



City of Laguna Beach
Laguna Canyon Flood Mitigation Task Force

MEETING MINUTES

Wednesday, October 12, 2011, at 4:00 p.m.
Community Center, Laguna 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 4:12 p.m.

2. ROLL CALL

Members Present: Verna Rollinger, Norm Grossman, Bob Borthwick (acting Chair), William Lawson, Susan Hamil, Eric Jessen (4:30 p.m.), Karl Koski, Louis Longi, Carl Nelson

Members Absent: Kelly Boyd, Charlie Quilter

3. AGENDA REVIEW

No actions on this item.

4. APPROVAL OF MINUTES

The draft minutes for the meeting of 9/28/11 were approved with notes by William Lawson attached thereto (Jessen absent for vote).

5. TASK FORCE DISCUSSION ITEMS

Reports from subcommittees and discussion.

Susan Hamil will be absent at the next meeting.

6. ADJOURNMENT

The meeting was adjourned at 5:12 p.m. to the regular meeting of Wednesday, October 26, 2011 at 4:00 p.m. at the Community Center, Community Room, 380 Third Street, Laguna Beach, CA.

Laguna Canyon Flood Mitigation Task Force

Meeting Notes and Action Items

Meeting Date: October 12, 2011

Meeting Location: Laguna Beach Community Center

Meeting Opened at 4:12 PM

Meeting Adjourned at 5:12 PM

1. The LCFMTF meeting was called to order by Task Force Vice Chairman Bob Borthwick at 4:12 PM.
2. Roll call was taken and recorded by Bob Borthwick. All Task Force members were present except Charlie Quilter and Kelly Boyd. Eric Jessen was present, but arrived after the meeting began; Eric requested that Bob Borthwick continue to chair the meeting.
3. The Meeting Agenda was reviewed and approved without changes. The Draft Minutes of the September 28, 2011 regular Task Force meeting were approved as written, by unanimous consent.
4. Task Force Discussion Items were discussed as follows:
 - a. Sub-Committee Reports and Discussion:
 - 1) Steve May distributed a draft copy of Bill Lawson's first attempt to assemble as much of the content as possible for the Final Recommendations report. Only the documents prepared by the Infrastructure Sub-Committee and other background documents for which electronic copies were available to Bill were included at this time. The balance of the meeting focused on refining the draft document.
 - b. Final Report Preparation Discussion:
 - 1) Norm Grossman reiterated that the Executive Summary should emphasize the 'Near-Term' recommendations.
 - 2) Vern Rollinger indicated that the text should be grouped by topic rather than by Sub-Committee scopes. She said that the report shouldn't duplicate or repeat topics.
 - 3) Norm Grossman indicated that he is willing to help assemble the text of the Final Report and will work with Barbara Metzger and Bill Lawson to complete that effort.
 - 4) Karl Koski suggested combining the Introduction with the Executive Summary.
 - 5) Norm Grossman suggested that the City's action sequence should be: a. Prepare; b. Early Warning; and c. Response.
 - 6) Norm Grossman and Louis Longi both suggested that the 'Long-Term' recommendations should go in the Appendix.
 - 7) Carl Nelson, Norm Grossman and Verna Rollinger discussed and agreed that Flood Mitigation actions taken by the City after the Task Force was formed should also be included in the Final Report.
 - 8) Verna Rollinger indicated that the section on invasive (*plant*) species has been written, but is not listed in the Table of Contents yet. Bob Borthwick said that he felt that the list could be trimmed down and can review the list and make recommendations for deletions. [*Action Item a.*]
 - 9) Barbara Metzger agreed to take an initial stab at assembling the Final Report from the documents that are provided to her by the Task Force.

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- 10) Steve May indicated that his write-up on jurisdictional issues still needs to be added to the Final Report and he will provide that write-up to Barbara Metzger. *[Action Item b.]*
 - 11) Steve May provided a memo that he had prepared and e-mailed to the Task Force on this date which addresses Channel Capacities. The memo summarizes for seven reaches of the Laguna Channel (beginning at the Ocean Outlet) the size, slope and capacity in cubic feet per second (CFS). Based on Steve's calculations the Final Report should state that a 30% increase in capacity from Beach Street to the ocean outfall would be achieved if Caltrans enlarges the PCH reach to match the existing capacity of the reach from PCH to Beach Street. The current write-up for the Final Report indicates that a 37% increase could be achieved, but that should be changed to read 30%.
 - 12) Karl Koski indicated that in Section 4 of the Long-Term recommendations assembled by Bill Lawson, item b. should be stricken from the document since the downstream reaches of the channel cannot be constructed to a similar 100-year capacity. The Task Force agreed that 4.b. should be removed from the document.
 - 13) Bill Lawson expressed concern that the recommendations for specific sections of the Laguna Channel, as described in the Infrastructure Sub-Committee's documents, would be lost in the reorganization of the Final Report. In general, the Task Force agreed that the Infrastructure Sub-Committee's recommendations would be retained in the Final Report.
 - 14) Eric Jessen arrived at this point in the meeting's discussion.
 - 15) Steve May suggested that on Page 2, third paragraph, that a reference to the Task Force's April 30, 2011 field trip be added to the Final Report. Steve also provided Bill Lawson with a copy of the draft report with his comments. Similar mark-ups were also received by Bill from Carl Nelson and Bob Borthwick. Bill Lawson agreed to incorporate those comments prior to e-mailing the electronic copy of the draft Final Report to Barbara Metzger by the end of the week (by October 14, 2011). *[Action Item c.]*
 - 16) Eric Jessen (in agreeing with earlier discussions of the Task Force) said that recommendations that aren't implementable should be removed from the Final Report. Unachievable ideas can carry as much weight as the rest of the report so it is best to remove them. Eric further stated that we should not put the City Council, Staff, or Planning Commission in a position of having to defend themselves.
 - 17) Verna Rollinger again commended the Task Force for performing its work in the prescribed six-month time frame. It has been her experience that Task Forces work best when limited to six-months.
- c. General Discussion Items:
- 1) Louis Longi and Susan Hamil indicated that they will not be able to attend the next Task Force meeting on October 26, 2011. They both asked that we e-mail them a copy of the next edition of the Final Report for their review.

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- 2) Verna Rollinger indicated that the City Council will be meeting November 1st and 15th, and on December 6th. We are to target the November 15th Council meeting for presentation of the Task Force's Final Report.
 - 3) Verna Rollinger also said that early work is being implemented by the City's Disaster Preparedness Committee.
 - 4) Steve May said that he plans to give the Task Force's next draft of the Final Report (as of the October 26th meeting) to City Manager John Pietig for his initial review and comments.
 - 5) It was suggested that the Task Force plan to meet weekly beginning October 26th, until the Final Report is completed and presented to City Council.
5. Public comments were as follows:
- a. There were no Public Comments made.
6. Items for Future Agendas are as follows:
- a. The Agenda for the next Task Force meeting should concentrate on the preparation of the Final Report.
7. The following Action Items were assigned or continued:
- a. Bob Borthwick shall review the list of invasive plant species and recommend deletions. The list then needs to be given to Barbara Metzger to include in the Final Report.
 - b. Steve May shall give his write-up on Jurisdictional Issues to Barbara Metzger to include in the Final Report.
 - c. Bill Lawson shall provide Barbara Metzger with the electronic file of the draft Final Report, after review comments have been addressed, by October 14, 2011.
8. The LCFMTF meeting was adjourned at 5:12 PM, and will reconvene on Wednesday, October 26, 2011, at 4:00 PM.

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

From Handwritten Notes Transcribed on: October 20, 2011