

Meeting	Thursday, July 30, 2015 from 1PM-3PM
Date/Time/Location	NCW Regional Library, 16 N. Columbia Street, Wenatchee
Subject	Flood Hazard Mitigation Comprehensive Plan Participatory Stakeholder Committee Meeting #1
In Attendance	Bob Whitehall (City of Entiat), Dan Frazier (City of Wenatchee), Doug Lewin (Chelan County Community Development), Herb Amick (City of Leavenworth), Jason Detamore (Chelan County Public Works), Jason Peterson (United States Forest Service), Lauren Loeb sack (Chelan County Public Works), Mayor Robert Goedde (City of Chelan), Michael Rickel (Cascadia Conservation District), Michelle Gilbert (WA State Department of Ecology), Neal Hedges (Chelan-Douglas Land Trust), David Toften (Washington State Department of Transportation), Tim Larson (Chelan County Public Utility District)
Summary Prepared By	Lauren Loeb sack
Quorum Y/N	N/A

Item	Action
<p>Welcome & Introductions</p> <p>This meeting was the first meeting for the Flood Hazard Mitigation Comprehensive Plan Participatory Stakeholder Committee. An introduction was given by Jason Detamore of Chelan County Public Works then the meeting was handed off to Rob Flaner of Tetra Tech, consultant for this effort. Rob then briefed the group on his effort, that his job is the make this process efficient for us and started introductions around the table.</p> <p>Why Are We Here?</p> <p>This meeting was held to establish the purpose, expectations, organization and ground rules for this committee, to determine regular meeting times, flood hazards of concern in Chelan County, as well as public involvement strategy and introduction of the group’s mission statement. The stakeholder committee should operate within the guidelines of RCW 86.12 as an open, public meeting. Properly maintaining these guidelines will ensure that the FCZD maximizes the Community Rating System (CRS) score when Chelan County initiates that process. Benefits to a higher CRS score include reduction in private flood insurance rates.</p> <p>It’s estimated that there will be a total of 8 of these committee meetings, wrapping up by November 2016, however, the final count will be determined by how the process goes, including public response. More meetings may be required to accomplish the deliverables of the stakeholder group, or perhaps less meetings, should the process go smoothly.</p> <p>Ground Rules</p> <p>Rob explained that, to protect and support this process, it is necessary to establish ground rules. These must be agreed upon and adopted by the committee, however they are not fixed and can be changed through the committee process if necessary. The ground rules define the purpose of the</p>	

committee, assign a chair, vice chair and spokesperson. They also define attendance policies of committee members, quorum, use of alternates and how decisions will be made. Rob provided a draft document with procedures that meet Washington State standards for public meetings. This document was reviewed by the committee step by step.

Selection of Chairperson & Vice Chairperson: Rob recommended that the chairperson for the committee not be a staff member of Chelan County, to better represent the multi-jurisdictional nature of this committee. With no volunteers, Tim Larsen nominated Dan Frazier for the chair position. Rob called for a vote and Dan was unanimously voted as the chairperson.

There were no volunteers for the vice chairperson position, either and Tim nominated Bob Whitehall, who was unanimously confirmed by a vote of the committee.

Spokesperson: As Lauren Loeb sack already acts as the Public Information Officer for Chelan County Public Works, this position was given to her. There were no objections to Lauren acting as spokesperson.

Quorum: The committee has 13 members. Rob discussed options for quorum including the benefits of establishing a smaller or a larger quorum. The discussion was between either half plus one (8) or half minus one (6), with half of 13 being rounded up to 7. The determination was that as a small group with a variety of stakeholder interests, it will be best to have a higher quorum number so that decisions made during those meetings are representative of the larger group. Eight stakeholders will make quorum.

Alternates: An alternate will come in place of a committee member when he or she cannot attend. The decision to make is whether or not that alternate acts as a fully interchangeable member or whether they will come as a proxy for the committee member. Rob emphasized the importance of an interchangeable alternate being kept up to speed with the committee's work and have a strong understanding of the committee member's values and opinion as it relates to the process. The group determined that an alternate would be a fully interchangeable member. Rob then advised that these alternates be determined as soon as possible.

Decisions: As a small group, Rob recommended that decision be made by consensus whenever it can be reached. If consensus cannot be reached through committee discussion and a decision is necessary, a majority vote will determine the decision.

Public Involvement: The committee will review the practices that the Board of County Commissioners maintains for public involvement and align with those standards as much as possible.

Meeting Dates: The aim is to establish a regular date/time/location for the upcoming participatory stakeholder meetings. Through discussion it was determined that Wednesdays are the best for meeting.

Committee members wishing to identify an alternate should respond to an email to be sent by Lauren L. requesting this information, prior to the next committee meeting.

Lauren will follow up to get that policy for the committee's review and adoption.

Lauren will send out a Doodle poll to determine which Wednesday of the month and what time slot works best in general for the committee.

Flood Hazards of Concern

A map of Chelan County with FEMA flood zones indicated was provided for the group's review. Rob asked that committee members draw on the map, indicating other known flood hazards that should be addressed during the development of the comprehensive plan. The group gathered around and pointed out known problems and discussed the impacts and challenges of these locations. This map was then saved for review by the consultant.

Public Involvement Strategy

Rob asked the committee to consider how to "get the word out" about the process and encourage public involvement and attendance to upcoming open houses. In his experience, word of mouth from the committee members helps considerably, as well as surveys that engage the public in this issue, hosting public meetings, outreach through usual media outlets such as radio, local television and newspapers, web pages and the use of social media. He stated that he has seen strong response to the use of Twitter to inform people of meetings and suggested that was something to consider.

The question was asked as to how to approach potential language barriers, particularly considering that Chelan County has a substantial Spanish speaking population. Experience has been that there is little response to broad outreach but that direct engagement with members of the community will get the best results. Nevertheless, materials used for public outreach will be translated into Spanish.

The FCZD website will be an important landing page, and house information regarding the stakeholder committee and where we are at in the process of creating the comp plan. There are standards that must be met for the webpage.

Rob also asked the committee to consider venue for the meetings. Where to hold them and how many to have will be an important part of engaging the community in the development of the comp plan. Rob has a program using HAZUS information that can be used to demonstrate to individual property owners what the potential impacts to their property may be in the case of flooding and even assign a dollar value to the damage. He states that is a very enlightening tool for property owners unfamiliar with the potential risks of flooding on their property.

Mission Statement

Rob provided a sampling of mission statements. The mission statement does not have to use any of the required suggestions or may use one of the samples verbatim. The adoption of a mission statement by this committee will be an action item for the Participatory Stakeholder Committee Meeting #2.

Adjourn

Committee members need to respond with their availability.

Rob will prepare the final ground rules document which will be reviewed and approved by the committee at the next meeting.

Lauren will work to update in the coming week to align the current page with those standards. She will also send out a link to committee members that they can reference it at their convenience.








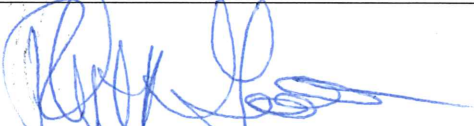
The homework for the group is the review these statements on their own and come back with an idea of what they would like the mission statement to be.



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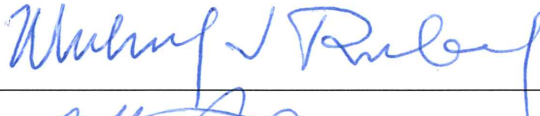


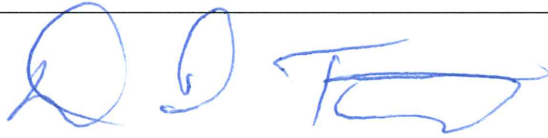
NAME	SIGNATURE
Aaron Young	
Bob Whitehall City of Entiat	
Dan Frazier City of Wenatchee	
Doug Lewin Community Development	
Eric Pierson CCPW	
Herb Amick City of Leavenworth	
Jason Detamore CCPW	
Jason Peterson Forest Service	
Jennifer Burns Chelan County PUD	
Kent Sisson Emergency Management	
Lauren Loeb sack CCPW	
Mark Botello City of Cashmere	
Mayor Robert Goedde City of Chelan	



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NAME	SIGNATURE
<p>Michael Rickel Cascadia Conservation District</p>	
<p>Michelle Gilbert Dept. of Ecology</p>	
<p>Mike Kaputa Chelan County Natural Resources</p>	
<p>Neal Hedges Chelan-Douglas Land Trust</p>	
<p>Phylisha Olin</p>	
<p>Rob Flaner Tetra Tech</p>	
<p>David TOTTEN WSPOT</p>	
<p>Tina LARSON CCAD</p>	