

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING # 580  
AGENDA**

**Tuesday, April 24th, 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/OATH OF OFFICE**

Homeowner Jim Zerboni will receive the Oath of Office and be sworn-in as a new member of the Board of Directors tonight. Director Zerboni will assume the remaining three years of the term of outgoing Director Gutierrez, effective through December 2014.

**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 #579 held on April 3rd, 2012. (action item)*

**F. SECURITY ACTIVITY REPORT**

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

**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 March 31, 2012.](#) (discussion)*

3. [Collection of fees for services.](#) *(discussion item)*
4. [Review of proposals for new District liability insurance policy](#) *(discussion/possible action item)*

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

The Coastal Development Permit application has been submitted to the City and is currently in the plan check and public review process.

##### **1. Consideration of the quote for the handicap-accessible restroom building.**

The City is requiring the addition of a handicap-accessible restroom facility to accompany the proposed return of the administrative office. The District will be allowed to re-use the original administrative office but will have to purchase a new restroom structure.

#### **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 – Contracted Management Support Services** *(discussion/possible action item)*

The Board will be making its decision tonight regarding the recommendation by the Committee to contract with Webb Community Management Company for District management support services. Tonight will be the fourth and final public meeting and opportunity for homeowners to comment and ask questions on this item. *\*Any Board action to approve the Committee's recommendation will have to be contingent upon the final legal review/approval of the proposed contract. The draft contract has been initially reviewed by the District's attorney and is now back with Webb for consideration of the proposed contract revisions.*

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

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

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

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

The Coastal Development Permit application has been submitted to the City and is currently in the plan check and public review process.

#### **K. OLD BUSINESS**

There is no old business.

#### **L. NEW BUSINESS**

There is no new business.

#### **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, April 20th, 2012 at 5:00 PM.

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

*April 20, 2012*  
Date