

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
SEPTEMBER MEETING  
*January 27, 2026*

---

*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

#### Updated Community Emergency Preparedness Planning

Currently reaching out to:

- CSDA
- Orange Co. Emergency Management
- Rincon 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

The 2026 legislative session has just convened – too early for any reporting on new bills.

#### Personnel Policy Update

This is currently under revision – a final review meeting with staff was held on Dec 11<sup>th</sup>. The draft will be considered for approval at the February 24th 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. Toal Engineering has been contacted and will be happy to conduct an ALTA Survey on this property.

#### 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.