



MEETING SUMMARY

Date: January 24, 2013 (2:00-3:30 p.m.) – Covington City Hall
Subject: Kick-Off Meeting – Project Management Team
Project Name: City of Covington Hazard Mitigation Plan
Summary Prepared By: Beverly O’Dea

Item	Action
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Welcome and Introductions

- Beverly O’Dea (Tetra Tech) opened the meeting with introductions.
- The Project Management Team members involved in the meeting were as follows:
 Glenn Akramoff, Public Works Director
 Shellie Bates, Project Manager
 Bev O’Dea, Tetra Tech
 Rob Flaner, Tetra Tech

Bev thanked everyone for attending the meeting, and for allowing Tetra Tech the opportunity to work with the City in development of its first Hazard Mitigation Plan.

Agenda

The Agenda was distributed prior to the meeting to allow for an opportunity to review the document. The agenda was reviewed with no changes.

General Meeting Summary

A brief overview of the Disaster Mitigation Act of 2000 (DMA) was provided, as well as the grant programs associated with DMA and the availability of the various grants once the City’s Hazard Mitigation Plan is completed.

The issue of the current effort of King County to develop their Regional Hazard Mitigation Plan was discussed, and it was determined that the City would also take part in that planning initiative so as to allow future linkage to the County’s base plan once completed. As the City had already applied for and received the grant funding this current project, it was determined that they will continue the process of developing their own plan simultaneous with the King County effort. A primary reason supporting this decision is the fact that the King County effort will take much longer to complete, and the City is currently without a HMP. Therefore, they are ineligible to apply for grant funding. The City has several viable projects which they would like to pursue and it is in the best interest of the City to proceed with development of the stand-alone plan, while also remaining a planning partner to the County’s effort. Shellie will complete the County’s requested Letter of Intent and forward it to King County as required, indicating the City’s intended participation.

Shellie will complete King County’s LOI and forward it on to the County, indicating the City’s intent to become part of the County’s process, and ultimately, part of the County’s plan.

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<p><u>Planning Team:</u></p> <p>A general overview of the structure of the City’s government was provided by Glenn and Shellie, and based on that, a proposed planning team was discussed. Shellie and Glenn will be discussing the Hazard Mitigation Project at the next all-staff meeting, and will solicit volunteers to serve on the planning team. Specifically, they will attempt to gain involvement by the Building Official’s Office, which also serves on the Economic Development Board, the City’s Public Information Officer, citizen involvement, a member from the City’s Maintenance Team, and the Planning Department. The planning process has also been discussed at various City Council and Study Sessions which have occurred since grant application and award. For purposes of this plan development, Shellie, Glenn, Rob and Bev will be considered the Project Management Team (PMT).</p> <p><u>Local Plan Coordination:</u></p> <p>This issue was briefly discussed. It was determined that as King County was also developing the Regional HMP, and the intended linkage of the City to the County’s plan once complete, that it would be more beneficial to allow local special purpose districts who normally would be invited to join the City’s effort to join the County’s effort instead, thereby reducing the effort required by the local agencies with respect to involvement in two planning initiatives of the same type occurring simultaneous. As the City will also be involved in the County’s effort, information gathered during that process will also be incorporated, when appropriate, within the City’s plan to make sure all relevant data which has the potential to impact the City and its citizens will be included.</p> <p><u>Additional Planning Stakeholders:</u></p> <p>The group discussed the possibility of additional planning stakeholders - state agencies, local businesses, academia, etc. It was recommended that additional resources will be sought in an effort to gain any additional information which would benefit the plan. These may be individuals or groups asked to attend meetings and provide information, or who may be contacted to provide information during the plan’s development.</p>	<p>Shellie will provide an Org Chart for the City.</p>
<p><u>Public Outreach Strategy:</u></p> <p>The PMT also had a discussion concerning the public outreach strategy. A press release will be issued announcing the City’s intent to develop a hazard mitigation plan. The City’s website will be used to distribute information to the public concerning development of the HMP. Agenda, minutes and notices of meeting will be posted so as to allow anyone who wishes to attend to do so. The meetings will be held in the Council Chambers to allow for adequate space for future meetings. The City will also host an open house public meeting once the risk assessment has been completed to allow for public comment on the risk as determined during the planning process. The City will also deploy a survey for public input, and the link for the survey, once deployed, will be added to the website. The City’s website will also provide a scrolling banner across the page announcing meeting dates and inviting public participation.</p>	<p>Bev will provide Shellie a Press Release which can be utilized.</p> <p>Shellie will place the FAQ statement previously provided by Bev on the website.</p>

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<p><u>Risk Assessment and Hazards of Concern:</u></p> <p>General questions were posed with respect to the information which would be captured in the plan. It was determined that at present, all of the same natural hazards currently in the City’s HIVA would be included in the HMP. The man-made and technological hazards were also briefly discussed. While profiling will be done for the existing non-natural hazards, it was determined that because of the nature of the hazards, they do not lend themselves to a risk and vulnerability assessment with the same methodology utilized for the natural hazards, and therefore information incorporated would focus on previous incidents involving the hazard during this planning effort.</p> <p><u>Capabilities Assessment:</u></p> <p>Shellie and Glenn provided information as to the current status of existing codes and regulations within the City, as well as the status of various planning initiatives currently on going. General information concerning the financial capabilities was also provided, which will be incorporated into the planning document as required. Review of the documents discussed will be conducted to determine their integration with the HMP, and to demonstrate the support the HMP can and will provide to those initiatives.</p> <p><u>Upcoming Meetings</u></p> <p>The group determined that the next meeting will be scheduled after contact has been made with additional planning team members to determine an acceptable date.</p> <p>There being no further business, the meeting was adjourned at 3:40 by Bev O’Dea.</p>	<p>Shellie will provide the location of the City’s CEMP for review.</p> <p>Shellie will contact local dam owners in an attempt to gather information necessary to determine impact on the City. This information will remain confidential, and not discoverable through Public Disclosure.</p>