



City of Laguna Beach  
Laguna Canyon Flood Mitigation Task Force

**MEETING MINUTES**

Wednesday, June 22, 2011, at 4:00 p.m.  
Community Center, Community Room, 380 Third St., Laguna Beach, CA

Staff: Steve May, Director of Public Works/City Engineer

Note: See the attached “Laguna Canyon Flood Mitigation Task Force Meeting Notes and Action Items” as prepared by William Lawson for detailed notes of the meeting.

1. CALL TO ORDER

The meeting was called to order at 4:05 p.m.

2. ROLL CALL

Members Present: Verna Rollinger, Bob Borthwick, Susan Hamil, Eric Jessen, Karl Koski, William Lawson, Louis Longi, Carl Nelson

Members Absent: Kelly Boyd, Norm Grossman, Charlie Quilter

3. AGENDA REVIEW

It was noted that the agenda erroneously showed the next meeting date as July 20 while it actually will be July 6<sup>th</sup>. [Subsequent note: at the meeting it was not recognized that the next meeting will actually be July 13<sup>th</sup>]

4. APPROVAL OF MINUTES OF 6/8/11

The draft minutes for the meeting of 6/8/11 were approved with attached notes by William Lawson, by unanimous consent.

5. TASK FORCE DISCUSSION ITEMS

- a. City Manager’s Do List
- b. Assign short-term, mid-term, and longer-term (1, 2, or 3) to Charlie Quilter’s Subcommittee List
- c. Bob Borthwick’s presentation of Laguna Creek “segments”
- d. Assign Task Force members to Subcommittees

6. ADJOURNMENT

The meeting was adjourned at 5:42 p.m. to the regular meeting of Wednesday, July 6, 2011 at 4:00 p.m. at the Community Center, Community Room, 380 Third Street, Laguna Beach, CA. [Subsequent Note: The next regular meeting will actually be July 13, 2011]

# Laguna Canyon Flood Mitigation Task Force

## Meeting Notes and Action Items

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Meeting Date: June 22, 2011

Meeting Location: Laguna Beach Community Center

Meeting Opened at 4:05 PM

Meeting Adjourned at 5:42 PM

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1. The LCFMTF meeting was called to order by Task Force Chairman, Eric Jessen, at 4:05 PM.
2. Roll call was taken and recorded by Task Force Chairman, Eric Jessen. Task Force Members Norm Grossman, Kelly Boyd and Charlie Quilter were not present. Public member Barbara Metzger was present. Steve May, Dir. of Public Works / City Engr. attended only a portion of the meeting.
3. The Meeting Agenda was reviewed and approved with the correction of the date of the next Task Force meeting. The Draft Minutes of the June 8, 2011 regular Task Force meeting were approved as written, by unanimous consent.
4. Task Force Discussion Items were discussed as follows:
  - a. City Manager's 'Do List': 1) Carl Nelson reported on the Sub-Committee's meeting and presented the Short List of Early Actions that was developed by the Sub-Committee. A hard copy of the 'Short List' summary document was handed out to all attendees. Eric Jessen indicated that he would pass these recommendations on to Steve May and John Pietig for consideration. 2) Verna Rollinger voiced support of the recommendation to install a signpost at each street or driveway bridge to show the estimated 100-year water level (Item 2.b.4); she also wonders why maintenance of culverts and ditches along Laguna Canyon Road has not been kept up by Caltrans? 3) There was a brief discussion about whether Arundo is present in the LC creek bed. 4) Barbara Metzger recommended that the Sub-Committee's recommendations be given to the City Council; Verna Rollinger indicated that she can meet with John Pietig and would let him decide if these recommendations should go to the City Council at this time. It was moved and seconded that word "Draft" be removed from the title of the 'Short List' and that it then be submitted to the City Manager, John Pietig. Steve May indicated that John Pietig's meeting with Caltrans will be in August or September. This was followed by a brief additional discussion and clarification of the 37.5% increase in hydraulic capacity mentioned on the document (Item 1.a.4).
  - b. Task Selection and Prioritization Sub-Committee - Assignment of Priorities: 1) Initial suggested priorities were assigned to the various tasks by Charlie Quilter. He used the words "short term", "medium term" and "long term" to describe priority levels in the Revised Interim Report of the Task Selection and Prioritization Sub-Committees, dated June 8, 2011. 2) During this meeting the priority designations were changed to "1", "2" and "3" to signify first, second and third priorities, with first priorities equating to Charlie's short term priorities. Some of the task items' priorities were changed, and some of the tasks were divided into two tasks with different priorities. A second revision of the document prepared by Charlie Quilter will be needed to clearly indicate these changes in priorities. The Task Force Chairman and Recording Secretary have each retained a marked-up copy showing these revisions. 3) Steve May will handle Task C, Jurisdictional and Political Issues; all of these tasks retained a priority level of "2". 4) The description of Task E, Long Term

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Planning was replaced with the following text offered by Verna Rollinger: "*Continue working with the County to find workable solutions to cope with 100-year or greater floods.*" This change should be made in the next revision of Charlie's document. 5) Louis Longi expressed concerns that the Task Force's recommendations won't be followed through with. Verna Rollinger also added that long-term construction funding is decades away.

- c. Bob Borthwick made a presentation of the Laguna Creek "segments" as defined in his memo to the Task Force Members dated May 24, 2011. 1) Bob suggested that the Infrastructure Sub-Committee use these segments (or Section Numbers and corresponding definitions) as listed to organize their work. 2) Karl Koski questioned how the Task Force's report will be useful? 3) Verna Rollinger added that City won't fund very many pamphlets. 4) Louis Longi said that the City's website would be a good place to publish info on what residents and businesses can or should do to protect their properties.
- d. Sub-Committee assignments were made, as follows:
  - A. Public Safety and Awareness - Karl Koski (Interim Chair), Verna Rollinger, Susan Hamil, and Barbara Metzger.
  - B. Infrastructure - Bill Lawson (Interim Chair), Carl Nelson, Louis Longi, Bob Borthwick, and Charlie Quilter.
  - C. Jurisdictional and Political Issues - Steve May, only.
  - D. Downtown Specific Issues - Norm Grossman (Interim Chair), Kelly Boyd, and Eric Jessen.
  - E. Long-Term Planning - All Task Force Members will be on this Sub-Committee. It is assumed that the Task Force Chairman, Eric Jessen, will preside.

The designated Interim Chairperson will be responsible for calling the first meeting of his or her respective Sub-Committee. Eric Jessen indicated that he intends to "roam" from Sub-Committee meeting to Sub-Committee meeting to monitor how they are doing.

5. There were no Public comments other than as previously stated above.
6. Items for Future Agendas are as follows:
  - a. A brief report on the progress of the first meeting of the Infrastructure Sub-Committee will be made by Bill Lawson. The other Sub-Committee Chairs will also report on any progress that their Sub-Committees have made.
7. The following Action Items were assigned or continued:
  - a. The title of the Short List of Early Actions should be revised and the document should then be forwarded to City Manager, John Pietig, for review. See Item 4.a.4, above. Action: Carl Nelson to revise the document's title, and Eric Jessen to submit it to Steve May and John Pietig.
  - b. The document prepared by Charlie Quilter, Revised Interim Report of the Task Selection and Prioritization Sub-Committee, should be further revised to reflect the changes in priority terminology priority levels made in the course of this meeting. See Item 4.b, above.

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Action: Charlie Quilter to revise this document when he returns from vacation unless this Action Item is delegated otherwise by Eric Jessen.

8. The LCFMTF meeting was adjourned at 5:42 PM, and will reconvene on Wednesday, July 13, 2011, at 4:00 PM.

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Meeting Notes and Action Items Recorded By: William E. Lawson, PE, LCFMTF Recording Secretary

From Handwritten Notes Transcribed on: July 5, 2011