

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING # 593  
AGENDA**

**Tuesday, June 25th, 2013**

**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 – 6:00 PM**

**Manager’s Annual Performance Evaluation**

Pursuant to Government Code Section 54957 ‘PUBLIC EMPLOYEE PERFORMANCE EVALUATION’, the Board shall meet in closed session to discuss confidential personnel matters, but must report any action taken in the next scheduled open session.

**CONVENE OPEN SESSION – 6:30 PM**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

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

The Board must report any action taken in the closed 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. *Approval of minutes of meeting #592 of May 28th, 2013. (action item)*

## **F. SECURITY ACTIVITY REPORT**

1. *One month period for May, 2013 (Securitas). (discussion item)*
2. *License Plate Capture CCTV System (discussion and possible action)*

For discussion and possible approval is a CCTV system at the guard building to record vehicle license plates, as requested at the last meeting (see agenda report).

## **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 May 31, 2013. (discussion)*
3. *Draft Budget for upcoming Fiscal Year Ending June 2014 (discussion and action)*

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

The admin. office has been returned to the Community under the temporary construction permit that was issued for the storm drain improvement project at Drain No. 2 – 35121 Beach Road. The District has submitted both a Zone Change application and a Coastal Development Permit application as per the request of the Dana Point City Planning Department. The office will be permitted to remain in its present location while the applications are being processed.

## **I. COMMITTEE REPORTS**

1. *CBRA Activity Report*

No report has been submitted by CBRA.

## **J. MANAGER'S REPORTS and OLD BUSINESS**

1. *Storm Drain No. 2 (discussion and possible action)*

Reconstruction of this existing storm drain structure began on April 8th. Remaining work involves the removal of an old existing concrete collar joint out on the beach (see agenda report).

2. *Pavement Maintenance Project/Slurry Sealcoating (discussion)*

This project had to be postponed to September due to the inclement weather in early June.

3. *Guard Shack interior remodel progress (discussion)*

A contractor has been selected and cabinets are currently being built in their shop. On-site work is scheduled to begin on about June 26th.

4. *Further discussion: Parking issue at 35283 Beach Road/Ernest Klein (discussion)*

Mr. Klein has submitted plans to the City and was issued a permit on about June 12th (see agenda report).

5. *Webb Community Management monthly report (discussion)*

6. *Mgr's Priority List (discussion/possible action)*

## **K. NEW BUSINESS (discussion and possible action)**

There is no new business this month

## **L. WRITTEN COMMUNICATIONS (discussion)**

There were no written communications during the month of May or June.

**M. 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.

**N. 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 21st, 2013 at 12:00 PM.

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

June 21, 2013  
Date