

# Memorandum

March 5, 2026

To: Douglas County HMP Steering Committee

From: Shirley Schultz, Anchor QEA  
Mandy Maxwell, EK Consulting

Re: **Steering Committee Agenda  
March 11, 3:00-5:00 p.m.**

**Join Zoom Meeting**

<https://zoom.us/j/97394787019?pwd=qtKV4LK93RgZzRy783zgafbzMjhrO2.1>

**Meeting ID: 973 9478 7019**

**Passcode: 630012**

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- 1. Introductions (5 minutes) ..... All**
  - 2. Deliverables (15 minutes)**
    - a. Work Plan, Work Schedule ..... Shirley
    - b. Public Participation Plan ..... Mandy
  - 3. Community Outreach (30 minutes)**
    - a. Steering Committee Homework  
Community outreach opportunities..... All
    - b. Scheduling Community Visits..... Mandy, Shirley
  - 4. Plan Audit Preview (15 minutes)**
    - a. Steering Committee Homework:  
community profiles ..... Caitlin, All
    - b. Discussion about content..... Caitlin, All
  - 5. Coming Up (20 minutes)**
    - a. Steering Committee Homework  
job description..... All
    - b. Schedule for next meeting(s)  
email communication in April  
in-person meeting in May..... All
    - c. Wrap-up  
Tasks, due dates..... All

## Steering Committee Homework for March 11

### **Steering Committee Commitments / Charter:**

The Douglas County HMP is being updated under the auspices of the County Sheriff's Department; however, the plan will be ratified by all cities in the county as well as the BOCC. The plan requires broad ownership to be implementable and meaningful to the participating entities.

### ***Members of the Steering Committee will:***

- a. Review materials before the meeting
- b. Provide input on public engagement opportunities
- c. Learn about the HMP and know where to direct people for more information
- d. Share information, e.g. posting fliers, sharing on social media, connecting interested people
- e. Coordinate and assign a point person (backup, if needed) to continue with the HMP project from start to finish. (The HMP study will not be delayed because of members missing meetings or commitments.)
- f. Come to the conversation with ideas about the following:
  - i. hazards unique to each community.
  - ii. Vulnerability Assessment - exposure, sensitivity, potential impacts, etc., etc.
  - iii. Risk Assessment
  - iv. Mitigation Strategies
- g. Work within their community to amend/adopt local goals, policies, and regulations (e.g., in comprehensive plans and codes) to bolster hazard mitigation and resilience

### ***The project team commits to the following:***

- a. Clearly communicating project status
- b. Using meeting time wisely
- c. Clearly communicating tasks and due dates for Committee Members
- d. Listening to and incorporating Steering Committee feedback