



City of Los Angeles Bureau of Engineering
2020 Floodplain Management Plan Revision
 Steering Committee Meeting #1
 Tuesday, July 24, 2019, 9:30 a.m. to 11:30 p.m.



Meeting Participants

1. Government	Frazier, Quentin	Port of Los Angeles
Government	Reed, Lynette	Alternate, Port of Los Angeles
2. Government	Gross, Aaron	Chief Resiliency Officer-Mayor's Ofc.
3. Government	Affeldt, Michael	Director, LA RiverWorks – Mayor's Office
4. Government	Nepomuceno-Juacalla, Carolynn	<i>Alternate</i> -Department of Building and Safety
Government	Perez, Michael	<i>Alternate</i> -Department of Building and Safety
5. Government	Neville, Robert	<i>Alternate</i> , Los Angeles Police Department
6. Government	Ignatczyk, John	Los Angeles Fire Department
7. Government	Scaduto, Michael	<i>Alternate</i> -LA Sanitation & Environment
8. Government	Pijuan, Alen	<i>Alternate</i> -Emergency Management Department
9. Government	Pallini, Conni	Department of City Planning
Government	Phinouwong, Nina	<i>Alternate</i> -Department of City Planning
10. Government	Shu, Susan	Bureau of Engineering
Government	Lin, Chang	<i>Alternate</i> -Bureau of Engineering
11. Government	Tan, Emmanuel	Department of Water and Power
Government	Plumb, Cliff	<i>Alternate</i> -Department of Water and Power
Government	Hu, JianPing	<i>Alternate</i> -Department of Water and Power
Government (NV)	Bulkacz, Vanessa	Public Affairs, Department of Public Works
Government (NV)	Nemick, Mary	Bureau of Engineering Public Relations
1. Non-Government	Duong, Tina	<i>Alternate</i> -U.S. Army Corp of Engineers
2. Non-Government	Duboff, Jessica	Los Angeles Chamber
3. Non-Government	Ellis, Dr. Andre	CSULA Geosciences & Environment
4. Non-Government	Greenspan, Mike	Resident
5. Non-Government	McOmbler, Britta	UCLA Luskin School of Public Affairs
6. Non-Government	Robinson, Prof. Alex	USC Landscape Architecture
7. Non-Government	Garcia-Ruiz, Joselito	<i>Alternate</i> -Red Cross of Greater Los Angeles
8. Non-Government	Wood, Patricia	Los Angeles County Flood Control District
Non-Government	Tran, Larry	<i>Alternate</i> -Los Angeles County Flood Control District
9. Non-Government	Mejia, Stephen	Friends of Los Angeles River
Non-Government	Gomez, Manny	<i>Alternate</i> -Friends of Los Angeles River
Non-Government	Griego, Liliana	<i>Alternate</i> -Friends of Los Angeles River
Public	Winter, Melanie	The River Project
Planning Team	Artz, Ira	Tetra Tech, Inc.
Planning Team	Davis, Denise	Tetra Tech, Inc.
Planning Team	Flaner, Rob	Tetra Tech, Inc.
Planning Team	Parker, Steve	Tetra Tech, Inc.
Planning Team	Cindy Suh	KPA
Planning Team	Lorena Hernandez	KPA



Welcome and Introductions

Susan Shu, Bureau of Engineering, welcomed everyone to the meeting. Chang Lin is the Project Manager for this plan revision along with Tetra Tech, which is the consulting company performing the update. Chang and Susan will oversee the City's participation in the National Flood Insurance Program. The Steering Committee (SC) participated in self-introductions, along with SC members on the conference call. Rob Flaner with Tetra Tech will serve as the Lead Project Planner, was introduced and reviewed the agenda.

Rob said the SC will go through the agenda today, which will explain the SC's responsibilities throughout the project.

Project Overview

Rob stated the objective of the revision process is to update the 2015 Floodplain Management Plan (FMP) and will follow an arduous process laid out by the Community Rating System (CRS). The CRS is within the National Flood Insurance Program (NFIP), sponsored by the Federal Emergency Management System (FEMA). It is a voluntary program put out by FEMA and is an incentive-based program. Communities that participate agree to do minimum floodplain management standards in exchange for the federal government making floodplain management insurance available in the FEMA identified floodplains.

Property owners that have a federally backed mortgage and live in a floodplain, or need disaster assistance after an emergency, are required to have flood insurance as a condition of the mortgage or disaster assistance. The CRS states if the City goes above and beyond the minimum standards of the program, property owners will be rewarded by a reduction in the cost of flood insurance in each participating community.

The City Los Angeles developed the first FMP in 2001. This will be the third iteration of the FMP. Developing the FMP is one of 19 ways to accrue points for the CRS program. The more points the City accrues in the different levels of classification, there is a corresponding insurance premium reduction. A lot of credit comes from this plan, driven by numerous other elements the City is getting credits for.

Workplan

The workplan is tied to the CRS requirements and has a seven-phase scope of work which determines the process for this project. The project is very process oriented!

1. **Organize resources.** The SC will be providing oversight to the process to meet requirements of the CRS. The FMP will describe the work plan and process used to revise the previous plan. Each SC member has been handpicked to create the diversity needed for the makeup of the SC. Both government and non-government representatives are required to oversee the planning process. The Core Planning Team (CPT) is made up of City representatives and Tetra Tech. The CPT pre-determined a committee that has a 50/50 ratio of governmental to non-governmental members. Governmental members are associated with permit authority of the City of Los Angeles and have the ability to regulate codes and ordinances that are in effect in the city. Non-governmental members will not have any association with permit authority, even if working for a government agency, i.e., Army Corp of Engineers. Over the next six to nine months, we will be revising the plan, which all falls under organizing resources.
2. **Risk assessment.** The risk assessment is the "hub of the wheel." It is the most important part of the plan. A comprehensive assessment will be conducted on flooding from the varying sources within the city to see if the risk has changed. A comparative analysis will be done to determine not only what has changed but why it has changed. Risk cannot be reduced if we don't know



what the risk is. The risk assessment will also include an enhanced look at the repetitive flood loss properties in the city. Repetitive loss is distinctly defined by FEMA. Certain properties within the city have been identified based on their flood loss history. If a property owner has had two or more claims of more than \$1,000 paid by the NFIP within a ten-year period, their property is identified as being a repetitive loss property. This plan's risk assessment will look at where those properties are and why they are getting repetitive claims.

3. **Public information.** This phase includes outreach to the public to fulfill CRS mandates that all phases of the plan development are open to the public. Today's meeting was not advertised as a public meeting because we are organizing the planning process, but all subsequent SC meetings will be advertised and open to the public. Typically, not many public members attend the meetings, but it is possible, and we encourage it. The public will be specifically engaged on two occasions; the first early in the process to engage the public perceptions of the flood risk, and the second is later toward the end of the process when we present the draft plan. The SC will develop a public outreach strategy as we are updating this plan.
4. **Goal setting.** The plan has a mission statement, goals and objectives. The SC will look at these to determine if they are still current or need to be revised. Resilience is a new buzz word for goals and objectives. FEMA's definition of resilience is not well defined.
5. **Plan maintenance.** CRS requires a dynamic plan. The City must conduct progress reporting during the plan's five-year cycle to maintain the plan. The SC could be convened to review the FMP and make recommendations once the City determines how it's going to review the plan each year and make recommendations. We may conduct an enhanced look at repetitive loss properties this time around.
6. **Plan development.** During this phase the plan will be assembled and go through a series of reviews. The first will be an internal review by the SC as the oversight committee. The SC will provide advice on any changes, additions or deletions that you would like to see. The City will also conduct an internal review and once approved, the draft is made available to the public for review. We have to have an extensive public engagement process with the draft plan for the minimum two-week public comment period.
7. **Plan submittal and adoption.** Finally, we submit the plan, first to the State of California Office of Emergency Services, and then to the Insurance Services Office (ISO), the program coordination contractor that administers the program for FEMA. The ISO assigns a technical reviewer to conduct a technical review as it pertains to CRS. Tetra Tech will fill out a crosswalk and provide the ten steps and the elements for the review. CRS classification breaks are 500 points per class. The maximum points you can get for this plan is 500 points.

This is what we want to do to have a draft plan ready for the political process and adoption by late spring, 2020. For the next nine to twelve months, you will be actively involved in this process. When we set up the charter today and set up a standard meeting date and time, the CPT will present you with factors that we need to address and milestones that we need to complete. You will develop a charter to facilitate the method to make these decisions.

Timeline

Rob stated the City would like to submit the plan in early March of 2020. The City is having an audit and would like to get the plan submitted prior to the audit. Once the plan is submitted, it could take several



months for the approval process. With a March submittal, the approval and adoption of the plan could be in June or July of 2020, long before the 2015 FMP expires in October 2020.

Important Milestones

Important milestones include the risk assessment to see if the flood risk has changed. I can tell you (Rob indicated) that the flood risk always changes. Risk is defined as probability times impact. The impacts are on people, property, the economy and the environment. Impacts are measured by the monetary value, i.e., if your monetary value increases your risk increases. Just by the nature of property values increasing in the last five years, our risk has increased. There also could be new hazard data that shows new buildings are at risk. We will look to see if the flood risk is deeper, or more intense, at the impact from climate change and sea level rise. We have a lot of new data sets that we can say with this newer data, the flood risk has changed. And that is one of the required components. We have to quantify that change and explain why. The important milestones are: (1) the risk assessment, which will determine when we can do the first phase of the outreach; (2) which data we want to share with the public first to receive input from the public; (3) determine if the goals and objectives are appropriate based on the risk; (4) assembling the draft plan and getting the draft to point where the SC feels it has all the proper components. This is the final milestone where we are ready to get the plan scored and reviewed; and then once that happens, the plan will go for adoption by the City.

Steering Committee Charter

The next item on the agenda is development of a SC charter. The project needs to be organized and have a protocol to run the meetings. Public meetings and opportunities to attend meetings and workshops will be advertised to the entire community. A handout was provided to the attendees of the previous charter planning process.

SC Role: First thing on the charter is the SC's role. The SC is an advisory body, not a political body. The City is able to accept the direction of the SC or not. It is the City's choice. CRS wants all phases of the process to be open to the public.

SC Chair and Vice Chair: The SC needs to have a chair to assist in organizing the meetings, address the public, keep the meetings moving forward, and continue the discussion topics. The chair must be one of the SC members. Tetra Tech will provide agendas and meeting summaries. Aaron Gross, Chief Resiliency Officer in the Mayor's Office was elected to be the chair of the SC and accepted the nomination.

A vice-chair is needed in case the chair is not available. The vice-chair can be any person from the SC (not under the City member requirement). Rob asked if there was anyone in the room that would like to be designated as the vice-chair. Conni Pallini was nominated as the Vice Chair and accepted the nomination. Once the charter is finalized, it will be posted on the FMP website.

Quorum: A quorum needs to be established for the decision-making process. Typically, a quorum would be fifty percent plus one of the voting members. We have to be able to make sure we can get ten voting members at each meeting (between five and eight meetings). We can choose a lower number if the SC agrees to. Does the SC think we can meet the requirement, or do we need to lower the quorum number? The SC agreed that 50%+1 was acceptable. Alternates can also be used as voting members. Alternates can either be completely interchangeable or acting as a proxy. A SC member and associated alternatives only receive one vote (ie. one vote per represented organization). If a SC member has multiple alternates, they should be kept apprised of issues and the direction of the SC so they can be familiar enough to confidently vote if necessary. All SC members, primary and alternates, will be sent the meeting information and notices to keep them abreast of what is going on throughout the process.



There was a recommendation made from the Friends of the Los Angeles River that a representative from The River Project be added to the SC. Rob stated the SC had been set by the City and there were no more representatives needed. However, the Chair of the SC requested that the LA RiverWorks representative be changed from an Alternate of the Mayor's Office to a Primary SC member. A vote was held in agreement, with an additional spot held open for a non-government SC member to be added that has been a pending request when a previous non-Governmental representative dropped out.

Decision Making: Decision making will be made through consensus first, and secondly through a majority vote. If an SC member has a dissenting opinion during a meeting, the opinion will be recorded in the summary. Rob asked if there were any issues with the voting procedures and there were none. All recommendations will be recorded in the meeting summaries and the summaries will be posted on the FMP website. Tetra Tech will try to create meeting summaries at least two weeks following the meeting. The summaries will go through an internal review by the CPT and once approved will be posted.

Public Involvement: The SC will need a spokesperson. Vanessa Bulkacz, Public Affairs, Department of Public Works, was asked if she would fill this position and she agreed. Vanessa will work with representatives from KPA, a consulting company contracted through the project to conduct public outreach for the project.

Standard Meeting Date and Time: A standard meeting date and time is needed for SC members and to advertise to the public on the website. The venue may need to change, depending on the availability of the room, dates and times. Rob stated generally the meetings are two hours. The second Thursday of every month from 9:30 a.m. to 11:30 a.m. was suggested. Rob stated that would be only a couple of weeks away. It was agreed the meetings will be on the second Thursday of every month from 9:30 a.m. to 11:30 a.m. with the next meeting on August 8, 2019.

Meeting Attendance: Attendance will be addressed if a member or alternate misses two consecutive meetings. If an SC member needs to miss a meeting, please arrange for an alternate to attend and let the City or Tetra Tech know that you are unable to attend. Rob stated the SC may meet for the next six to seven months and may skip the month of December. The target date to have the first draft of the plan is March of 2020.

Public Involvement: Rob stated the last item to cover is public involvement. We need to have the public comment protocol written in the charter, compliant with the Brown Act. This protocol should include when the public would speak, how much time would they get, etc. Rob asked if the City has a protocol for this that we could replicate. The City CPT members stated they would provide this and present it at the next meeting. Rob stated there will be a sign in sheet for public members as well.

Courtesy: Please give courtesy to each other and any public members during the meetings.

Personal Contact Information: The CPT has a roster of the steering committee with contact information. A list of SC member names and their department/organization title is in the charter. Is there anyone, including non-governmental members, who has a problem with having their name and department/organization contact information in the charter? No one replied they have a problem with that. SC members should update this information as needed.

Plan Review

The SC will have homework to review the 2015 FMP mission statement, goals and objectives to make sure they are still relevant or need to be adjusted. Each SC member will be sent a link to the 2015 FMP on the City of Los Angeles Bureau of Engineering website to review prior to the next meeting. Familiarize yourself with the plan, the layout, the core capabilities, etc. The layout of the plan follows the CRS script,



but this is an update and we have the ability to change the format as needed. Please review the 2015 FMP prior to the next meeting.

Public Outreach

Rob asked what is the best way to engage the community in the City of Los Angeles? We will be discussing that at the next meeting so please give that some thought. KLCS, an LA PBS station, and LA Cityview Channel 35, were mentioned as a way to reach the public. Discussion about outreach included a press release and getting the FMP website up as soon as possible. Rob stated next meeting the SC will lock down the public engagement strategy. Rob mentioned the company KPA has been contracted to provide outreach messaging and strategies for the project.

Action Items

- The SC Charter will be carried over to the next meeting to complete pending discussion on the make-up of the SC.
- There will be an attempt to post SC meeting summaries two weeks after each meeting.
- SC Meetings will take place on the second Thursday of each month from 9:30 a.m. to 11:30 a.m. The meeting location is to be determined. The next SC meeting will be August 8, 2019.
- SC Members to will be sent the link to the Bureau of Engineering FMP webpage to review the 2015 FMP prior to the next meeting.
- SC members should designate any additional alternates as soon as possible.

Next Meeting Date

- The next SC meeting date will be August 8, 2019 9:30 a.m. to 11:30 a.m. A meeting invitation will be sent to the SC with the meeting location and agenda (agenda sent prior to the meeting).

Adjourn

The meeting adjourned at 11:30 a.m.