

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING # 581**

**AGENDA**

**Tuesday, May 29th, 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 /CLOSED SESSION REPORT OF ACTION**

1. *The Board met in closed session on Wednesday, May 9<sup>th</sup> to discuss legal matters relating to the Community Entry Improvement Project. Any action taken during closed session must be reported at tonight's meeting.*

**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 #580 held on April 24th, 2012. (action item)*

**F. SECURITY ACTIVITY REPORT**

1. *[One month period for April, 2012 \(Securitas\).](#) (discussion item)*
2. *Introduction of new Securitas Branch Manager Terri Valentine.*
3. *[Review of Securitas annual service contract renewal.](#)*
4. *[Discussion of annual Fourth of July Community Safety Program](#)*
5. *Discussion regarding a summer uniform style for security officers (Masto)*

**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 April 30, 2012.](#) (discussion)
3. [Collection of fees for services.](#) (discussion item)
4. *Review of Draft Budget for upcoming fiscal year.* (discussion)

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

The Coastal Development Permit application has been rejected by the City after receiving written protests from two Beach Road property owners. The Board will be discussing alternative solutions.

#### **I. COMMITTEE REPORTS**

##### *1. LCP Committee*

The annual Mean High Tide Line survey is performed each year near the summer solstice. This year the ideal tide-window is Mon-Tues-Wed, June 11-12-13. The survey crew will be on our beach one of these three days to conduct the survey.

##### *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)

At the previous meeting, the Board postponed the decision to hire Webb Community Management to provide time to review the contract and to get additional information regarding some administrative task items in their proposal that are excluded from the base contract price. These are items that are considered one-time tasks such as developing a Directors' handbook, updating the District Operations Manual, digitizing the District's back files, etc. The Board has reviewed the contract and the summary of these "At Billed Cost" items in the Webb proposal and could make a decision at tonight's meeting.

#### **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. Staff should have it approved in 3 weeks then it goes to the Planning Commission for approval. As long as there are no protests, etc. then it gets approved by the City Council. After Council approval we can then submit for building permits with the Building Department. Given the upcoming rental season, the actual construction will have to wait until the end of the summer rental season in September.

#### **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, May 25th, 2012 at 5:00 PM.

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

*May 25, 2012*  
Date