



## LOS ANGELES COUNTY 2020 Floodplain Management Plan Steering Committee Charter



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### PURPOSE OF THE STEERING COMMITTEE

The name of this organization shall be the Los Angeles County 2020 Floodplain Management Plan Steering Committee, hereafter referred to as the Steering Committee (SC). The purpose of the SC shall be to:

- Serve as an advisory body to oversee the planning process.
- Provide guidance and leadership, and act as the point of contact for local governments and the various organizations that may be interested in this planning effort.
- Solicit a wide range of input into the planning process and advocate for public involvement.
- Educate all participants in floodplain management planning.

Members of the SC were selected to represent a cross-section of views and interests within the planning area. Through this inclusion of diverse interests, the SC will strive to strengthen the planning effort and build support for floodplain management activities across numerous stakeholder groups. A successful planning effort will result in the adoption and approval of the floodplain management plan to reduce adverse impacts of flooding in the planning area, through activities and strategies embraced by both elected officials and their constituents.

### CHAIRPERSON AND ALTERNATE CHAIRPERSON

Patricia Wood of Los Angeles County Public Works will serve as the chairperson. Gina Natoli of Los Angeles County Regional Planning will serve as the alternate chairperson. The role of the chairperson is to:

- Ensure agendas are followed and meetings adjourn on-time;
- Allow all members to be heard during discussions;
- Moderate discussions between members with differing points of view; and
- Be a sounding board for staff in the preparation of agendas and how to best involve the full committee in work plan tasks.

The role of the alternate chairperson is to assume the duties of the chair when the chair is not able to attend a meeting or forum. The alternate chair will act as the designated alternate for the chair person. The alternate chair will designate an alternate as described below, in the event she is serving as the chair. If neither the chair nor alternate chair can attend a scheduled meeting, the meeting will be re-scheduled to a date where one or both seats are able to attend.

### QUORUM

A quorum for the SC will be fifty percent plus one of the committee memberships, and the chair or alternate chair must be present during the vote. There are 18 members on the SC, therefore ten members denote a quorum. In their absence, members may delegate their voting power to another member of the SC. Committee members may abstain from voting if they have a conflict of interest on the matter. SC members and alternates get only one vote (when primary members are assigned as an alternate) and there is only one vote given per organization (where multiple agency representatives attend the meeting). To vote by proxy, SC members must inform the Core Planning Team (CPT) at least one week in advance.

### ALTERNATES

It was the decision of the SC to allow for designated alternates for SC members, if desired. Designated alternates shall be considered official members of this committee. Alternates are welcome to attend any and all scheduled meetings. They will receive copies of all meeting materials as well as meeting agendas and summaries to keep informed. SC members and alternates are interchangeable, and alternates will have full voting rights, but only

when the primary SC member is not in attendance. Coordination of who attends scheduled SC meetings is the sole responsibility of the primary member and their designated alternate. At the time of this writing, eight government alternates and three non-government alternates had been designated. The remaining SC members were given until July 9, 2019 to designate an alternate. Those SC members that choose to designate alternates shall notify the CPT no later than one week prior to the next scheduled SC meeting.

**DECISION-MAKING**

As the SC provides advice and guidance on the plan, it will reach its recommendations primarily through consensus. Consensus is defined as a recommendation that may not be ideal for each committee member, but every member can accept. If consensus cannot be reached, the SC members will vote to reach a ruling, with the majority of the votes deciding the vote. Members may abstain from voting if they choose. The County is able to accept the direction of the SC or not. It is the County’s choice. Designated alternates for SC members are interchangeable and have full voting rights on behalf of the SC member. In either case, the meeting summaries will record minority dissent and that the SC chose to note such opinions in their final recommendations.

**RECOMMENDATIONS**

The committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The SC may also be asked to assist in public presentations of the plan and its recommendations.

**STAFFING**

The CPT for this project includes appropriate representatives from the County of Los Angeles along with contract consultant assistance provided by Tetra Tech, Inc. The CPT will schedule meetings, distribute agendas, prepare information/presentations for steering committee meetings, write meeting summaries, and generally seek to facilitate the steering committee's activities.

**SPOKESPERSONS**

Ideally the SC 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 Los Angeles County Public Works Public Information Officer (PIO). In the PIO’s absence, the SC Chair will serve as the spokesperson.

In addition, each committee member has the responsibility to represent the SC’s recommendation when speaking on plan-related issues. Any differing personal or organizational viewpoints should be clearly distinguished from the committee’s work. Finally, committee members may need to assist with presentations given to governing bodies within the planning area as well as during public meetings or presentations.

**MEETING DATES**

Meetings generally will be on the second Wednesday of every month from 10:00 a.m. to 12:00 p.m. at Los Angeles County Public Works, 900 S. Fremont Avenue, Alhambra, CA 91803. The exact room may fluctuate due to availability and will be listed on the agenda for each meeting. Maps will be distributed as needed. Members of the SC may also participate via conference call. Conference call information will be sent with the calendar invitation and agenda at least two weeks prior to the meeting. Meetings will be open to the public and advertised as such with the location of the SC meeting publicly advertised on the project website.

**ATTENDANCE**

Participation of all SC members in meetings is important and members should make every effort to attend each meeting. If committee members cannot attend, they should inform the CPT before the meeting is conducted.

Attendance will be addressed if a member or alternate misses two consecutive meetings. If a member of the SC needs to resign from the committee, and there is a designated alternate, the alternate will be asked to take his or her place on the SC as the primary member. As a new primary member, an alternate may be designated. If there is no designated alternate, the SC will seek to find a replacement SC member.

### **PUBLIC INVOLVEMENT**

All SC meetings will be open to the public. Members of the public wishing to address the SC at a meeting may do so based on the protocol used by the County Board of Supervisors.

Members of the public will have an opportunity to address the SC on items of interest which are within the subject matter jurisdiction of the SC. It is up to the SC to determine limits of time per person and overall length of time for public comment, based on the complexity of the agenda, items on the agenda and number of people wishing to speak. The time limit would typically be two to three minutes per person. Public members addressing the SC shall speak on topics relevant to floodplain planning or activities related to flooding. Any individual found to exhibit disruptive conduct may be removed from the meeting and prohibited from addressing the SC during public comment at future meetings.

### **ACCOMMODATIONS**

Individuals requiring reasonable accommodations, interpretation services, and materials in other languages or in an alternate format may contact the Public Works coordinator at (626) 458-7901. Requests must be made one week in advance of the scheduled meeting date. Individuals with hearing or speech impairment may use California Relay Service 711.

The SC will strive to post meeting agendas on the floodplain management website two weeks prior to all scheduled meetings.

### **COURTESY**

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

**STEERING COMMITTEE MEMBERSHIP**

<b>Steering Committee Member</b>	<b>Department / Agency</b>	<b>Alternate</b>
1. <b>Patricia Wood</b> (SC Chair)	PW Stormwater Eng - CRS Coordinator	<b>Eduardo Escobar</b>
2. <b>Loni Eazell</b>	PW Disaster Services Group	<b>Jack Husted</b>
3. <b>Lisa Naslund</b>	PW Building & Safety	<b>Glenn Tong</b>
4. <b>Ron Lacayo</b>	PW Stormwater Maintenance	<b>Araik Zargaryan</b>
5. <b>Gina Natoli</b> (SC Vice-Chair)	LA County Regional Planning	<b>Patricia Hachiya, Caroline Chen, Iris Chi</b>
6. <b>Scott Gardner</b>	LA County Fire Department	<b>David Godoy</b>
7. <b>Jolene Guerrero</b>	PW Community Government Relations Group	<b>Neonika Walker, Jalaine Q. Madrid</b>
8. <b>Cung Nguyen</b>	PW Stormwater Planning	<b>Marcela Benavides</b>
9. <b>Martin Araiza</b>	PW Stormwater Engineering – Hydrology & Hydraulics	
10. <b>Susan Shu</b>	City of LA Bureau of Engineering	<b>Chang-Shein Lin</b>
11. <b>Kendal Asuncion</b>	LA Chamber of Commerce	<b>Jessica Duboff</b>
12. <b>Okorie Ezieme</b>	Altadena Town Council	<b>Patricia Sutherlen, Dorothy Wong</b>
13. <b>Shannon Ggem</b>	Malibou Lake Mountain Club	
14. <b>John Blalock</b>	Antelope Valley Resident	
15. <b>Joselito Garcia-Ruiz</b>	Red Cross of Greater Los Angeles	<b>Scott Underwood</b>
16. <b>Salomon Miranda</b>	California Department of Water Resources	<b>Garret Tam Sing</b>
17. <b>Dr. Andre Ellis</b>	Cal State LA Geosciences & Environment	
18. <b>Debbie Sharpton</b>	Environmental Restoration Group	