

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING # 587
AGENDA**

**Tuesday, December 4, 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. Approval of minutes of meeting #585 of October 2, 2012. (action item)

2. Approval of minutes of meeting #586 of October 30, 2012 (action item)

F. SECURITY ACTIVITY REPORT

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

G. FINANCIAL REPORT

1. Monthly Payment Claims (receive and file)

These are the record of payments made by the District for monthly bills, invoices for goods and services and employee payroll 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 October 31, 2012. (discussion)

H. ADMINISTRATION OFFICE RETURN TO BEACH ROAD (discussion)

1. *There have been no promising developments on the admin office return to Beach Road.*
The District Manager continues to occupy a rented office in the Doheny Village area.

I. COMMITTEE REPORTS

1. *CBRA Activity Report*

No report has been submitted by CBRA.

J. MANAGER’S REPORTS

1. *Webb Community Management* (discussion)

2. *Mgr’s Priority List* (discussion/possible action)

3. *Resolution approving a new Conflict of Interest Code for Directors and the Manager* (action)

Resolution No. 12-04-12, “A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAPISTRANO BAY COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE WHICH SUPERSEDES ALL PRIOR CONFLICT OF INTEREST CODES AND AMENDMENTS PREVIOUSLY ADOPTED.”

K. OLD BUSINESS

There is no old business.

L. NEW BUSINESS (discussion and possible action)

1. *Request by Bemus Landscaping for an increase in their monthly service contract.*

2. *Possible increase in the annual PLF contribution by the District.*

President Masto is recommending an increase from \$2500 per year to \$5000.

M. WRITTEN COMMUNICATIONS (discussion)

1. *The Board received a letter from Beach Road resident Sandy Hoose regarding his concerns over the Short Term Vacation Rental issue currently before the City of Dana Point.*

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

Donal S. Russell

November 30, 2012

Donal S. Russell, Manager
Capistrano Bay Community Services District

Date