

CAPISTRANO BAY DISTRICT
AGENDA REPORT
SEPTEMBER MEETING
February 24 2026

Old Business

ITEM 10b

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 on a regular monthly basis 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
- Jacob Green & Associates

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 11th. The draft will be considered for approval at the March 31st 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

Low-tide opportunities in January/February have been hampered by both bad weather and timing (low tide has to be mid morning to allow for a working day)