

**COASTAL GREENBELT AUTHORITY**

**STAFF REPORT**

**FROM:** Michael Wilson, Interim Business Manager, OC Parks   **DATE:** March 9, 2022

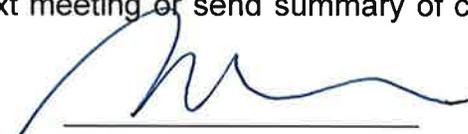
**SUBJECT:** Presentation on updates on the Trail Use Designations Pilot Project occurring within Laguna Coast Wilderness Park and Aliso and Wood Canyons Wilderness Park.

OC Parks is currently working with Utah State University (“USU”) on the Trail Use Designations Pilot Project (“Project”), which involves, in part, trails within the Laguna Coast Wilderness Park and Aliso and Wood Canyons Wilderness Park. Please find attached a corrected copy of a presentation given during the Orange County Parks Trails Subcommittee (“Trails Subcommittee”) meeting held on December 1, 2021 that provides an update on the Project.

USU is currently analyzing the data collected during this Project and anticipates delivering a final presentation at the second quarterly Trails Subcommittee meeting.

**RECOMMENDED ACTIONS:**

1. As needed, prepare initial letter to park landowners of comments by the public and Authority members. Continue to next meeting or send summary of comments to landowners.



Michael Wilson

**ATTACHMENT(S):**

Attachment A – Trail Use Designations Pilot Project Update Presentation



# PILOT PROJECT UPDATE - TRAIL USE DESIGNATIONS

OC Parks Trails Subcommittee Meeting — December 1, 2021



# INTRODUCTION

- The pilot project was developed in response to trail use concerns including user conflict, safety, trail overuse and habitat impacts.
- OC Parks in partnership with the Utah State University (USU) developed a program to study trail use designation changes made to select trails at Santiago Oaks Regional Park, Laguna Coast Wilderness Park and Aliso & Wood Canyons Wilderness Park.
- On December 10, 2020, the OC Parks Trails Subcommittee recommended that the Parks Commission support the pilot project.

# PROJECT UPDATES

## May 2021:

- Public notification of the pilot project through OC Parks website, social media and park signage.
- USU conducted pre-implementation surveys and launched trail counters.

## June 2021:

- Pilot project implemented.
- Collection of trail counter data every 2 weeks.
- Park Ranger staff monitoring trail use.

## July-August 2021:

- USU conducted post-implementation user surveys.

## September 2021 – Present

- USU analyzing data to produce a final report.

## PILOT PROJECT UPDATE - TRAIL USE DESIGNATIONS

OC Parks Trails Subcommittee Meeting — December 1, 2021



# TRAIL USE CHANGES — SANTIAGO OAKS

## Original Trail Use

## Trail Use Change

### Pony Trail

- Hiking, biking and equestrian
- Bidirectional



- Hiking and equestrian only
- Bidirectional

### Yucca Ridge Trail

- Hiking, biking and equestrian
- Bidirectional



- Hiking, biking and equestrian
- Downhill only

### Chutes Ridgeline Trail

- Hiking, biking and equestrian
- Bidirectional



- Biking only
- Downhill only

### Peralta Hills Trail

- Hiking, biking and equestrian
- Bidirectional



- Hiking and equestrian only
- Bidirectional

### Cactus Canyon Trail

- Hiking, biking and equestrian
- Bidirectional



- Hiking, biking and equestrian
- Downhill only

# TRAIL USE CHANGES — ALISO AND WOOD

## Original Trail Use

## Trail Use Change

### Lynx Trail

- Hiking, biking and equestrian
- Bidirectional



- Biking only
- Downhill only

### Cholla Trail

- Hiking, biking and equestrian
- Bidirectional



- Biking: uphill only
- Hiking and equestrian: bidirectional

# TRAIL USE CHANGES — LAGUNA COAST

## Original Trail Use

## Trail Use Change

### Laguna Ridge Trail

- Hiking, biking and equestrian
- Bidirectional



- Biking only
- Downhill only

### Old Emerald Trail

- Hiking and biking
- Bidirectional



- Biking: ~~uphill only~~ Downhill only
- Hiking: bidirectional

# OC Parks Trails Pilot Program *2021 Survey Highlights*

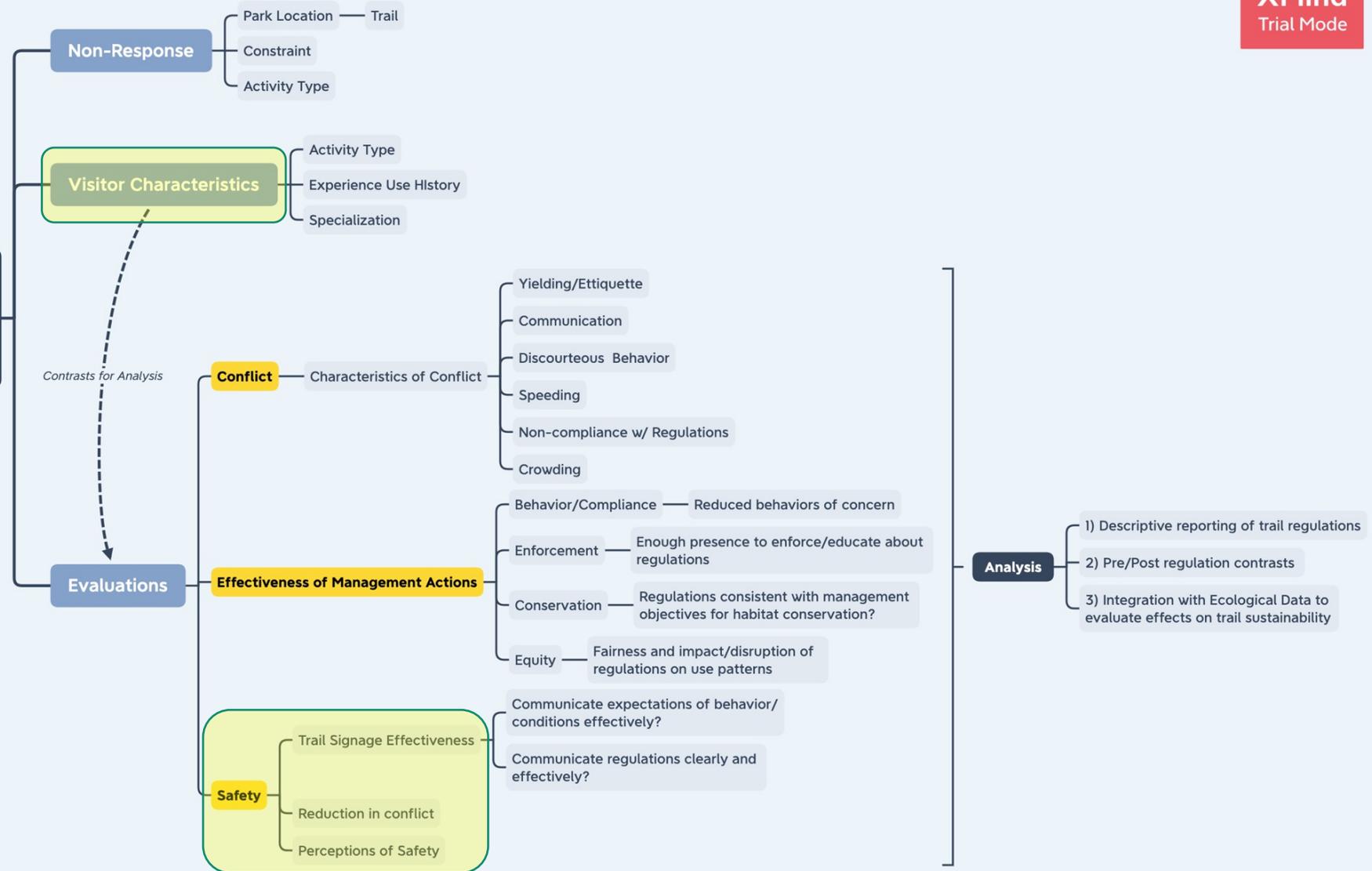
Dr. Christopher A. Monz  
Noah Creany



# 2021 Trail Survey Conceptual Model



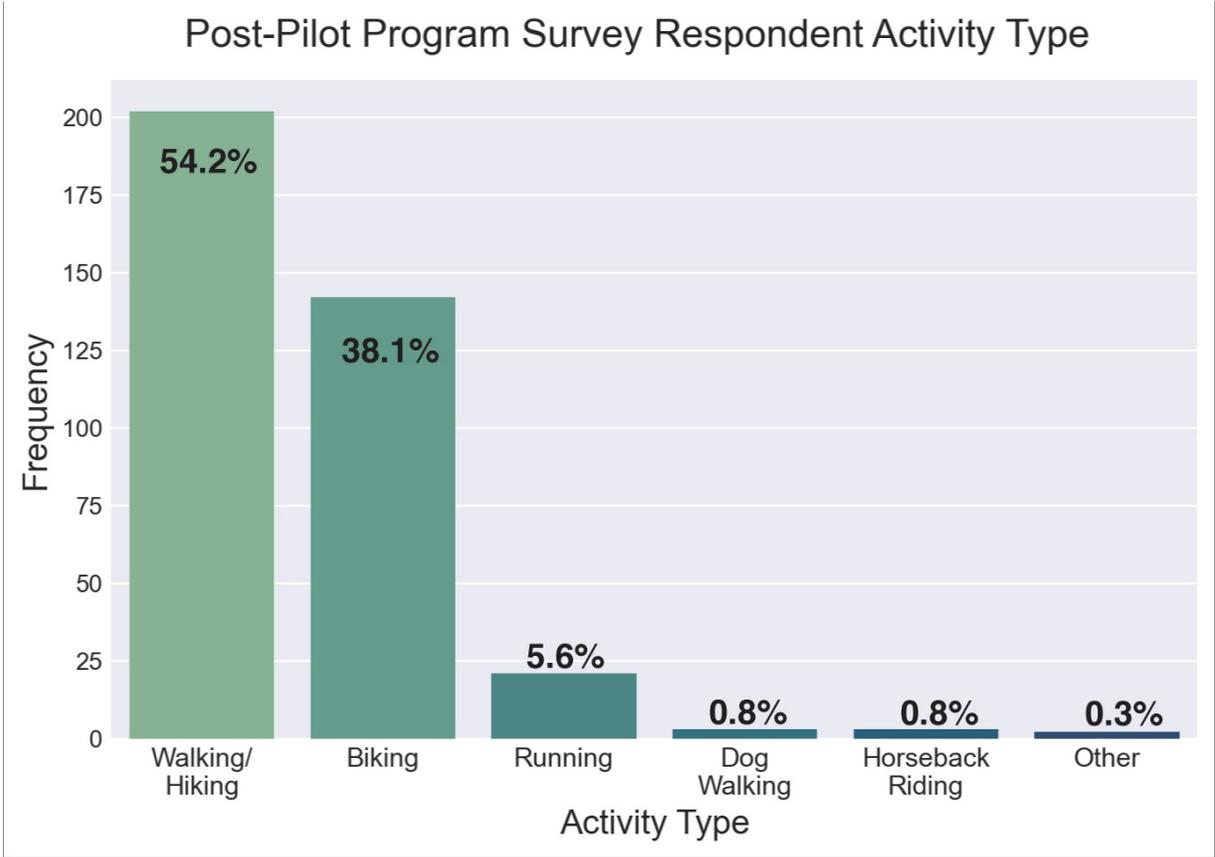
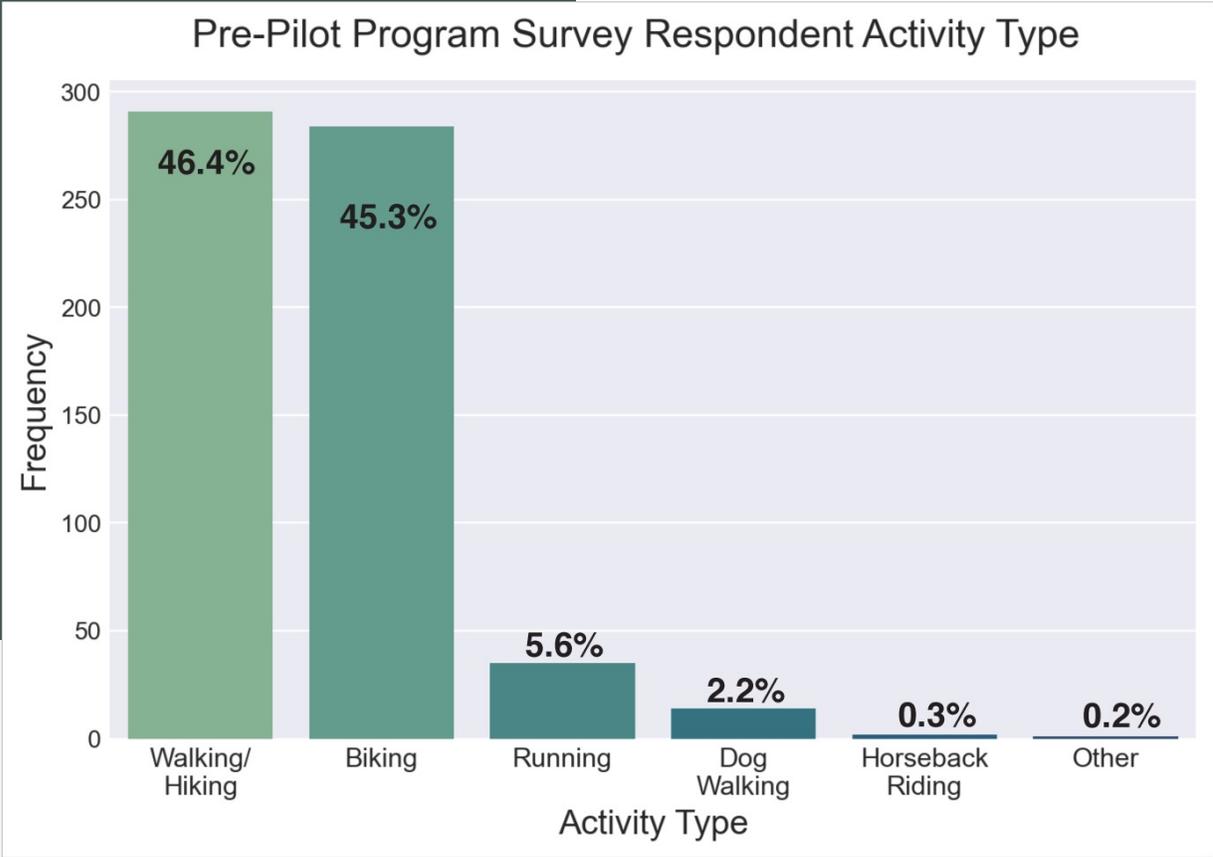
## OC Parks 2021 Evaluative Trail Survey



# Survey Respondent Descriptive Statistics:

Variable	Level	Pre	Post	Statistic
Experience Use History	0-10 days	35	20	$\chi^2(3)=1.641$ $p=.650$
	11-25 days	38	20	
	26-50 days	127	68	
	51 or more days	405	262	
Specialization	Beginner	19	14	$\chi^2(4)=10.213$ $p=.037^*$
	Novice	39	20	
	Intermediate	261	150	
	Advanced	198	154	
	Expert	83	33	
Age	Mean	47.4	45.5	$t(913)=2.021$ , $p=.043^*$
Gender	Male	433	259	$\chi^2(4)=5.928$ $p=.205$
	Female	161	95	
	Non-conforming	3	2	
	Prefer not to answer	7	7	
	Identity not listed	0	3	

# Activity Type



# Survey Q on Trail Mgmt.:

- Assess visitor perceptions of safety and conflict
  - Activity Type restrictions
  - Trail Direction
- Experience Quality

Q. Please indicate your level of agreement or disagreement with the following statements about trail management.

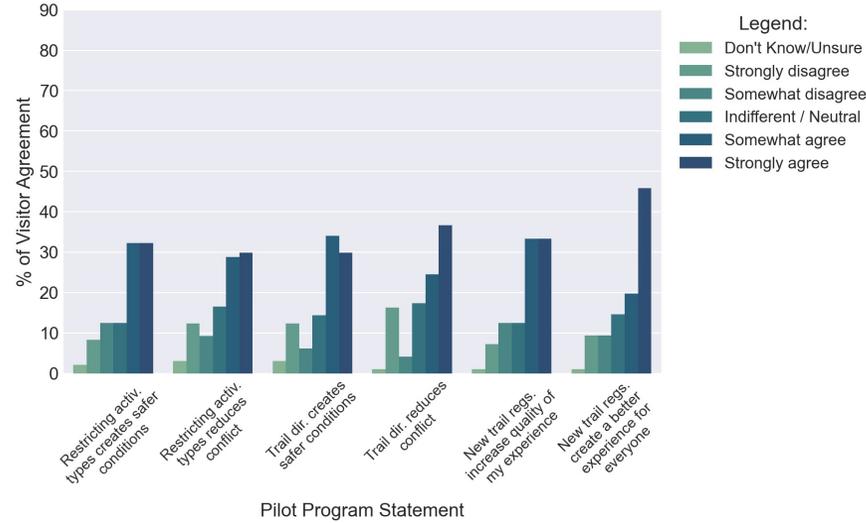
(5 pt. Strongly Disagree - Strongly Agree + Don't Know/Unsure)

- Restricting Activity types on some trails creates safer conditions for everyone
- Restricting activity types on some trails reduces conflict
- Designating the direction of trail use creates safer conditions for everyone
- Designating the direction of trail use reduces conflict
- Overall, the new trail regulations (i.e. activity type/direction of trail use) increase the quality of my experience
- Overall, the new trail regulations create a better experience for all visitors.

# Pilot Program Trail Mgmt.: Aliso Wood Cholla Trail

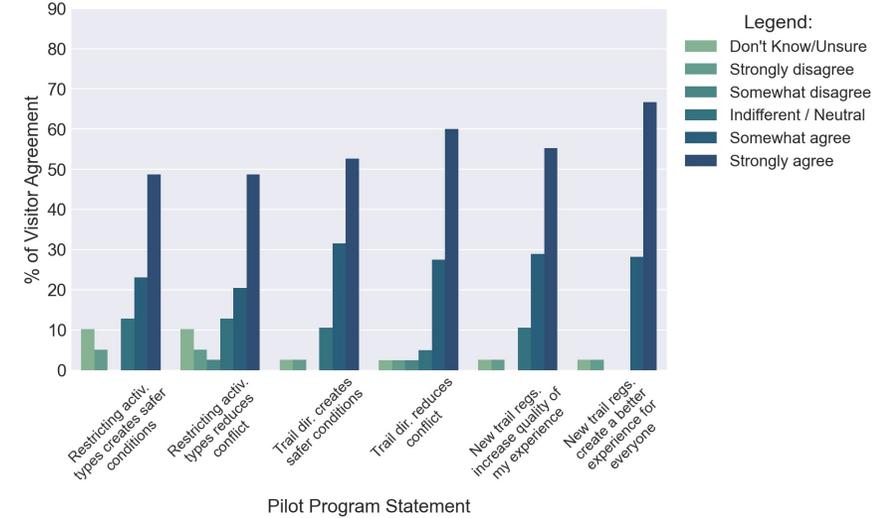
Pre

Aliso Wood Canyons (Cholla) Pre-Pilot Program Visitor Management Evaluations

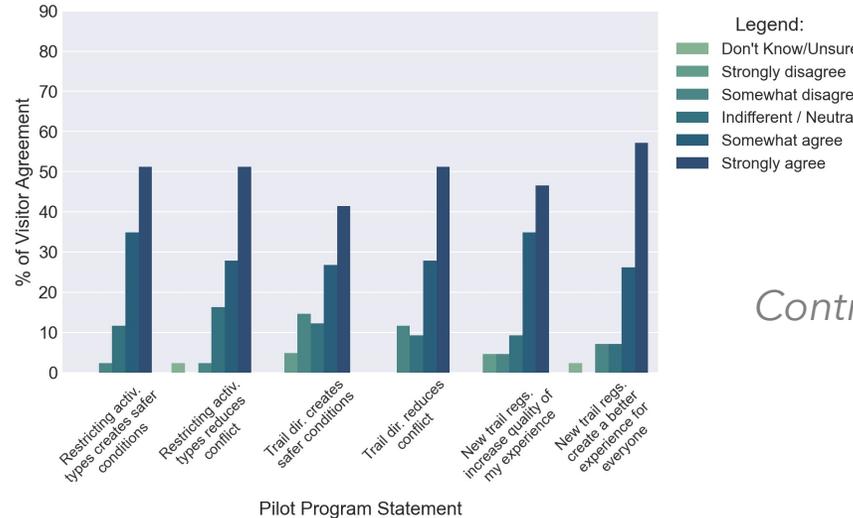


Post

Aliso Wood Canyons (Cholla) Post-Pilot Program Visitor Management Evaluations

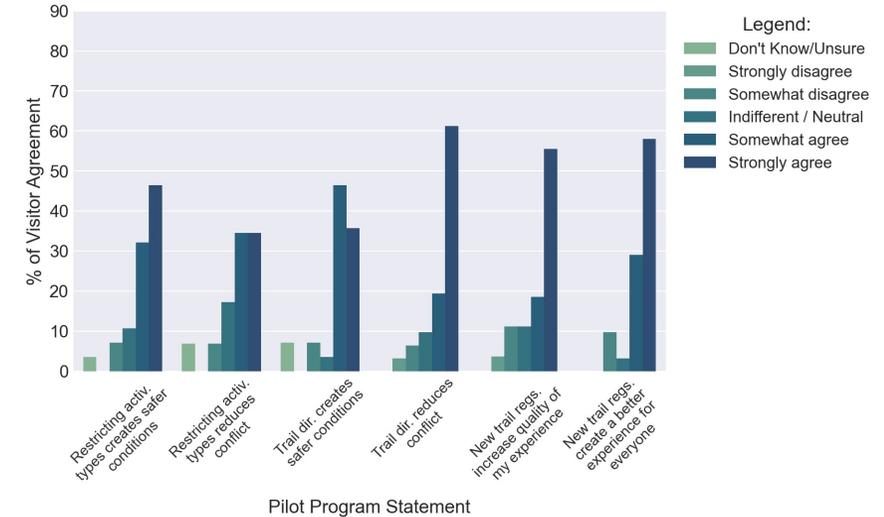


Aliso Wood Canyons (Rock-It) Pre-Pilot Program Visitor Management Evaluations



*Control*

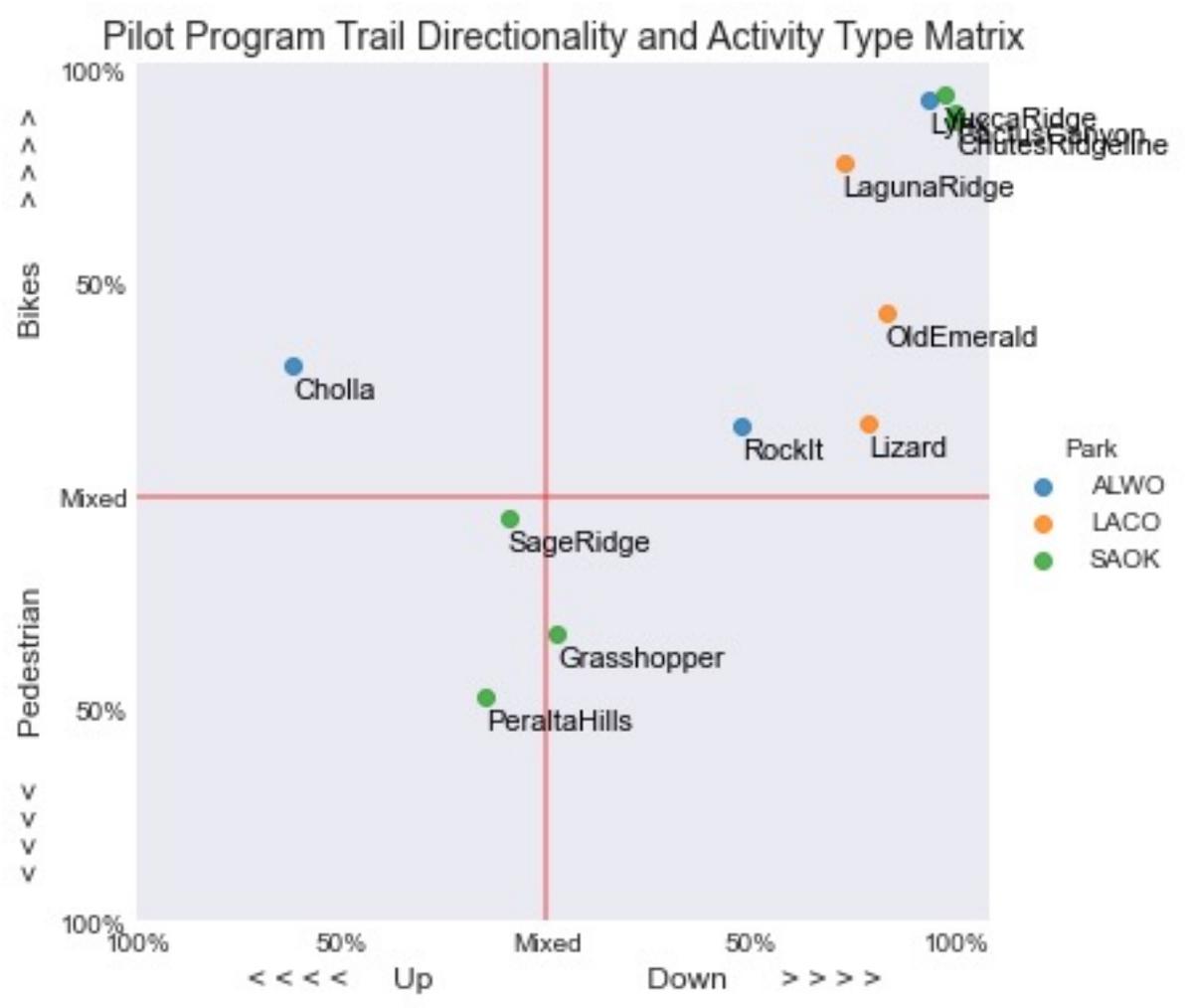
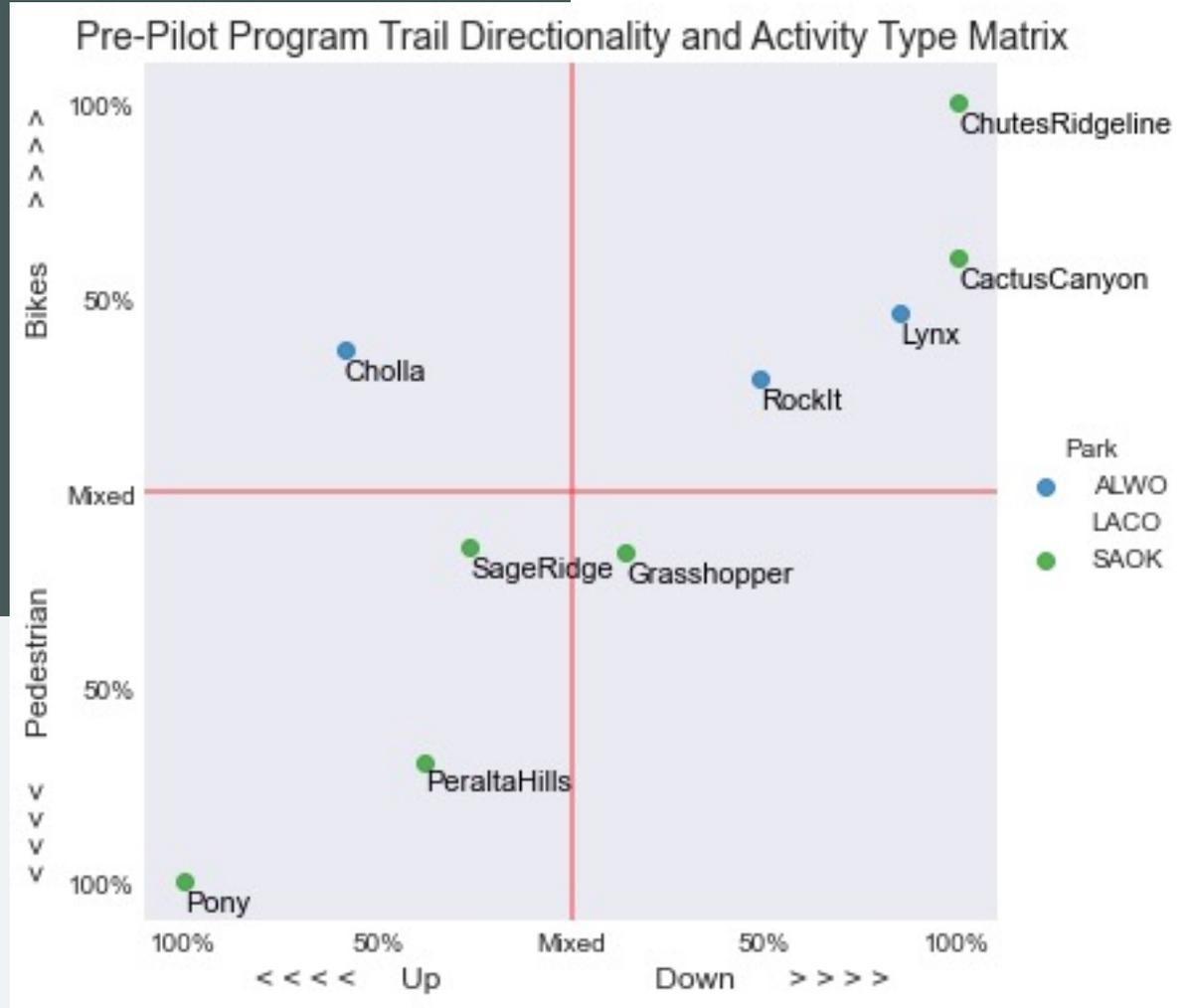
Aliso Wood Canyons (Rock-It) Post-Pilot Program Visitor Management Evaluations



- Overall, increased support for Pilot Program Trail Management

# TRAFx

## Trail Direction:



# Presentation Summary:

## Survey Results

- Initial trends indicate:
  - Support for Pilot Program Regulations
  - Reduced conflict, Increased quality of visitor experience

## TRAFx

- Trails are part of a network, not independent of each other
- Visitor movement (direction, speed) has implications for management

## Next Steps

- Statistical analysis of Pilot Program effects
- Strava Metro informing behavioral changes as a result of Pilot Program

# NEXT STEPS

- USU will conduct a more in-depth analysis of data collected and will provide a comprehensive report to the OC Parks Trails Subcommittee in Spring 2022.
- OC Parks Trails Subcommittee will review the USU report and evaluate the pilot project.

## COASTAL GREENBELT AUTHORITY

### STAFF REPORT

**FROM:** John Gannaway, Parks Division Manager, OC Parks      **DATE:** March 9, 2022

**SUBJECT:** Amendments to the Coastal Greenbelt Authority Bylaws Regarding Meeting Schedule Changes, Delivery of Agenda Packets to Members, and Bylaws Language Updates.

The Coastal Greenbelt Authority (“Authority”) was established on June 25, 1991, pursuant to an Agreement between County of Orange (“County”) and the City of Laguna Beach regarding the acquisition of property commonly known as “Laguna Laurel”.

Since its establishment, the Authority has adopted bylaws to assist it in its governance, organization, and processes. In order to update the Authority’s bylaws, several amendments are proposed for the Authority’s consideration.

Pursuant to the Authority’s bylaws, Article X, Section B, the “Regular meetings of the Authority shall be held on the third Thursday bimonthly at the hour of 5:30 PM.” Authority members have recently suggested changing the meeting time of the Authority to 3:00 p.m. on the second Wednesday bimonthly instead of the current meeting time of 5:30 p.m. on the third Thursday bimonthly.

OC Parks is a department within OC Community Resources (“OCCR”). Various departments within OCCR also have a board, commission, or committee (“BCC”), and these BCCs meet at various times. The proposed change to the meeting time for the Authority to 3:00 p.m. on the second Wednesday bimonthly would not conflict with other OCCR BCC meetings.

Proposed bylaws amendments relating to the timing of the Authority’s annual meeting and its annual election of officers are also included. Currently, the annual meeting and annual election of officers takes place in September. The proposed bylaws amendment will change the timing of this annual meeting and annual election to January.

Another proposed bylaw amendment changes the method by which agenda packets are sent to Authority members in advance of each Authority meeting. Currently, agenda packets consisting of the agenda, minutes of the previous meeting, related background materials, and all correspondence received by and initiated by the Authority must be mailed to each Authority member at least five days prior to the meeting. The proposed amendment changes the delivery method from mailing to email. This change will ensure more prompt delivery of the agenda packet to authority members and allow for more time for review of the materials prior to the Authority’s meeting.

On May 10, 2011, a lease agreement between the City of Laguna Woods and the County was approved by the County Board of Supervisors (“Board”) to have the County maintain a 10-acre parcel of City of Laguna Woods’ property as part of Laguna Coast Wilderness Park. The current bylaws recognize the City of Laguna Woods as a voting member of the

Authority but various references throughout the current bylaws refer only to one city as a landowner, the City of Laguna Beach. Several bylaws amendments are proposed to update the language in the bylaws to reflect that multiple cities are landowners.

Authority bylaws may be recommended for amendment by three affirmative votes of the Authority at a regular meeting. If the Authority recommends the amendment of its bylaws, the proposed bylaws amendments will then be sent to the City Council of Laguna Beach for approval and then to the Board for final approval of the bylaws amendments.

**RECOMMENDED ACTIONS:**

1. Request Bylaw amendments from Laguna Coast Wilderness Park landowners for consideration at next Authority meeting.

 for John Gannaway  
John Gannaway

**ATTACHMENT(S):**

Attachment A – Proposed Bylaw Amendments – Redlined  
Attachment B – Current Bylaws

## AMENDED AND RESTATED

BYLAWS OF THE  
COASTAL GREENBELT AUTHORITYI. TITLE

The official title of this authority shall be "Coastal Greenbelt Authority", referred to herein as "Authority".

II. ORIGIN

The Authority was established on June 25, 1991, pursuant to the Agreement of that same date between the County of Orange ("County") and the City of Laguna Beach ("City") regarding the acquisition of that property commonly known as "Laguna Laurel" (hereinafter "Laguna Laurel Agreement").

III. REGIONAL PARK

The Authority shall have such duties and functions as are prescribed in the Laguna Laurel Agreement with regard to the properties to be contributed by the County and the ~~City~~ Cities to create Laguna Coast Wilderness Park adjacent to the ~~City~~ Cities. Said properties to be contributed include, but are not limited to Laguna Laurel, Sycamore Hills, Laguna Heights, and the Irvine Coast Wilderness Park area. Other governmental entities may contribute additional land to the regional park as prescribed by Section 7.7 of the Laguna Laurel Agreement. In addition, the Authority shall have the same duties and functions with regard to Aliso & Wood Canyons Wilderness Park as it does for Laguna Coast Wilderness Park.

IV. FUNCTIONS

The Authority shall be responsible for:

1. Producing a master plan for facilities and resource management for Laguna Coast Wilderness Park, which plan shall be in accord with the Laguna Laurel Option Agreement, and which shall become effective upon adoption by the Board of Supervisors and City Council;
2. Producing a master plan for facilities and resource management for Aliso & Wood Canyons Wilderness Park, and which shall become effective upon adoption by the Board of Supervisors;
3. Monitoring regional park operations to insure consistency with the adopted facilities and management plans;
4. Fostering volunteer assistance for activities within the regional parks;

5. Assisting in obtaining financial resources through grants or donations for future acquisition of property, facilities and operations of the regional parks; and

6. Recommending to the Board of Supervisors and the City Councils the ownership interests and parcels to be purchased under the Laguna Laurel Agreement for Laguna Coast Wilderness Park by any entity.

7. Recommending to the Board of Supervisors the parcels to be acquired for Aliso & Wood Canyons Wilderness Park.

V. MEMBERSHIP

A. The Authority shall be comprised of the following:

1. One County official appointed by the Board of Supervisors, as a voting member;
2. One Laguna Beach City official, appointed by the City Council, as a voting member;
3. One Laguna Woods City official, appointed by the City Council, as a voting member;
4. One public individual selected by the Board of Supervisors with an interest and/or expertise in park management, as a voting member;

5. One public individual selected by majority vote of the Laguna Greenbelt, Inc., Laguna Canyon Conservancy, Inc., Village Laguna of Laguna Beach, Inc., and Laguna Canyon Property Owners Association or their successors, as a voting member; and

6. One non-voting member from the State Department of Fish and Game, at such time as the State contributes funds toward the Laguna Laurel acquisition.

7. One non-voting City official appointed by each City Council for the Cities of Irvine, Aliso Viejo, Laguna Hills, Laguna Niguel, and Newport Beach.

B. A non-voting City official shall become a voting member of the Authority at such time as property owned by his or her City is included within Laguna Coast Wilderness Park or Aliso & Wood Canyons Wilderness Park.

C. Each of the Authority members may designate an alternate(s) who may represent the member in his or her absence. Each alternate shall be approved by the Board of Supervisors, or the City Councils, or entities listed in the foregoing section A-4 which is responsible for the appointment of the individual member for whom the alternate is to be designated.

## VI. OFFICERS

A. Officers and Tenure: The officers of the Authority shall consist of a Chair, and a Vice-Chair.

B. Duties of Officers:

1. Chair. It shall be the duty of the Chair to preside at all meetings of the Authority, call special meetings when necessary, and perform all other duties of a presiding officer.

2. Vice-Chair. The Vice-Chair shall, upon request of the Chair, assist the Chair in his/her duties and the Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence, or resignation, and while the office of Chair is vacant.

3. Other Officers. The Authority shall appoint such further and additional officers as the Authority may deem advisable, and shall prescribe the powers and duties of such additional officers.

C. Election of Officers.

1. Election of Officers. Election of officers shall be held annually in ~~September~~ January. The term of each office shall be one year commencing ~~the following first day of October~~ from the date of the election in January. Each officer shall be elected by an affirmative vote of a majority of said Authority.

2. Special Election. A special election may be called by a majority of Authority members should any of the elected offices become vacant.

3. Ad hoc Chair. In the absence of the Chair and Vice-Chair, a majority of those members present may elect an ad hoc chair.

4. Recall. The Chair and/or the Vice-Chair of the Authority may be recalled from office by a 3/4 affirmative vote of all members serving on the Authority.

## VII. EXECUTIVE DIRECTOR

A. The Executive Director shall be the Director of OC Parks or his or her successor and shall be responsible to the Board of Supervisors for the day-to-day normal departmental operations of the Regional Parks in accordance with the plan developed under Section 7.5 of the Laguna Laurel Agreement and Sections 1 and 2 of Article IV of these Bylaws. The Executive Director may designate an alternate for the supervision of such operations. The Executive Director or his designee shall exercise those powers given to him by the Board of Supervisors, and shall report to the Authority on a regular basis.

B. The Executive Director shall accurately record Authority action in the minutes, maintain and distribute these minutes, and include approval of the minutes as an agenda item for the next regular Authority meeting. The Executive Director shall assist in the preparation of the agenda and distribute the agenda for regular meetings to each member. The Executive Director shall attend to correspondence and other business as directed by the Chair, maintain files and attendance records. The Executive Director shall be responsible for giving notice of all meetings as may be required by the Ralph M. Brown Act.

#### VIII. ATTENDANCE, RESIGNATION AND CONDUCT

A. Notification of Absence; Members shall notify the Executive Director of intended absences in advance of the scheduled meeting. The Executive Director shall record all absences in the minutes of the Authority meeting.

B. Authority members shall conduct themselves and their actions within Government Code Section 1090-1097 regarding conflicts and comply with the Political Reform Act of 1974, commencing with California Government Code Section 81000, and the Ralph M. Brown Act, Government Code Section 54950 et seq.

#### IX. LOCATION OF MEETINGS

The Authority shall hold all meetings at the Orange County Hall of Administration or within the boundaries of the Fifth Supervisorial District of Orange County. This limitation may be waived by unanimous consent of the Authority if the subject of a meeting requires an examination of facts and data outside of the Fifth District. The Authority shall make every effort to hold all meetings in such facilities and shall accommodate any member of the public wishing to attend.

#### X. SCHEDULE OF MEETINGS

A. The annual meeting of the Authority shall be the first regular meeting in ~~September~~ January of each year.

B. Regular meetings of the Authority shall be held on the ~~third Thursday~~ second Wednesday bimonthly at the hour of ~~5:30~~ 3:00 P.M. If the date of any regular meeting falls upon a legal holiday, the meeting for that date shall take place on the ~~fourth Thursday~~ third Wednesday at ~~7:30~~ 3:00 P.M.

C. Regular meetings shall be held at the Irvine City Hall, Laguna Woods City Hall, Laguna Beach City Hall, or such other place as the Authority shall designate.

D. Any meeting may be adjourned from time to time by the majority vote of the Authority members present.

E. Special meetings may be held as deemed necessary at the request of the Chair, or a majority of the members of the Authority. Notice of such special meetings shall be in accordance with the Ralph M. Brown Act.

XI. QUORUM

At any meeting of the Authority, a majority of said Authority, to wit three (3) Authority members, shall constitute a quorum for the transaction of business. A majority of affirmative votes of said Authority shall be required to take any action, except as provided herein by Section B of Article XIII.

XII. ORDER FOR BUSINESS

A. An agenda shall be prepared by the Executive Director for each regular meeting of the Authority. No matters may be considered by the Authority unless they appear on the agenda or fall within one of the exceptions set forth in Government Code Section 54954.2. Agenda items must be submitted in writing to the Executive Director at least seven (7) days prior to the meeting. The agenda shall be posted in accordance with Government Code Section 54954.2 at least 72 hours before any regular meeting. The agenda shall include an opportunity for members of the public to address the Authority on matters within the subject matter jurisdiction of the Authority. The Authority shall not, however, take action on such matters until they have been placed on the agenda.

B. Agenda items may be submitted to the Executive Director by Authority members, members of the Board of Supervisors of Orange County or County Departments and members of the City Council of the City of Laguna Beach or City Departments.

C. An agenda packet shall consist of: an agenda, minutes of the previous meeting, related background materials and all correspondence received by and initiated by the Authority, and shall be ~~mailed~~ delivered via email to each Authority member by the Executive Director at least five (5) days prior to the meeting.

XIII. CONDUCT OF MEETINGS

A. All persons addressing the Authority shall identify themselves by name and address, and shall address Authority members or other persons present through the Chair.

B. All Authority actions and recommendations shall be by motion, duly seconded and carried by an affirmative vote of a majority of the Authority. Each member, or in the absence of a member, the member's designated alternate(s), shall have the right to vote.

In the event there is no majority, dual reports and/or recommendations may be issued or provided to the Board of Supervisors and the City Council.

C. The Authority shall conduct all proceedings in accordance with the Ralph M. Brown Act (Section 54950 et seq., California Government Code).

XIV. COMMITTEES

The Authority may establish such committees as it deems necessary to carry out the functions of the Authority. The committee members shall be appointed by the Chair including the officers of such committee and shall serve at the direction of the Chair.

XV. LOCATION OF PRINCIPAL PLACE OF BUSINESS

The principal place of business for the purpose of posting notices shall be at Orange County Hall of Administration, 10 Civic Center Plaza, Santa Ana, California 92702, or such other place as the Authority may direct.

XVI. NOTICES

All notices of the Authority shall be delivered personally to 13042 Old Myford Road, Irvine California, 92602 or by facsimile transmission (FAX) to (714) 667-6510.

XVII. AMENDMENTS OF BYLAWS

These bylaws may be recommended for amendment by three (3) affirmative votes of the Authority at a regular meeting, subject to the approval of the Orange County Board of Supervisors and the Laguna Beach City Council.

###

1 AMENDED AND RESTATED  
2 BYLAWS OF THE  
3 COASTAL GREENBELT AUTHORITY

4 I. TITLE

5 The official title of this authority shall be "Coastal Greenbelt Authority", referred to herein as "Authority".

6 II. ORIGIN

7 The Authority was established on June 25, 1991, pursuant to the Agreement of that same date between the  
8 County of Orange ("County") and the City of Laguna Beach ("City") regarding the acquisition of that property  
9 commonly known as "Laguna Laurel" (hereinafter "Laguna Laurel Agreement").

10 III. REGIONAL PARK

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12 regard to the properties to be contributed by the County and the City to create Laguna Coast Wilderness Park  
13 adjacent to the City. Said properties to be contributed include, but are not limited to Laguna Laurel, Sycamore Hills,  
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17 Laguna Coast Wilderness Park.

18 IV. FUNCTIONS

19 The Authority shall be responsible for:

20 1. Producing a master plan for facilities and resource management for Laguna Coast Wilderness  
21 Park, which plan shall be in accord with the Laguna Laurel Option Agreement, and which shall become effective  
22 upon adoption by the Board of Supervisors and City Council;

23 2. Producing a master plan for facilities and resource management for Aliso & Wood Canyons  
24 Wilderness Park, and which shall become effective upon adoption by the Board of Supervisors;

25 3. Monitoring regional park operations to insure consistency with the adopted facilities and  
26 management plan;

4. Fostering volunteer assistance for activities within the regional park;

1           5. Assisting in obtaining financial resources through grants or donations for future acquisition of  
2 property, facilities and operations of the regional parks; and

3           6. Recommending to the Board of Supervisors and the City Council the ownership interests and  
4 parcels to be purchased under the Laguna Laurel Agreement for Laguna Coast Wilderness Park by any entity.

5           7. Recommending to the Board of Supervisors the parcels to be acquired for Aliso & Wood  
6 Canyons Wilderness Park.

7 V.       MEMBERSHIP

8           A.       The Authority shall be comprised of the following:

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12              4. One public individual selected by the Board of Supervisors with an interest and/or expertise in  
13 park management, as a voting member;

14              5. One public individual selected by majority vote of the Laguna Greenbelt, Inc., Laguna Canyon  
15 Conservancy, Inc., Village Laguna of Laguna Beach, Inc., and Laguna Canyon Property Owners Association or their  
16 successors, as a voting member; and

17              6. One non-voting member from the State Department of Fish and Game, at such time as the State  
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19              7. One non-voting City official appointed by each City Council for the Cities of Irvine, Aliso Viejo,  
20 Laguna Hills, Laguna Niguel, and Newport Beach.

21           B.       A non-voting City official shall become a voting member of the Authority at such time as property  
22 owned by his or her City is included within Laguna Coast Wilderness Park or Aliso & Wood Canyons Wilderness  
23 Park.

24           C.       Each of the Authority members may designate an alternate who may represent the member in his or  
25 her absence. Each alternate shall be approved by the Board of Supervisors, or the City Council, or entities listed in  
26 the foregoing section A-4 which is responsible for the appointment of the individual member for whom the alternate  
is to be designated.

1 VI. OFFICERS

2 A. Officers and Tenure: The officers of the Authority shall consist of a Chair, and a Vice-Chair.

3 B. Duties of Officers:

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5 meetings when necessary, and perform all other duties of a presiding officer.

6 2. Vice-Chair. The Vice-Chair shall, upon request of the Chair, assist the Chair in his/her duties and  
7 the Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence, or resignation, and while the  
8 office of Chair is vacant.

9 3. Other Officers. The Authority shall appoint such further and additional officers as the Authority  
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15 2. Special Election. A special election may be called by a majority of Authority members should  
16 any of the elected offices become vacant.

17 3. Ad hoc Chair. In the absence of the Chair and Vice-Chair, a majority of those members present  
18 may elect an ad hoc chair.

19 4. Recall. The Chair and/or the Vice-Chair of the Authority may be recalled from office by a 3/4  
20 affirmative vote of all members serving on the Authority.

21 VII. EXECUTIVE DIRECTOR

22 A. The Executive Director shall be the Director of OC Parks or his or her successor and shall be  
23 responsible to the Board of Supervisors for the day-to-day normal departmental operations of the Regional Parks in  
24 accordance with the plan developed under Section 7.5 of the Laguna Laurel Agreement and Sections 1 and 2 of  
25 Article IV of these Bylaws. The Executive Director may designate an alternate for the supervision of such operations.  
26 The Executive Director or his designee shall exercise those powers given to him by the Board of Supervisors, and  
shall report to the Authority on a regular basis.

1           B.       The Executive Director shall accurately record Authority action in the minutes, maintain and  
2 distribute these minutes, and include approval of the minutes as an agenda item for the next regular Authority  
3 meeting. The Executive Director shall assist in the preparation of the agenda and distribute the agenda for regular  
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5 the Chair, maintain files and attendance records. The Executive Director shall be responsible for giving notice of all  
6 meetings as may be required by the Ralph M. Brown Act.

7 **VIII.   ATTENDANCE, RESIGNATION AND CONDUCT**

8           A.       Notification of Absence; Members shall notify the Executive Director of intended absences in  
9 advance of the scheduled meeting. The Executive Director shall record all absences in the minutes of the Authority  
10 meeting.

11          B.       Authority members shall conduct themselves and their actions within Government Code Section  
12 1090-1097 regarding conflicts and comply with the Political Reform Act of 1974, commencing with California  
13 Government Code Section 81000, and the Ralph M. Brown Act, Government Code Section 54950 et seq.

14 **IX.     LOCATION OF MEETINGS**

15           The Authority shall hold all meetings at the Orange County Hall of Administration or within the boundaries  
16 of the Fifth Supervisorial District of Orange County. This limitation may be waived by unanimous consent of the  
17 Authority if the subject of a meeting requires an examination of facts and data outside of the Fifth District. The  
18 Authority shall make every effort to hold all meetings in such facilities and shall accommodate any member of the  
19 public wishing to attend.

20 **X.     SCHEDULE OF MEETINGS**

21          A.       The annual meeting of the Authority shall be the first regular meeting in September of each year.

22          B.       Regular meetings of the Authority shall be held on the third Thursday bimonthly at the hour of 5:30  
23 PM. If the date of any regular meeting falls upon a legal holiday, the meeting for that date shall take place on the  
24 fourth Thursday at 7:30 PM.

25          C.       Regular meetings shall be held at the Irvine City Hall, Laguna Woods City Hall, Laguna Beach City  
26 Hall, or such other place as the Authority shall designate.

1 D. Any meeting may be adjourned from time to time by the majority vote of the Authority members  
2 present.

3 E. Special meetings may be held as deemed necessary at the request of the Chair, or a majority of the  
4 members of the Authority. Notice of such special meetings shall be in accordance with the Ralph M. Brown Act.

5 XI. QUORUM

6 At any meeting of the Authority, a majority of said Authority, to wit three (3) Authority members, shall  
7 constitute a quorum for the transaction of business. A majority of affirmative votes of said Authority shall be  
8 required to take any action, except as provided herein by Section B of Article XIII.

9 XII. ORDER FOR BUSINESS

10 A. An agenda shall be prepared by the Executive Director for each regular meeting of the Authority. No  
11 matters may be considered by the Authority unless they appear on the agenda or fall within one of the exceptions set  
12 forth in Government Code Section 54954.2. Agenda items must be submitted in writing to the Executive Director at  
13 least seven (7) days prior to the meeting. The agenda shall be posted in accordance with Government Code Section  
14 54954.2 at least 72 hours before any regular meeting. The agenda shall include an opportunity for members of the  
15 public to address the Authority on matters within the subject matter jurisdiction of the Authority. The Authority shall  
16 not, however, take action on such matters until they have been placed on the agenda.

17 B. Agenda items may be submitted to the Executive Director by Authority members, members of the  
18 Board of Supervisors of Orange County or County Departments and members of the City Council of the City of  
19 Laguna Beach or City Departments.

20 C. An agenda packet shall consist of: an agenda, minutes of the previous meeting, related background  
21 materials and all correspondence received by and initiated by the Authority, and shall be mailed to each Authority  
22 member by the Executive Director at least five (5) days prior to the meeting.

23 XIII. CONDUCT OF MEETINGS

24 A. All persons addressing the Authority shall identify themselves by name and address, and shall  
25 address Authority members or other persons present through the Chair.

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