

CAPISTRANO BAY DISTRICT
AGENDA REPORT
SEPTEMBER MEETING
October 28, 2025

Old Business

ITEM 10a

Itemized List of Administrative Projects for Staff

The following is a list of administrative tasks for staff to complete and bring before the Board as time permits. It is helpful to list these projects so we don't lose track.

The month of October has so far been one interruption after another and has prevented staff from making any progress; from staff vacations to emergency seawall repairs at Storm Drain No. 13 (35655) to roadway sealcoating and continued bad weather interruptions, to meetings with a growing number of agencies and not to forget the continued processing of the Miller CDP application with the City:

- Mgr Job Description and succession planning
- Updated Community Emergency Preparedness Planning
- Coastal Commission/Possible legislative changes in 2026
- Personnel Policy Update/Review employee med insurance benefits
- Research Storm Drain No. 1 ownership (35071)
- Revisit title policy for District vacant lot
- Organize storm drain repairs from wave damage at several locations

These projects will get staff's undivided attention as we work through the list. The sealcoating project is now complete, the repairs at storm drain No. 13, while not complete, the location is now stabilized, Miller is now on its way to the Planning Commission and staff can see light at the end of the tunnel, so to speak.