

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING # 573  
AGENDA**

**Tuesday, August 30, 2011**

**\*\*CLOSED SESSION – 5:30 PM**

**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/CLOSED SESSION REPORT OF ACTION**

The Board will meet in closed session to appraise the annual performance of the District Mgr.

***\*\*After roll call the Board President will report on any action taken during the closed session.***

**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 #571 held on June 28, 2011.*

**F. SECURITY ACTIVITY REPORT**

1. [\*Two month period for June/July, 2011 \(Securitas\).\*](#)

2. [\*Review of Securitas contract and additional security service proposals.\*](#)

Securitas has submitted a proposal to cover the next two service years. The Board had requested bids from other security companies for comparison. All to be reviewed and a possible selection made at tonight's meeting.

3. [\*Review of this past Fourth of July safety program\*](#)

To be discussed will be the activity from that day and the District Manager's assessment.

4. [\*Further discussion regarding the District Police Officer\*](#)

The Board acted at the previous meeting to unarm the police officer and have him continue working without his weapon. Of concern with many homeowners are three issues: (a) possibly losing the officer (b) a possible Brown Act violation (c) no advance notice to homeowners. *\*All*

written communications are included under this agenda item in the reports. Almost all the letters and emails discuss multiple agenda topics.

## **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 July 31, 2011.](#)

3. [Collection of fees for services.](#)

4. [Discussion and approval of Draft Budget for year ending July 31, 2011. Budget items to discuss further before approval are as follows:](#)

- consideration of security service proposals
- administration office costs
- proposals for providing a budget/community assets and infrastructure reserve study
- consideration of roadway slurry coating cost estimates
- cost estimates for repairs to storm drain no. 2 at 35121 Beach Road

## **H. ADMINISTRATION OFFICE RELOCATION**

1. [This is both a budget/financial topic \(see item G.4\) as well as a separate discussion item.](#)

*There are several homeowner letters addressing this topic. Letters are included in the agenda report under item F.4 since most of the letters and emails address several agenda discussion items.*

## **I. COMMITTEE REPORTS**

1. [LCP Committee](#)

The annual Mean High Tide Line (MHTL) beach survey was completed on June 21<sup>st</sup> during the morning low tide. A report will be provided regarding how the MHTL has changed due to this year's physical changes in the beach profile and how this could affect the public's access to all areas of the beach below the mean high tide line.

2. [CBRA Activity Report](#)

There is no written report from the CBRA.

3. [Ad Hoc Committee Report – Outside Management Company](#)

Report by ad hoc committee (David Wilson, Nadine Levinson, Director Steve Schwartz) regarding outside management company alternatives. *Again, several homeowner letters were submitted regarding this topic and are included in the agenda reports under item F.4.*

## **J. MANAGER'S REPORTS**

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

2. *Community entrance area landscape/lighting maintenance report*

3. *Status of RR safety enhancements and county beach landscaping improvements.*

4. *Review of Purchase Order procedures*

## **K. OLD BUSINESS**

1. *Board appointment of new Director to replace a current board vacancy*

Possible action to appoint a Director to fill the unexpired term of resigning Director Bob Bancroft (through December 2014).

## **L. NEW BUSINESS**

*1. Use of consultants by the District (Schwartz)*

Discussion requested by Director Schwartz regarding an approval process of the use of various consultants and who should be the contact point thereof (*No written report was submitted*).

**M. WRITTEN COMMUNICATIONS**

*1. Letters or emails from Sheila Bullock (Board communication, Brown Act, unarmed police officer), Al Gudel (Brown Act and outside mgmt), Jim Wilson (unarmed police officer, outside mgmt, admin office, timely minutes), Debbie Morgan (Board vacancy), Joe Dunn (admin office, outside mgmt, unarmed police officer), CHP Lt. Gary Teragawa (unarmed police officer), Alex Martinez (unarmed police officer, outside mgmt), Ted Rasmussen (unarmed police officer), Sandy Hoose (unarmed police officer, Board vacancy, admin office, outside mgmt), PETITION with 41 signatures (unarmed police officer), Bill Matthies (unarmed police officer), David Alban (unarmed police officer, outside mgmt), Connie Waldron (lack of community notification, outside mgmt).*

**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 Friday, August 26th, 2011 at 5:00 PM

Donal S. Russell  
Donal S. Russell, Manager  
Capistrano Bay Community Services District

August 26, 2011  
Date