

**REGULAR MEETING #607**  
**CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS**  
**MINUTES**  
**Tuesday, December 16, 2014**  
**REGULAR MEETING: 6:30 pm**  
***OPEN TO THE PUBLIC***  
**Location: Palisades United Methodist Church**  
**27002 Camino de Estrella, Capistrano Beach, CA**

**A. CALL TO ORDER**

Board President Masto called the Meeting to order at 6:30 p.m.

**B. PLEDGE OF ALLEGIANCE**

Board President Masto led attendees in the Pledge of Allegiance.

**C. ROLL CALL**

Directors Present: Breeding, Haack, Masto & Muller  
Directors Absent: Clark  
Staff: District Manager Russell  
Agents: Authorized Agent Morris, Webb Community Management, Inc.  
Contractors Present: Securitas, Branch Manager Keirouz

**D. PUBLIC COMMENTS**

No public comments.

**E. APPROVAL OF MINUTES**

*1. Approval of #606 Meeting Minutes from October 28, 2014*

Board President Masto summarized the October 28, 2014 #606 Meeting Minutes.

**MOTION** - A motion was made by Director Haack and seconded by Director Breeding to approve the Minutes of Meeting #606. The motion was passed by a vote of 4-0-1 (Director Clark was absent)

**F. SECURITAS ACTIVITY REPORT**

*1. Two Month Period for October & November 2014 (Securitas)*

Branch Manager Keirouz reported to the Board that there were no new major incidents to report. All has been quiet on the road.

**ACTION** - Board President Masto reminded Mr. Keirouz that the security guards need to remember to pick up old newspapers that are lying on driveways that have been there more than a few days. Also, to pick up any loose trash after trash pick-up day on Monday's to keep the road looking nice.

**G. FINACIAL REPORT**

*1. Monthly Payment Claims*

The Board reviewed the Monthly Payment Claims with no action taken.

*2. Report of Monthly Expenses and Year-to-Date Status through October 31, 2014*

Board President Masto commented on the following:

- How were the Christmas bonuses figured and dispersed? District Manager Russell explained the procedure to the Board.
- Does the District get reimbursed for "bad" transponders? District Manager Russell explained that the District would be receiving 100 replacement transponders free of charge.

- Christmas lighting: Board President Masto indicated that he felt the cost of Christmas lighting was a little high. District Manager Russell assured the Board that this was a competitive rate for installing and maintaining holiday lights. In District Manager Russell's opinion, less expensive company may mean the quality of lighting may go down.
- Update on the purchasing of doggie bags: doggie bags will now be purchased thru a company on Amazon and shipped free.
- Fire Bowl Repair: The Fire Bowl was found not working last month and was serviced. The plumber found nothing to be wrong with it, but a service fee was incurred for the plumber's site visit.
- Financial Reports: Director Muller reviewed the financial reports and indicated that all were in order.
- Sunwest Bank Account: Authorized Agent Morris gave an update on the opening of the Sunwest Money Market Account. It was opened November 26, 2014 with a transfer of \$84,630.00 from the Sunwest Checking Account into the Sunwest Money Market Account.

#### **H. DISTRICT ADMINISTRATION OFFICE**

##### *1. Moving the District Office*

No new progress to report. City offices will be closed for Christmas and New Year's, so this item will carry over into January. In the interim, Director Breeding is requesting a teleconference for the first part of next week with the lawyer, Sherman Stacey, to discuss Mr. Stacey's progress on this subject.

#### **I. COMMITTEE REPORTS**

##### *1. CBRA Activity Report*

No Report given.

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

##### *1. Webb Community Management, Inc. Monthly Report*

###### **A. Financial Statements for the month of October 2014**

**Progress:** October Financials were completed and emailed to the Board on November 21, 2014.

###### **B. FYE June 30, 2014 documents have been sent to Scott Manno at RAMS, the District Auditor for Capistrano Bay District on October 24, 2014.**

**Progress:** Annual Audit to be completed mid-January 2015.

###### **C. Financial Statements for the month of November 2014**

**Progress:** November Financials are to be completed and emailed to the Board by December 18, 2014.

##### *2. Steam Cleaning Trash Barrels and Exit Driveway Black Tire Tracking*

###### Steam Cleaning Trash Barrels

The trash barrel cleaning program will get underway on Monday, December 29, 2014. With the number of barrels in the community, it will take two consecutive Mondays to clean all of the black trash barrels.

###### Removal of Black Tire Tracking on Exit Driveway

A large test section was cleaned to determine how long the test area would remain clean. Within two days, the black tracking began to reappear and after one week the test area was back to its dirty and darkened condition again. The District's pavement consultant, LaBelle Marvin Engineering, was contacted for advice on a possible sealcoating alternative that would tend to be less likely to track. The engineer has not come up with a solution yet.

**ACTION** – District Manager Russell will be investigating the possibility of seal coating the concrete tile with a clear coat sealer.

3. *Completion Report on Recent Storm Drain Repairs*

The repairs are complete and was \$6940.00. The original bid was \$9,389.00, but was re-negotiated down to a time and material pricing agreement which left \$2,449.00 unspent. It was suggested that the District could use some of this savings for the following:

Currently, there are problems developing with Drain No. 12 at 35595 Beach Road. While the work was completed to the District's specifications, it now looks like this drainpipe is filling up with beach rocks much too quickly and the District may want to install a steel plate barrier at the open end of the drain pipe that will block rocks from being washed into the exposed drain pipe.

Director Breeding is recommending that a 10' to 20' extension be placed onto the storm drain in front of 35195 Beach Road due to the fact that the existing storm drain opening is being covered by sand and rocks, which potentially could block the water from exiting the drain properly.

**ACTION** – District Manager Russell has been given permission by the Board to place a 10' to 20' extension onto the storm drain in front of 35195 Beach Road, pursuant to the Engineer's advice and to estimate the cost for the steel plate rock barrier for Drain No. 12.

4. *Community Fiber Optics Project: Cox Communications Option*

Cox Communications was not able to bring their team together in time to meet with the Board for this meeting. However, they have been scheduled and confirmed for the January 27, 2015 Meeting.

In the interim, Cox has researched the maps of the local area and determined that there is an existing fiber optic connection point nearby, called a NODE, which could be used for future fiber optics in our community.

5. *Manager's Priority List*

A. Update the Security Post Orders

**Progress:** Ongoing, as the need for revisions arise

B. Work on cleaning out the District storage unit and creating onsite storage in the north gate yard

**Progress:** This item is on hold until the administration office relocation is finalized

C. Continue monitoring progress by the County on the Poche water quality control program

**Progress:** Nothing new to report as of September 26, 2014

D. Try to find a more cost-effective painter for re-oiling the woodwork on the guard building and gates

**Progress:** So far no suitable/willing painter has been identified

E. Repair of corroded and damaged drain pipe at drain #14 at 35691 Beach Road

**Progress:** Work commenced the week of October 20, 2014

F. Bids for a community-wide CCTV system for security monitoring purposes

**Progress:** This item may be incorporated into the eventual fiber optic service installation

G. Follow up with Greenfield Communications regarding the possibility of fiber optic cable and undergrounding utilities

**Progress:** Consideration of Greenfield Communications is on hold while waiting to meet with COX Communications January 27, 2015

H. Contact the Boy Scouts organization regarding the annual or semi-annual beach trash pick-up days

**Progress:** The District may be able to revisit this item in the Spring after winter weather settles down

**K. NEW BUSINESS**

1. *Submittal of Trash Enclosure Improvements for Ernest Klein at 35283 Beach Road*

Homeowner Ernest Klein has submitted details for modifications to his existing trash enclosure. The Board unanimously approved the trash enclosure per Mr. Klein's plans.

2. *Possible Removal of the Small Landscape Planter Island*

There was a lengthy discussion concerning the possible removal of the landscape planter that is located just past the Guard Building along the fence side. It was suggested that the curb which juts out from the planter could be a hazard to vehicle tires and the palm trees have the potential to hide pedestrians from the view of the incoming vehicles.

**ACTION** – District Manager Russell will obtain pricing for the removal of 12” to 18” of the planter corner that juts out into the roadway.

3. *Possible Hiring of a Part Time District Employee for Various “Handyman” Maintenance Work*

Board President Masto discussed the possibility of having the District hire a part time handyman to do odd jobs within the District like oiling the entry gates, bug spraying, painting, digging out storm drains, etc. The job wage would be hourly with some tasks performed as ‘piece work’. This discussion will continue at future Board Meetings.

4. *Selection of Board Officers for 2015*

Board of Directors’ Officers for 2015 were elected as follows:

- Board President: Ambrose Masto
- Vice President: Mike Haack
- Directors: Kurtis Breeding  
Carter Clark  
Stephen Muller

**L. WRITTEN COMMUNICATION**

*Acknowledgement Letter from Pacific Legal Foundation*

Pacific Legal Foundation wrote a very nice thank you letter acknowledging the District’s annual contribution of \$7,500.00.

**M. BOARD AND STAFF COMMENTS**

No Comments

**N. ADJOURNMENT**

Board President Masto officially adjourned the Meeting at 8:30 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 #607 held on December 16, 2014.

Donal S. Russell  
DONAL S. RUSSELL, Manager

January 27, 2015  
DATE