



**Crescenta Valley Water District  
Local Hazard Mitigation Plan  
STEERING COMMITTEE GROUND RULES**

## **PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the Planning Team through the Local Hazard Mitigation Plan (Plan) update process that will result in a Plan that can be embraced both politically and by the constituency within the Crescenta Valley Water District service area. 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 [REDACTED] to be the chairperson. The role of a chair is to:

1. Lead meetings so that agendas are followed, and meetings adjourned 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.
5. [REDACTED] 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.

The Steering Committee will select a vice chairperson to serve as chair in the absence of the chairperson.

## **ATTENDANCE**

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform staff before the meeting is conducted. If a member misses two (2) consecutive meetings without an explanation, the Chairperson will contact the member to determine their interest in continued support of this process. Replacing any member on the committee due to lack of attendance will be the discretion of the chair.

## **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 seven (7) members in attendance. This quorum can be met with an attendance augmented by designated alternates.

## **ALTERNATES**

It was the decision of the SC to not designate alternates for each SC member. However, for those members that feel they will not be able to attend multiple meetings due to schedule conflicts, they should attempt to identify an alternate.

For those members that designate alternates, those designees shall become official members of this committee. They 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 SC member is also in attendance. Alternates will only have a vote when they are attending in the place of the primary SC member.

Coordination of who attends scheduled SC meetings is the sole responsibility of the primary member and their designated alternate. Those SC 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 - 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).
2. Voting - 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 either case, minority dissent will be recorded in the meeting summaries and the Committee chose 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.

## **SPOKESPERSONS**

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 the same as the Committee Chairperson.

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 will need to help with presentations given to governing bodies of regulatory agencies, stakeholders as well as during public meetings or presentations.

## **STAFFING**

The Core Planning Team (CPT) for this project includes **David Gould** representing Crescenta Valley Water District, and personnel from the 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.

Committee meetings will be open to the public and agendas and minutes will be posted on a project webpage sponsored by CVWD. Opportunities for public comment during Steering Committee meetings will be at the discretion of the Chair.

If the Chair has determined that public comment will be taken, comments will be limited to a time duration specified by the Chair (ie: 5 minutes per subject, limited to 3 comments per meeting per individual).

Other acceptable methods of public input will include written or emailed documents to staff or Committee members and there will be no public comment during meetings, unless authorized by the Chair. Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

## **COURTESY**

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

## **MEETINGS**

For the foreseeable future all meetings will be virtual. Committee members will be notified in advanced regarding virtual meeting connections.

