

**Chelan County**  
**Comprehensive Flood Hazard Management Plan (CFHMP)**  
**STEERING COMMITTEE GROUND RULES**

**PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the Planning Team through the CFHMP development process that will result in a plan that can be embraced both politically and by the constituency within Chelan County. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

**LEADERSHIP**

The Steering Committee selected **Dan Frazier** representing the City of Wenatchee to be the chairperson. The role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks. **Bob Whitehall**, representing the City of Entiat, was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

**ATTENDANCE**

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If a Committee member cannot attend, they should inform the planning team before the meeting is conducted. If a member misses a total of 2 consecutive, or 3 cumulative meetings without an explanation, the chairperson will contact the member to determine his or her interest in continued support of this process. The chairperson will also contact a member to determine if participation will still be possible if a committee member two consecutive meetings, regardless of notice being provide. The resulting action following such an inquiry will be at the discretion of the chair. (Note: designated alternates as discussed below will count as committee member attendance as applicable)

**QUORUM**

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be 50 percent of the committee membership plus one member in attendance (8 members). This quorum can be met with an attendance augmented by designated alternates.

**ALTERNATES**

Steering Committee members can identify an alternate should they feel there will be an issue with their ability to attend all meetings. For this planning process, designated alternates will be fully interchangeable with the designated primary Steering Committee member. So when

an alternate attends a meeting and a vote is taken, that alternate my vote as they feel as it pertains to the issue being confirmed. They are not acting as the proxy for the primary member.

Alternates will receive copies of all meeting materials as well as meeting agendas and minutes. Alternates are welcome to attend any and all scheduled meetings. Alternates will not have a vote on this committee when the primary Committee member is also in attendance. Alternates will only have a vote when they are attending in the place of the primary Committee member. Coordination of who attends scheduled meetings is the sole responsibility of the primary member and their designated alternate. Those Committee members that chose to designate alternates shall notify the planning team no later than one week prior to the next scheduled SC meeting.

## **DECISION-MAKING**

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as “majority rules.” The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In the event of a tie, the Chairperson will make the final decision. In any case, minority dissent will be recorded as requested in the meeting summaries and the Committee may choose to note such opinions in their final recommendations. On action items where decisions will need to be made by the Committee, a vote will be taken to determine consensus or the majority stance of the committee. Only seated Steering Committee members or their designated alternates that are attending the meeting as the principal representative will have a vote. Members of the public, planning team members, or alternates that are attending a meeting in conjunction with their principal representative will not have a vote.

## **RECOMMENDATIONS**

The Committee's recommendations will be recorded in the meeting summaries and reflected in the Plan as appropriate. The Committee may also assist in the presentation of the Plan to the elected bodies of participating organizations.

## **SPOKESPERSON**

Ideally the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee’s united recommendations to participating organizations, the public, and the media; the Committee spokesperson will be **Lauren Loeb sack**, who serves as the Public Information Officer for the Chelan County Department of Public Works.

In addition, each member should have a responsibility to represent the Committee’s recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee’s

work. Finally, Committee members may need to help with presentations given to governing bodies as well as during public meetings or presentations.

## **STAFFING**

The Planning Team for this project includes appropriate personnel from Chelan County Department of Public Works (CCDPW) along with contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

## **PUBLIC INVOLVEMENT**

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. All Steering Committee meetings will be open to the public. Members of the public wishing to address the SC must sign in prior to the meeting and identify their name, address and whom they represent. All Steering Committee meeting agendas will be posted on the LHMP website a minimum of 1 week prior to each SC meeting. Public comments will be taken prior to initiation of each meeting. Comments will only be taken on items contained on the agenda for that meeting. Each member of the public wishing to address the SC will be given a single allotment of 3 minutes to address the Committee, with a total aggregated time not to exceed 15 minutes. Speaking time cannot be transferred to another speaker. The number of speakers allowed to address the committee will be at the discretion of the chair. All public comments received will be reflected in the meeting summaries.

## **COURTESY**

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

## **MEETINGS**

Meetings generally will be conducted on the fourth Wednesday of each month from 1:00 PM to 3:00 PM at:

Confluence Technology Center  
285 Technology Center Way  
Wenatchee, WA 98801

Meeting locations can be changed as needed. All changes in venue will be posted on the county's website no later than 1 week prior to the scheduled meeting. Meeting dates are subject to change based upon Steering Committee direction.

<b>Chelan County Comprehensive Flood Hazed Management Plan Steering Committee</b>			
City of Wenatchee			
	Primary	Dan Frazier	<a href="mailto:DFrazier@WenatcheeWA.Gov">DFrazier@WenatcheeWA.Gov</a>
	Secondary		
City of Entiat			
	Primary	Bob Whitehall	<a href="mailto:Bwhitehall68@yahoo.com">Bwhitehall68@yahoo.com</a>
	Secondary		
Chelan County Dept. of Public Works			
	Primary	Jason Detamore	<a href="mailto:Jason.Detamore@co.chelan.wa.us">Jason.Detamore@co.chelan.wa.us</a>
	Secondary		
Chelan County Community Development			
	Primary	Doug Lewin	<a href="mailto:doug.lewin@co.chelan.wa.us">doug.lewin@co.chelan.wa.us</a>
	Secondary		
City of Leavenworth			
	Primary	Herb Amick	<a href="mailto:herba@cityofleavenworth.com">herba@cityofleavenworth.com</a>
	Secondary		
United States Forrest Service			
	Primary	Jason Peterson	<a href="mailto:jnpeterson@fs.fed.us">jnpeterson@fs.fed.us</a>
	Secondary		
City of Chelan			
	Primary	Robert Goedde	<a href="mailto:bgoedde@cityofchelan.us">bgoedde@cityofchelan.us</a>
	Secondary		
Cascadia Conservation District			
	Primary	Michael Rickel	<a href="mailto:MikeR@cascadiacd.org">MikeR@cascadiacd.org</a>
	Secondary		
WA Department of Ecology			
	Primary	Michelle Gilbert	<a href="mailto:michelle.gilbert@ecy.wa.gov">michelle.gilbert@ecy.wa.gov</a>
	Secondary		
Chelan-Douglas Land Trust			
	Primary	Neal Hedges	<a href="mailto:neil@cdlandtrust.org">neil@cdlandtrust.org</a>
	Secondary		
WASHDOT			
	Primary	David Toften	<a href="mailto:toftend@wsdot.wa.gov">toftend@wsdot.wa.gov</a>
	Secondary		
Chelan PUD			
	Primary	Tim Larson	<a href="mailto:tim.larson@chelanpud.org">tim.larson@chelanpud.org</a>

	Secondary	Jennifer Burns	<a href="mailto:jennifer.burns@chelanpud.org">jennifer.burns@chelanpud.org</a>	
City of Cashmere				
	Primary	Mark Botello	<a href="mailto:mark@cityofcashmere.org">mark@cityofcashmere.org</a>	
	Secondary	Jeff Gomes	<a href="mailto:jeff.gomes@cityofcashmere.org">jeff.gomes@cityofcashmere.org</a>	
Citizen #1				
	Primary	Aaron Young	<a href="mailto:goodtern@hotmail.com">goodtern@hotmail.com</a>	
	Secondary			
Citizen #2				
	Primary	Phylisha Olin	<a href="mailto:olinenvironmental@nwi.net">olinenvironmental@nwi.net</a>	
	Secondary			