

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
SEPTEMBER MEETING  
*December 9th, 2025*

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*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:

#### Mgr Job Description and succession planning

See accompanying draft report on following pages

#### Updated Community Emergency Preparedness Planning

Currently reaching out to:

- CSDA
- Orange Co. Emergency Management
- Private Consultants

The plan here would be to have an expert take all the emergency and disaster preparedness files we already have and assimilate this into one master plan

#### Coastal Commission/Possible legislative changes in 2026

Nothing to do here until the Legislative Session commences in January 2026

#### Personnel Policy Update

This is currently under revision – a final review meeting with staff is set for Dec 11<sup>th</sup> then will be considered for approval at the January 27<sup>th</sup> Board meeting.

#### Research Storm Drain No. 1 ownership (35071)/Title policy for District Lot

This is in process. There is question as to who holds title to the drain easement and subsequent maintenance responsibility

#### Organize storm drain repairs from wave damage at several locations

There are two low-tide opportunities in January that may allow enough beach access to enable repairs.