

REGULAR MEETING #593
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
Tuesday, June 25, 2013
REGULAR MEETING: 6:30 p.m.
OPEN TO THE PUBLIC
Location: Palisades United Methodist Church
27002 Camino de Estrella, Capistrano Beach, CA

A. CALL TO ORDER

Board President Ambrose Masto called the Meeting to order at 6:48 p.m.

B. PLEDGE OF ALLEGIANCE

Board President Masto led attendees in the Pledge of Allegiance.

C. ROLL CALL and CLOSED SESSION

Directors Present: Breeding, Haack, Masto, Zerboni

Directors Absent: Muller

Staff: District Manager Russell

Agents: Authorized Agent Pico, Webb Community Management, Inc.

Contractors: Securitas, Branch Manager Keirouz

The Board met in closed session from 6:00 p.m. to 6:40 p.m. with District Manager Russell for the District Manager's Annual Performance Evaluation. There was no action to report.

D. PUBLIC COMMENTS

There were no public comments.

E. APPROVAL OF MINUTES

1. *Approval of Minutes of May 28, 2013, Meeting # 592*

Board President Masto summarized the May 28, 2013 Meeting #592 Minutes. A motion was made by Director Haack and seconded by Director Zerboni to approve the Minutes of this Meeting. The motion passed with a vote of 4-0-0. (Muller absent).

F. SECURITAS ACTIVITY REPORT

1. *One Month Period for May 2013 (Securitas)*

Securitas Branch Manager Joe Keirouz briefly reviewed the process security uses to handle the increase in traffic flow now that the summer season is here. Two (2) additional guards will be assigned for the 4th of July weekend to support the anticipated overflow of visitors, answer phones and to keep the intersection clear. He also suggested that the portable radar trailer be placed back on the road as a deterrent to speeding. Director Breeding recommended that two (2) units be placed out on the road and Securitas agreed to pay for the rental cost of the additional unit. Director Zerboni requested that Children at Play signs should be posted as an additional visual reminder to reduce speed on the road. The Board directed Securitas to purchase four (4) Kid

Alert-Visual Warning stands which resemble a child-like figure with a red ball cap that holds a red warning flag to remind drivers to reduce their speed. Securitas will be responsible to strategically place the warning stands throughout the community each day and to pick them up at the end of the day.

2. *License Plate Capture CCTV System*

The Directors discussed briefly the merits of installing a CCTV system to capture all vehicle license plates that offers additional security for the community, with the following action taken:

MOTION – Upon a motion duly made by Director Zerboni and seconded by Director Breeding the Board approved the purchase of a CCTV System for \$1,762.00 plus tax. Total cost including installation not to exceed \$2,500.00. The motion passed with a vote of 4-0-0 (Muller absent).

G. FINACIAL REPORT

1. *Monthly Payment Claims*

The Board reviewed the Monthly Payment Claims. There was no additional action taken by the Board.

Note: Director Masto stated that he is concerned with all the additional charges from Bemus Landscaping and wants to review billing more closely.

2. *Report of Monthly Expenses and Year-to-Date Status Through May 31, 2013*

The Board reviewed the monthly expenses and year-to-date status report for the periods ending May 31, 2013. There was no additional action taken by the Board.

3. *Draft Budget for Upcoming Fiscal Year Ending June 2014*

The Board briefly discussed the upcoming budget for the fiscal year ending 2014, with the following action taken:

MOTION – Upon a motion duly made by Director Breeding and seconded by Director Zerboni, the Board approved the Draft Budget for the fiscal year ending June 30, 2014 in the amount of \$991,040.00 subject to corrections regarding salary adjustments for District Manager Russell and the additional expense of \$3,900.00 for the repairs to storm drain #2 from Peter Drilling. The motion passed with a vote of 4-0-0 (Muller absent).

H. ADMINSTRATION OFFICE RETURN TO BEACH ROAD

The administration office has returned to the community under the temporary Construction permit for the storm drain improvement project at Drain No. 2 – 35121.

The Directors discussed the various options available to the District to keep the office at its current location permanently. The Board directed District Manager Russell to pursue obtaining a zonal permit on behalf of the Railroad as the easiest alternative and to exhaust those efforts before involving the City of Dana Point or the Coastal Commission.

I. COMMITTEE REPORTS

1. *CBRA Activity Report*

No report was submitted by CBRA.

J. MANAGER'S REPORT and OLD BUSINESS

1. *Storm Drain No. 2*

Reconstruction of the existing storm drain structure has been completed, except for the removal of an old concrete collar joint that became exposed due to recent tidal action on the beach.

MOTION – Upon a motion duly made by Director Haack and seconded by Director Breeding the Board approved the additional cost of \$3,900.00 to remove and repair the concrete collar joint on storm drain #2 from Peter Drilling & Contracting. The motion passed with a vote of 4-0-0 (Muller absent).

2. *Pavement Maintenance Project/Slurry Sealcoating*

The Slurry Sealcoating project has been postponed until September due to the inclement weather in June. Director Breeding has requested from District Manager Russell a specific start date for the project in September.

3. *Guard Shack Interior Remodeling Progress*

The remodeling project scheduled to begin at the end of June has been postponed until the week of July 8, 2013. The project will take approximately eight (8) staggered days to complete in order to ensure minimum impact on the guards. During the construction a portable restroom facility will be placed along the driveway just to the south of the guard building as the existing bathroom will be inaccessible and unusable.

4. *Further Discussion: Parking at 35283 Beach Road (Klein)*

The Directors briefly discussed the building permit issued to Mr. Klein by the City and the concerns raised by District Manager Russell that the project plans do not specifically state the overall purpose of the project. Mgr. Russell was directed to contact Mr. Klein by letter and obtain start/completion dates for the project.

5. *Webb Community Management Monthly Report*

Craig Pico provided a detailed written Report to the Board regarding the activities during the previous month. The Board was provided the new Board of Directors Handbook and a draft New Owner/Resident Letter and Handbook for their review and comments.

6. *Manager's Priority List*

The District Manager briefly went over the main items that he is currently working on. No further action was taken.

K. NEW BUSINESS

Director Masto recommended that the District begin tracking costs that are directly related to rental expenses. Manager Russell pointed out that he has already initiated a vehicle count

program for all renter-related vehicles passing through the gates. No further action was taken.

L. WRITTEN COMMUNICATION

There was no additional written communication presented to the Board.

M. BOARD AND STAFF COMMENTS

No additional comments were presented to the Board.

N. ADJOURNMENT

The Meeting was officially adjourned at 8:55 p.m.

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 this is an *APPROVED* copy of the Minutes of meeting #593 held on June 25th, 2013.

_____Donal S. Russell_____
DONAL S. RUSSELL, Manager

July 30, 2013
DATE