 2012. Budget items to discuss further before approval are as follows:](#)
 - liability insurance quote
 - administration office renovation costs
 - funding for proposed capital improvement projects

H. ADMINISTRATION OFFICE RELOCATION

1. *This will be discussed tonight under the previous agenda item G.4.*

I. COMMITTEE REPORTS

1. *LCP Committee*

The annual MHTL beach survey was completed on June 21st during the morning low tide.

2. *CBRA Activity Report*

There is no written report from the CBRA.

J. MANAGER’S REPORTS

1. [Review of manager’s PRIORITY list \(including POCHE water quality project\)](#)

K. OLD BUSINESS

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

L. NEW BUSINESS

1. [Discussion of District Open House policy for home sales.](#)

M. WRITTEN COMMUNICATIONS

1. *Letter from Jerry Southwick, 35735 Beach Road, regarding the District Admin Office, discussed under Agenda Items G.4.*

N. BOARD AND STAFF COMMENTS

Members of the Board of Directors and staff will be given an opportunity to comment on any item of concern for possible future consideration, make announcements or requests for information.

O. ADJOURNMENT

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 a copy of the foregoing agenda was posted at the District Administrative Building on Saturday, June 25th, 2011 at 5:00 PM

Donal S. Russell

June 25, 2011

Donal S. Russell, Manager
 Capistrano Bay Community Services District

Date