

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING # 579
AGENDA**

**Tuesday, April 3rd, 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

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 #578 held on February 28, 2012. (action item)*

F. SECURITY ACTIVITY REPORT

1. *One month period for February, 2012 (Securitas). (discussion item)*

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

The Board requested information of Securitas for establishing a policy and quoting a price for installing a stationary *in-dash* video camera inside the security vehicle.

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

Discussion continued from the previous month to implement a 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 caller ID to the gate attendant.

4. *Dana Point News delivered to all driveways (Masto)*

This publication was only to be delivered to homes that have requested it.

5. *Exit gates left open during busy hours* (Masto)

Discussion to consider leaving the exit gates open during busy traffic hours

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 February 29, 2012. (discussion)*

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

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

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

1. *Submittal of Coastal Development Permit application by JT Consulting Engineers.*

I. COMMITTEE REPORTS

1. *LCP Committee*

No report on this item

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 submitted their full report of findings to the Board at the February meeting. Tonight will be an opportunity for further discussion/comment/questions by homeowners and Directors. The next opportunity after this will be the CBRA Community meeting on April 14th.

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 and review/approval of Bemus Landscaping proposal.

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 for this project was submitted to the City on Monday, March 12th.

K. OLD BUSINESS

There is no old business.

L. NEW BUSINESS

1. *Discussion to reduce the length of the approved minutes (discussion and direction)*

President Masto has requested this item to discuss reducing the length of the board meeting minutes from the current 9-11 pages down to about 4-5 pages. Also for discussion is a consideration to discontinue the practice of audio-recording the Board meetings.

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, March 30th, 2012 at 5:00 PM.

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

 March 26, 2012
Date