

2006 King County Flood Hazard Management Plan Update Citizens Committee Charter

December 2011

I. NAME OF COMMITTEE

The committee shall be known as the “citizens committee for the 2006 King County Flood Hazard Management Plan Update.” The citizens committee is established by King County and the King County Flood Control District and will serve at the pleasure of the County and the District.

II. PURPOSE

Motion FCD11-04.1 of the King County Flood Control District established the citizens committee “to serve as a sounding board at key milestones in the King County Flood Hazard Management Plan update.” In addition, the Community Rating System under the National Flood Insurance Program 10-step planning process calls for a citizens committee where at least one half of the members are representatives of the public, including residents, businesses, or property owners from the flood-prone areas. The citizens committee shall limit its activities to advising on matters that directly concern the Plan update.

III. MEMBERSHIP

A. Members and Qualifications:

Motion FCD11-04.1 appointed a citizens committee of 20 members that meet the following criteria:

1. At least half of the citizens committee are residents, businesses, or property owners from the 100-year floodplain within King County.
2. Committee members have demonstrated knowledge of the 2006 King County Flood Hazard Management Plan or experience with floodplain issues.
3. Membership reflects a balanced cross-section of floodplain interests and experience (e.g. property owners, agricultural interests, environmental organizations, businesses, recreational interests).
4. Membership reflects a balanced cross-section of floodplain management professional disciplines (e.g. building industry, civil engineering, commercial/residential insurance, ecological sciences, land use planning, emergency management, and law).
5. Membership reflects the six major river basins of King County (South Fork Skykomish, Snoqualmie, Sammamish, Cedar, Green, and White), as well as coastal areas, smaller tributary systems, and urban drainage systems.
6. The citizens committee also includes King County support staff, as needed.

B. Citizens Committee Members:

Name and Address	Expertise/Experience	Geographic Representation
Leonard Carlson Carnation	Floodplain Property Owner	Lower Snoqualmie
James McBride Carnation	Floodplain Property Owner	Lower Snoqualmie
Warren Halverson	Floodplain Property Owner	Upper Snoqualmie
Dave Gashler Auburn	King County Housing Authority/Low Income	Green
Brian Winslow Auburn	The Boeing Company	Green
Joseph Herr Seattle (Maple Valley)	Floodplain Property Owner	Cedar
Martha Parker Renton	Cedar River Council Floodplain Property Owner	Cedar
Nicole Hagestad Pacific	Former City Council Member Floodplain Property Owner	White
Jon Scholes Seattle	Downtown Seattle Association/ Coastal Flooding	Seattle
Keith Swenson Bellevue	City of Bellevue Environmental Services	Countywide
Susan Pelaez South Seattle	American Red Cross Vulnerable Populations	Countywide
John King Auburn	Flood Protection Engineer for FM Global, commercial ins.	Countywide
Dr. Gilbert Pauley, PhD Bellevue	Professor Emeritus, U of W Aquatic & Fishery Sciences	Countywide
Stephen Stanley Bellevue	Wetland Specialist Department of Ecology	Countywide
Bob Freitag Seattle	University of Washington Hazards & Mitigation Planning	Countywide
Joseph Wartman, PhD Seattle	University of Washington Professor of Civil Engineering	Countywide
Molly Lawrence Seattle	Land Use Attorney, Gordon Derr, LLP	Countywide
Jeff Randall, PhD Preston	Partnership for Rural King County	Countywide

Note: Two of the twenty members appointed by the Flood Control District have declined the offer to serve on the citizens committee.

IV. ROLES AND RESPONSIBILITIES

A. Citizens Committee Members:

The specific roles of the citizens committee include the following responsibilities:

1. Attend citizens committee meetings.
2. Review and provide comments on materials and issues brought to the citizens committee.
3. Provide an information exchange between King County staff and floodplain property owners and stakeholders.
4. Through this update, help refine goals and objectives of the Plan.
5. Review and provide comments on policy, program and project recommendations.
6. Review and provide comment on suggestions from special interest groups, such as King County Agricultural Commission, Cedar River Council, or Unincorporated Area Councils, to name a few.
7. Attend public workshops and public meetings, as needed, on the Plan update.
8. Write letters or provide other means of support for the Plan update during legislative review.

B. King County Staff:

The specific roles of the King County staff include the following responsibilities:

1. Work with the facilitation consultant to clarify issues to be brought to the citizens committee for review and comment.
2. Prepare meeting agendas and send out prior to the meeting.
3. Schedule and staff the citizens committee meetings, arrange for meeting locations.
4. Finalize meeting minutes and distribute.
5. Prepare the 2006 King County Flood Hazard Management Plan Update.

C. Facilitation Consultant:

The specific roles of the facilitation consultant include the following responsibilities:

1. Work with the King County project managers to clarify issues to be brought to the citizens committee for review and comment.
 2. Conduct meetings in accordance with the agenda and meeting format.
 3. Stay on schedule and adjourn the meeting at the set time.
 4. Provide note taker to write summary notes for citizen committee meetings.
 5. Assure all citizens committee members have equal opportunity to express their viewpoint.
 6. Moderate discussions and assure that a respectful atmosphere is maintained.
 7. Facilitate citizens committee input on issues brought to the citizens committee related to the Plan update.
-

V. PROCEDURAL RULES

A. Term of Service and Scope of Work:

It is anticipated that the citizens committee will meet 8 times during 2011/2012. The citizens committee will be asked to provide input on the scope of work approved by the King County Flood Control District Board of Supervisors. The citizens committee must hold at least one meeting on each step in planning process under the Community Rating System of the National Flood Insurance Program. The scope of what is anticipated to be addressed in this update includes:

1. Updated Flood and Channel Migration Hazard Information.
2. Updated Risk / Vulnerability Assessment, including economic impacts.
3. Updated Strategy and Action Plan for each basin.
4. Policy Issues:
 - a. Risk reduction strategies and basin wide action plans;
 - b. Levee certification and accreditation;
 - c. Levee vegetation and participation in PL 84-99 program;
 - d. Coastal, small streams and urban flooding;
 - e. Social justice and outreach to vulnerable populations;
 - f. Property acquisitions and relocation;
 - g. Capital project prioritization and sequencing approach, criteria, and scoring;
 - h. Bioengineering; and
 - i. Gravel removal and sediment management.

B. Meetings:

Citizens committee meeting times and locations will be determined by the citizens committee in coordination with King County staff. Citizens committee members may be requested to attend additional public meetings, King County Council meetings, King County Flood Control District meetings, or other stakeholder meetings.

Citizens committee meetings will generally follow the following format:

- Welcome and introductions
- Review agenda
- Review minutes from last meeting
- Discussion items
- Presentations
- Action items
- Next steps
- Audience comments

C. Agendas:

King County staff will prepare meeting agendas developed in coordination with the facilitation consultant and distribute the agendas to the citizens committee in advance of meetings. The agenda should include the Community Rating System Activity 510 planning step (see section V.A.) that is being discussed at each meeting.

D. Minutes:

King County staff will write up minutes from each citizens committee meeting and distribute to the citizens committee in advance of the meeting in which they are to be reviewed and approved. The meeting minutes will include the full range of perspectives held by citizens committee members, including comments on the Community Rating System Activity 510 planning step (see section V.A.) that was discussed at the meeting.

E. Meeting Attendance:

Citizens committee members are expected to attend all scheduled meetings. If a citizens committee member is unable to attend the meeting in person, they may arrange with the County Project Manager to teleconference. If a citizens committee member misses more than two meetings in a row or three cumulative meetings, they will be contacted by the County Project Manager to verify if they intend to continue on the citizens committee. If additional meetings are missed, the citizens committee member may be replaced at the option of the King County Flood Control District Board of Supervisors.

F. Citizen Committee Input Role:

The citizens committee will provide feedback and reaction to draft products, strategy or conceptual approaches presented for discussion. The role of this committee is to be a “sounding board”. The citizens committee is not responsible for arriving at consensus or necessarily to generate new recommendations. The feedback received is critical to the successful update of the plan. The final decisions on the King County Flood Hazard Management Plan update will be made by the County Executive and King County Flood Control District Board of Supervisors.

G. Communications Protocol for Representing the Citizens Committee:

When a citizens committee member is discussing topics outside the citizens committee meetings, they must clarify between their own perspectives and those of the committee as a whole.

VI. POINT OF CONTACT

The King County staff point of contact with citizens committee member is:

Priscilla Kaufmann, CFM, Project/Program Manager

201 South Jackson St, Suite 600

Seattle, WA 98104-3855

(206) 205-0598

(206) 205-5134

priscilla.kaufmann@kingcounty.gov

VII. SIGNATURES

I agree to service on the citizen committee for the 2006 King County Flood Hazard Management Plan update and to the terms of this charter.

Leonard Carlson

Leonard Carlson

Date
12/13/11

James McBride

James McBride

Date
12-13-11

Warren Halverson

Warren Halverson

Date
12/13/11

Dave Gashler

Dave Gashler

Date
12/13/11

Brian Winslow

Brian Winslow

Date
13 Dec 11

Joseph Herr

Joseph Herr

Date
12/13/11

Martha Parker

Martha Parker

Date
12/13/2011

NICOLE → *Nichole Hagestad*

Nichole Hagestad

Date
11/10/2012

Jon Scholes

Jon Scholes

Date
12-13-11

Keith Swenson

Keith Swenson

Date
12-13-11

Susan Pelaez

Susan Pelaez

Date
12-13-11

John King

John King

Date
12-13-11

Dr. Gilbert Pauley, PhD

Dr. Gilbert Pauley, PhD

Date
12-13-11

Stephen Stanley

Stephen Stanley

Date
12/13/11

Bob Freitag

Bob Freitag

Date
12 DEC 2011

Joseph Wartman, PhD

Joseph Wartman, PhD

Date
12-13-11

Molly Lawrence

Molly Lawrence

Date
12/13/11

Jeff Randall, PhD

Jeff Randall, PhD

Date
12/13/11