

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING # 578
AGENDA**

**Tuesday, February 28th, 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. *Resignation of Director Dave Gutierrez (receive and file)*

Director Gutierrez submitted his written resignation from the Board on February 17th, 2012.

2. *Possible appointment of replacement Director. (action item)*

Property owner Jim Zerboni was one of the four volunteers in January who stepped up to fill the three vacancies. At that meeting Mr. Zerboni offered to withdraw since there were enough volunteers already. Upon being made aware of this new vacancy he has agreed to accept.

3. *Election of new Board President for 2012 (action item)*

Resigning Director Gutierrez had been elected as the new Board President for this year at the January meeting. Given his resignation the Board must now elect a new President.

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 #577 held on January 31st, 2012. (action item)*

F. SECURITY ACTIVITY REPORT

1. *[One month period for January, 2012 \(Securitas\)](#). (discussion item)*

2. *Dashboard video camera for the patrol vehicle. (discussion and possible action)*

There is no written report. Securitas may bring something for discussion.

3. [Proposed password policy for homeowner call-in identification](#) *(discussion item)*

Discussion to implement an existing security feature of the *dwellingLIVE* gate computer system whereby homeowners calling in guests and service people would be required to provide a password for positive ID to the gate attendant.

G. FINANCIAL REPORT

1. *Claims and Demands (receive and file)*

These are the record of payments made by the District for monthly bills, invoices for goods and services and employee payroll. The payment documents, including invoices and receipts, 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 January 31, 2012.](#) *(discussion)*

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

4. *Review of proposal for new liability insurance policy (discussion item)*

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

1. JT Consulting Engineers will be submitting the Coastal Development Permit (CDP) application to the City this week to launch this step of the entitlement process. Drawings required for submittal of the CDP were produced and submitted to the District on February 22nd.

I. COMMITTEE REPORTS

1. *LCP Committee*

There is no report for tonight's meeting.

2. *CBRA Activity Report*

CBRA President Sheila Bullock may provide a verbal report.

3. [Ad Hoc Committee Report –Management Support Alternatives](#) *(discussion item)*

The Committee will be submitting their summary of findings and recommendation 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)*

Progress report on efforts by property owner group to specify more climate-appropriate plants for the entrance area.

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. The CDP application is currently waiting for the preliminary title report before it can be submitted to the City to launch the entitlement process.

K. OLD BUSINESS

There is no old business.

L. NEW BUSINESS

1. Approval of agenda items for next month (discussion and direction)

This is an opportunity, while all the Board members are present at the same time, to decide the content of the next Board meeting. This process will provide the Manager at least a week headstart on preparation for the next meeting.

M. WRITTEN COMMUNICATIONS

There were no written communications this month.

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, February 24th, 2012 at 5:00 PM.

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

February 24, 2012
Date