



City of Laguna Beach  
Laguna Canyon Flood Mitigation Task Force

**MEETING MINUTES**

Wednesday, November 9, 2011, at 4:00 p.m.  
Community Center, Laguna Room, 380 Third St., Laguna Beach, CA

Staff: Steve May, Director of Public Works; Sandy Hansen, Administrative Assistant.

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, Norm Grossman, Eric Jessen, Bob Borthwick, Susan Hamil, William Lawson, Karl Koski, Carl Nelson.

Members Absent: Kelly Boyd, Charlie Quilter, Louis Longi.

3. AGENDA REVIEW

No actions on this item.

4. APPROVAL OF MINUTES

The draft minutes for the meeting of 10/26/11 were approved with notes attached thereto by William Lawson.

5. TASK FORCE DISCUSSION ITEMS

Discussion of final report.

6. ADJOURNMENT

The final meeting of the Task Force was adjourned at 5:00 p.m.

Note: There being no further meetings of the Task Force, these minutes are submitted by Steve May, Director of Public Works.

# Laguna Canyon Flood Mitigation Task Force

## Meeting Notes and Action Items

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Meeting Date: November 9, 2011

Meeting Location: Laguna Beach Community Center

Meeting Opened at 4:05 PM

Meeting Adjourned at 5:00 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 Eric Jessen. The following Task Force members were present: Norm Grossman, Bob Borthwick, Eric Jessen, Verna Rollinger, Karl Koski, Bill Lawson, Carl Nelson, and Susan Hamil. Steve May attended the opening of the meeting, but then had to leave; Sandy Hansen also attended as the City's representative to take notes for Steve. Public Member Barbara Metzger was also present. Task Force members Charlie Quilter, Louis Longi and Kelly Boyd were not present.
3. The Meeting Agenda was reviewed and approved without changes. The Draft Minutes of the October 26, 2011 regular Task Force meeting were approved as written, by unanimous consent.
4. Task Force Discussion Items were discussed as follows:
  - a. Task Force Discussion of Final Report and Presentation to City Council
    - 1) Steve May distributed five (5) copies of the 'nearly final' Report, with Cover and Appendices, for the meeting attendees to review. Steve indicated that Sandy Hansen would take notes during the meeting and provide an updated copy of the Final Report to him by Thursday morning, 11/10/11. *[Action Item for Sandy Hansen]*
    - 2) Final review comments from those present were as follows:
      - a) Bill Lawson had only one correction and that was to add four words and some punctuation that were omitted from the paragraph immediately preceding Recommendation No. 11.
      - b) Carl Nelson noted a misspelled word in the paragraph following Recommendation No. 22; 'slates' should be changed to 'slats'.
      - c) Carl also questioned the title of Appendix 9; however, it was decided to leave it as is.
      - d) Carl asked that Eric Jessen's Photo #31 of the Audubon Basin be added at the end of the photos provided in Appendix 5. Eric agreed to send the photo to Sandy Hansen following the Task Force meeting. *[Action Item for Eric Jessen]*
      - e) Verna Rollinger indicated that Steve May had prepared an Agenda Bill for presentation to the City Council on November 15, 2011. The Agenda Bill recommends acceptance and implementation of the Task Force's Report and Recommendations, and also provides for the preparation of a status report by City Staff to the City Council in February 2012.
      - f) Someone noted that not all of the Appendices' titles match the Table of Contents. The Table of Contents will be revised to correct this.
      - g) Bill Lawson will send to Steve May a copy of the flow diagram that is to accompany Charlie Quilter's write-up about the May 19, 2011 presentation

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## Meeting Notes and Action Items

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made by Kevin Onuma (of OC Public Works) to the Laguna Beach Business Club (Appendix 2). *[Action Item for Bill Lawson]*

- h) Bob Borthwick suggested that the format of the report would look better if each Appendix was started on a new page. Sandy Hansen will make this change to the report format.
- i) The date of the Report was discussed and will remain November 9, 2011.
- j) The word 'Draft' needs to be removed from the report title. Also it was agreed that the word "Final" should also be removed from the report title, so now it shall simply read: City of Laguna Beach Laguna Canyon Flood Mitigation Task Force Report - November 2011.
- k) Verna Rollinger once again offered her thanks to the Task Force for a job well done. She also indicated that the letters and public notices included in the Task Force Recommendations will be activated quickly after City Council approval of the Task Force's Report and Recommendations is received.
- l) Eric Jessen said that Penny Lew of OC Public Works had questioned him about whether a Public Workshop might follow the City Council's approval? After a brief discussion by the Task Force members, Eric offered an alternative and that being that he could make a presentation of the Task Force's Report and Recommendations at the next City Disaster Preparedness Workshop. Verna Rollinger can make a recommendation to the City Council to this effect. *[Action Item for Verna Rollinger, if necessary]*

3) General discussion and Task Force 'wrap-up' followed.

5. Public comments were as follows:

- a. There were no Public comments made.

6. Items for Future Agendas are as follows:

- a. As no further Task Force meetings are anticipated, there are no items for future agendas.

7. The following Action Items were assigned or continued:

- a. Refer to Section 4.a., Item 1), and Items 2) d, g, and l for Action Items, above.

8. The LCFMTF meeting was adjourned at 5:00 PM. No further meetings of the Task Force are anticipated. All members of the Task Force were invited to attend the City Council Meeting on November 15, 2011 for the presentation of the Task Force's Report and Recommendations.

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

From Handwritten Notes Transcribed on: November 18, 2011