

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING # 574
AGENDA**

**Tuesday, September 27, 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

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 #573 held on August 30, 2011.

F. SECURITY ACTIVITY REPORT

1. One month period for August, 2011 (Securitas).

2. Further discussion regarding the District Police Officer carrying a sidearm.

There is no resolution to this issue yet. Directors Schwartz and Levinson have submitted an argument in opposition to the sidearm. The Board agreed to present written arguments to the community that represented both views. To date, a report in support of the sidearm has not been prepared.

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 August 31, 2011.

3. Collection of fees for services.

4. Review of vendor insurance and purchase order tracking form.

5. *Discussion regarding the preparation of a Reserve Study.*

A single proposal has been received in the amount of \$4180.00. At the August meeting the Board approved an amount not-to-exceed \$2000.00 authorizing the Manager to hire a firm to provide this service. To date, four firms have been contacted with only the single proposal submitted.

H. ADMINISTRATION OFFICE RELOCATION

The Manager was directed, at the August meeting, to hire JT Consulting Engineers (John Tran) to proceed with drawings to submit to OCTA. In the engineer’s proposal is the requirement for the payment of a retainer in the amount of \$4000 to begin work. To date the retainer has not been paid and the engineer has not been hired.

I. COMMITTEE REPORTS

1. *LCP Committee*

The Committee has been called back into service to review the details of a notice of violation of the Coastal Act that was recently received by the District. The issue has to do with public access to the beach and will be discussed at the Committee meeting set for Monday, September 26th. A verbal report will be provided at the Board meeting.

2. *CBRA Activity Report*

There is no written report from the CBRA.

3. *Ad Hoc Committee Report – Outside Management Company*

The Committee met on Friday, September 16th with a property management company and discussed management-support options and alternatives.

J. MANAGER’S REPORTS

1. *Review of manager’s PRIORITY list (including POCHE water quality project)*

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

K. OLD BUSINESS

L. NEW BUSINESS

M. WRITTEN COMMUNICATIONS

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, September 23rd, 2011 at 5:00 PM

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

September 23, 2011
Date