

MEETING MINUTES

Date of Meeting: February 25, 2014
Subject: 8th Steering Committee (SC) meeting
Project Name: City of Covington Hazard Mitigation Plan
In Attendance: Steering Committee- Shellie Bates, Shawn Buck, Linda Graney, Robert Meyers, Ann Mueller, Don Vondran
Planning Team- Rob Flaner, Kristen Gelino
Not Present: Marcia Milam, Bob Oxborrow, Karla Slate
Summary Prepared by: Kristen Gelino – 2/27/2014
Project No.: 103S2602
Quorum- Yes or No Yes

Item	Action
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Welcome and Introductions

- Shellie Bates opened the meeting.
- The 11/19/2013 meeting minutes were reviewed and approved.
- The Agenda was reviewed.
- Handouts provided included: Agenda, Meeting Minutes, Local Mitigation Plan Review Tool, and Internal Review Draft of the City of Covington Hazard Mitigation Plan.

The Draft Plan

The Internal Review Draft of the City of Covington Hazard Mitigation Plan was distributed by hard copy and by CD to the members of the SC. The SC should review and provide comments on the draft plan before the public review draft can be finalized and the public comment period can begin.

Tetra Tech will complete the Executive Summary after comments are received from the SC.

Rob reviewed the general layout of the plan. The layout and contents are driven by the statutory requirements outlined in the Local Mitigation Plan Review handout. The document is broken into three parts: Planning Process, Risk Assessment and Risk Ranking, and Mitigation Strategy. The SC members should review the entire document as the contents are inter-tied to tell a complete story. The Executive Summary will be completed after comments are received from the SC.

SC Plan Review Process

The SC should review the draft plan over the next two weeks and provide any comments to Shellie by Tuesday, March 11th. Shellie will aggregate the comments and send them to Tetra Tech to be resolved. SC members should note within the text of their comment if they would like Tetra Tech to follow up with them directly on the resolution of any particular comment. Tetra

The SC should provide comments to Shellie by March 11th.

Tetra Tech will complete the

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<p>Tetra Tech should complete revisions by March 14th, so that a public review draft can be released the following week.</p>	<p>Public Review Draft by March 14th.</p>
<p>Tetra Tech will also cross reference the comments that citizens provided in the on-line survey to see if there are any outstanding issues and/or note the areas where comments are discussed within the plan.</p>	
<p><u>Final Public Comment Period</u> When the public review draft is complete, the City will need to initiate a public comment period. This comment period must be a minimum of 14 days. During this timeframe a presentation on plan process and content should be held at a public meeting.</p>	
<p>After discussion the SC decided to schedule the public comment period for 30 days from March 17th through April 25th. A press release should be sent out to announce the beginning of the comment period. Rob will provide Shellie with a draft press release.</p>	<p>Rob will send Shellie a press release to be used for the public comment period.</p>
<p>The City will also provide information about the public comment period on its facebook page and website and through applicable email listservs. Shellie will arrange for any electronic comments to be sent to her email address and she will forward the comments on to Tetra Tech. Rob will make a brief presentation ending with a question and answer session at the April 3rd Planning Commission meeting.</p>	<p>City Staff will arrange the logistics for the public comment period.</p>
<p><u>What's Next</u> After the public comment period is complete and any additional comments and/or revisions have been addressed, Rob will send the plan to the State for review. This will most likely occur the last week of April. After the plan is reviewed and approved by the State, they will forward it on to FEMA Region X. Region X will review the plan and provide pre-adoption approval. The City will then need to take the plan to the Covington City Council for adoption through resolution. Rob will provide Shellie with a packet of information to be distributed in the City Council briefing packet. Once the plan is adopted by the City Council the five-year life of the plan will begin.</p>	<p>Rob will provide Shellie with a packet of information to be distributed in the City Council briefing packet.</p>
<p><u>Action Items for Next Meeting</u> The SC responsibilities conclude after the review of the draft plan; however, SC members are encouraged to attend the presentation that will be held during the public review period. The next time the SC convenes will most likely be to review the progress report.</p>	
<p>One additional item that was not on the agenda was briefly discussed. The HAZUS-MH model developed during this planning process will need to be turned over to the City. Kristen will coordinate with Shawn to arrange for</p>	<p>Kristen will coordinate with Shawn to arrange the data transfer to the City.</p>

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this data transfer.	
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The meeting was adjourned at 11:00 AM
No additional SC meetings will be scheduled.