

**CAPISTRANO BAY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING # 598  
AGENDA**

**Tuesday, January 28, 2014  
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  
(board member name) – Indicates director who is advocating 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 #597 of December 10th, 2013. (action item)*

**F. SECURITY ACTIVITY REPORT (all discussion items)**

1. *One month period for December, 2013 (Securitas).*
2. *Review of policy regarding District use of railroad parking areas (Zerboni).*
3. *Follow up on Assembly Bill 1102 regarding fire pits (Masto).*
4. *Magnetic bar for patrol vehicle (Breeding)*
5. *Speed bump and stop sign at service/guest entrance driveway*

**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 December 31, 2013. (discussion)*
3. *Review of draft Financial Audit for fiscal year ending June 30, 2013*
4. *Reminder to Directors to file the Conflict of Interest Form 700 and Ethics Training (discussion)*
5. *Final review and approval of draft resolution establishing reserve bank accounts. (action item)*

**H. DISTRICT ADMINISTRATION OFFICE/PERMITS** (discussion)

The City is considering the impact of recent complaints from a homeowner and may require the office to be relocated in the District’s Northgate maintenance yard.

**I. COMMITTEE REPORTS**

1. *CBRA Activity Report*

No report has been submitted by CBRA.

**J. MANAGER’S REPORTS and OLD BUSINESS**

1. *Closure of proposed filming of NBC TV home improvement show on Beach Road.*
2. *Update on re-bid of District landscape maintenance monthly service contract (Masto)*
3. *Webb Community Management monthly report (discussion)*
4. *Railroad safety fence – requirement by OCTA to reposition fence further away from tracks.*
5. *Mgr’s Priority List (discussion/possible action)*

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

1. *Announcement of Directors’ terms expiring in December.*
  - Director Haack
  - Director Breeding
  - Director Zerboni

**L. WRITTEN COMMUNICATIONS** (discussion)

*There were no written communications*

**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, January 24th at 5:00 PM.

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

January 24, 2014  
 Date