

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING # 582  
AGENDA**

**Tuesday, June 26th, 2012**

**CLOSED SESSION 6:00 PM**

**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*

**CLOSED SESSION**

**Pursuant to California Government Code Section 54957, “PUBLIC EMPLOYEE PERFORMANCE EVALUATION,” the board is required to meet in closed session to conduct the annual review of the District Manager.**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL /CLOSED SESSION REPORT OF ACTION**

*1. Any action taken in the closed session must be reported in the open meeting. (discussion 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 #581 held on May 29th, 2012. (action item)*

**F. SECURITY ACTIVITY REPORT**

*1. One month period for May, 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 May 31, 2012.](#) (discussion)*

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

### *4. Approval of Draft Budget for upcoming fiscal year. (discussion/action)*

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

The Coastal Development Permit application has been rejected by the City after receiving written protests from two Beach Road property owners. The Board has not reached any decision yet regarding an alternative to this unexpected turn of events.

## **I. COMMITTEE REPORTS**

### *1. LCP Committee*

The annual Mean High Tide Line survey was performed on Tuesday, June 12<sup>th</sup>. The survey report will be completed and submitted to the District in July.

### *2. CBRA Activity Report*

CBRA President Sheila Bullock may provide a verbal report.

### *3. Ad Hoc Committee – Contracted Management Support Services (discussion)*

Webb Community Management Inc. was officially hired on June 13, 2012. Their first activity for the District encompasses an effort to assist the District Manager in preparing and digitizing the District's paper files. Work on this project commenced on June 20 and could possibly be completed by the end of July (we are devoting 3-4 hours twice each week).

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

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

### *2. [Community entrance area landscape and lighting maintenance report](#) (discussion)*

## **K. OLD BUSINESS**

There is no old business.

## **L. NEW BUSINESS**

### *1. [Discussion regarding the proposed relocation of the SONGS siren pole at 35461 Beach Road.](#)*

The RR parking area at this location was developed several years after the siren pole was installed by SDGE. As a result, the siren pole is in the middle of the parking and the new owner wants to move it over about 10 feet and is asking the District for permission. (discussion/direction)

## **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, June 22nd, 2012 at 5:00 PM.

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

June 22, 2012  
Date