

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING # 577
AGENDA**

**Tuesday, January 31st, 2012
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.**

Clarification:

Action Item – This means the Board must approve an item by motion and a majority vote

Discussion Item – This means no Board approval is required

Receive and File – No discussion is necessary unless there is a question about the item

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

1. Directors signatures are required on the new bank signature card to be completed tonight.

All Board members must sign on a new bank signature card and provide two forms of ID.

2. Election of new Board officers for 2012

It is customary for the Capistrano Bay District Board to elect a new Board President and Vice President at the first meeting of the new calendar year. This is not a lawful requirement nor is it required of any code or District regulation, this is only a customary practice of this District and the Board may also elect to not make any changes. (*action item*)

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 #576 held on December 12, 2011. (action item)

F. SECURITY ACTIVITY REPORT

1. Introduction of Nicole McDargh, new area Vice President for Securitas

2. One month period for December, 2011 (Securitas). (discussion item)

3. Review of proposed vehicle traffic interruption to accommodate triathlon race in September

The City is proposing to host an international triathlon competition that would impact traffic in and out of Beach Road on Sunday, Sept. 23rd, and is looking for community approval to be permitted to delay Beach Road traffic intermittently at the RR grade crossing. *(action item)*

4. *Review of proposal for Automated External Defibrillator (AED) Program (action item)*
5. *Review of proposals for security cameras at community entrance. (action item)*
6. *Review of proposal for an alternate vehicle sensor in the community exit lane. (action item)*

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. *(unless someone has a question on a particular payment, this is a receive and file item, no discussion necessary)*
2. *Report of monthly expenses and year to date status through December 31, 2011. (discussion)*
3. *Collection of fees for services. (discussion item)*
4. *Review of draft reserve study from Foresight Financial Company. (discussion/action item)*
5. *Review of proposal for new liability insurance policy (discussion item)*

H. ADMINISTRATION OFFICE RETURN TO BEACH ROAD *(discussion item)*

1. JT Consulting Engineers was officially hired and their services commenced on about October 5th. A concept layout showing the office and the new handicap restroom was produced on October 19th. The engineer was given the go-ahead in early December to produce drawings and get moving on the Coastal Development Permit process.

I. COMMITTEE REPORTS

1. LCP Committee

There has been no further response from the Coastal Commission to the District's letter of reply regarding the allegation back in August that the District violated the Coastal Act in asking a member of the public to move from the beach.

2. CBRA Activity Report

CBRA President Sheila Bullock will provide a verbal report.

3. Ad Hoc Committee Report –Management Support Alternatives (discussion item)

The Committee will submit minutes of its meeting on January 21st. The District received written communications (emails) from the following property owners requesting a copy of the Committee's recommendations to the Board:

Harvey Saarloos, Jim Wilson, Gail Becker, Joe Dunn, Jim Zerboni and Tim Pennington. These were responded to by the District Manager explaining that the Committee has not yet completed its study and has not submitted any final recommendations to the Board.

J. MANAGER'S REPORTS

1. Review of manager's PRIORITY list (discussion/direction)

2. Community entrance area landscape and lighting maintenance report (action item)

Proposal by an independent nursery consultant for misc. minor landscape improvements.

3. Progress on Storm Drain No. 2 improvement project (discussion item)

Peter & Associates Engineers was retained by the District to design improvements to storm drain no. 2 at 35121 Beach Road and to process the required Coastal Development Permit through the City of Dana Point.

K. OLD BUSINESS (discussion items)

1. *Review of City's progress with establishing a Quiet Zone at the Beach Road RR crossing.*
2. *Report/discussion regarding unpaid subcontractors from the Entry Improvement Project.*

L. NEW BUSINESS

There is no new business this month.

M. WRITTEN COMMUNICATIONS

The District received communication in email form from several property owners regarding Ad Hoc Committee progress that was reported above under item I.3.

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, January 27th, 2011 at 5:00 PM.

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

January 27, 2011
Date