



# MEETING MINUTES

**Date of Meeting:** June 18, 2013

**Subject:** 4th Steering Committee (SC) meeting

**Project Name:** City of Covington Hazard Mitigation Plan

**In Attendance:** Steering Committee- Shellie Bates, Shawn Buck, Linda Graney, Ann Mueller, Marcia Milam, Don Vondran  
Planning Team- Rob Flaner, Kristen Gelino

**Not Present:** Karla Slate, Robert Meyers , Bob Oxborrow,

**Summary Prepared by:** Kristen Gelino – 6/19/2013

**Project No.:** 103S2602

**Quorum- Yes or No** Yes

Item	Action
------	--------

**Welcome and Introductions**

- Shellie Bates opened the meeting.
- A new member of the Steering Committee was welcomed to the team. Don Vondran, P.E. is the newly appointed Interim Public Works Director and will replace Glenn Akramoff who has accepted a position in a different jurisdiction.
- A new member of the planning team, Kristen Gelino, was welcomed. She is based out of Bothell, WA.
- 5/21/2013 meeting minutes were reviewed and approved.
- Handouts provided included: Agenda, Meeting Minutes, Proposed Goals, Objectives Exercise Results, City of Covington Risk Assessment update, Draft City of Covington Hazard Mitigation Survey, and the draft Hazard Mitigation Plan survey announcement card.

**Risk assessment update**

Rob provided an update on the risk assessment maps. They will be circulated via email to the SC in PDF format.

Rob will circulate the draft risk assessment maps to the SC.

Rob gave an overview of how earthquake scenarios are typically chosen and provided a recommendation that the Seattle Fault and Cascadia scenarios be chosen. After discussion the SC agreed to these two scenarios and that the third choice be chosen based on proximity and magnitude.

- Rob discussed the importance of having the map data available for the public meetings, particularly the flood maps. The public will be able to provide feedback on extents and locations, which will be reflected in the subsequent modeling.

Item	Action
------	--------

## Final Goals

Shellie reported that she did not receive any additional feedback on the proposed goals. The SC approved the goals.

## Objectives

Rob provided a review of the purpose of objectives and the need to identify objectives that meet multiple goals. Objectives are useful in grant applications and are intended to increase the versatility of the plan. The SC has identified 7 goals. The objectives will be more targeted than the goals and should be reportable and measurable.

Five completed objective exercise worksheets were received. Rob canvassed and sorted the information and determined that approximately 2.5 goals per objective had been identified. He then reduced the objective catalogue from 45 to 16 possibilities. The purpose of this discussion was to refine and edit the remaining objectives. Typically, the SC should identify twice as many goals as objectives - about 14.

The SC discussed each objective and made the following changes. Refer to the Objectives Exercise Results handout for the original wording of each eliminated objective.

1. Educate the public on the risk from natural hazards and increase awareness, preparation, mitigation, response, and recovery activities.
2. *Consider the use of incentives* for hazard mitigation to minimize the impacts of natural hazards on current and future land uses.
3. Eliminated
4. Establish a partnership among all levels of government and the business community to improve and implement methods to protect private property *and delivery of services*.
5. Eliminated
6. Eliminated
7. Integrate hazard mitigation *goals and policies* into ~~land use plans within the planning area~~ *the City's Comprehensive Plan*.
8. Eliminated
9. Create a public outreach strategy ~~[and advertising campaign]~~ *that informs the public on the risk exposure to natural hazards and ways to increase the public's capability to prepare, respond, recover and mitigate the impacts of these events*.
10. Eliminated
11. Pursue implementation of all feasible risk reduction measures that reduce the *natural hazard* risk exposure to both public and private property ~~within the planning area~~.
12. Blended with number 9 above.

Item	Action
13. Utilize the best available data, science and technologies to improve understanding of the location and potential impacts of natural hazards, the vulnerability of building types, and community development patterns and the measures needed to protect life safety <i>and critical facilities</i> .	
14. Retrofit, purchase, or relocate structures based on one or more of the following criteria: level of exposure, repetitive loss history, and previous damage from natural hazards.	
15. Seek <i>natural hazard</i> mitigation projects that minimize <i>or mitigate their impacts on the environment</i> <del>environmental impacts or seek ways to mitigate their impacts on the environment</del> .	
16. Strengthen codes, land use planning and their enforcement, so that <del>new construction can</del> developments avoid or withstand the impacts of natural hazards.	

The SC then reexamined the goals and objectives to identify any angles or directions that were missing. Potential additions regarding community capabilities, economic viability, critical facilities, and emergency management were discussed. The SC chose to make the following additions:

1. Maintain and restore critical functions of identified critical facilities through proactive planning.
2. Seek ways to improve emergency management capacity and capability within the whole community.

Rob will provide a draft of the revisions to the objectives and send them out to the SC for feedback. A vote to approve will occur at the next SC meeting.

The SC has identified 12 objectives that cover all of the 7 goals.

### Plan Maintenance Strategy

Rob provided an overview of the purpose of the Plan Maintenance Strategy – to establish a game plan to integrate the HMP with other planning mechanisms. It should provide information about how and when the plan will be reviewed and updated. This will comprise a chapter in the completed plan. There are some required elements in this section and some additional elements that are flexible.

One area that the SC has latitude is progress reporting. Progress reports are done on an annual basis. They review the actions of the plan and the progress that has been made on listed actions over the past year. This process helps keep the plan dynamic and relevant. Also, these reports could be sent to FEMA, State and County agencies as annual updates.

At a minimum this progress report should be placed on the website. The SC should consider reconvening the SC annually to review and assess the plan.

Item	Action
<p>This would create opportunity for course corrections if needed. Additionally, if the Plan Maintenance Strategy includes a progress report, it will be helpful for future plan updates. Plan updates require a review of the progress that was made since the last plan. Rob suggested that the committee consider two options:</p> <ol style="list-style-type: none"> <li>1. An annual written review of progress.</li> <li>2. Reconvening the SC to vet the review.</li> </ol>	<p>Rob will assemble a Plan Maintenance Strategy chapter for review and approval by the SC at the next meeting.</p>
<p>After discussion the SC decided to pursue both of the recommend options.</p>	
<p><b><u>Public Involvement Strategy</u></b></p>	
<p>Shellie did not receive any additional comments regarding the draft Hazard Mitigation Survey.</p>	<p>Rob will remove the quotation marks from Ham on question 7 of the survey.</p>
<p>A brief discussion about “Ham” radio operators in Question 7 resulted in a decision to eliminate the quotation marks from Ham.</p>	<p>Rob will deploy the survey.</p>
<p>The survey is now ready to deploy.</p>	<p>Rob will make listed revisions to the card and send a revised draft to Shellie.</p>
<p>The SC discussed changes to the Hazard Mitigation Plan survey announcement card. Changes to the formatting were made:</p> <ul style="list-style-type: none"> <li>- The font size should be increased in “We want to know what you think.”</li> <li>- “Help us make Covington more disaster-resilient” should be one line.</li> <li>- The font should be changed on “We want to know what you think. Help us make Covington more disaster-resilient.”</li> <li>- The font should be changed on the survey link.</li> </ul>	<p>Rob will look into creating a QR code.</p>
<p>The SC also suggested that a QR code linked to the survey be created and that the code be included on the card.</p>	<p>Shellie will discuss the September 5<sup>th</sup> date with Ann to determine if that date will work for the Planning Commission.</p>
<p>The SC decided to print 1,000 cards so that they could be handed out at many local events and businesses. The library, Safeway, and Fred Meyer were suggested as possible locations.</p>	<p>Rob will send a standard press release to Shellie.</p>
<p>The SC discussed possible dates for the public meeting. August 15<sup>th</sup> and September 5<sup>th</sup> were identified as potential dates. The SC would like the event to coincide with the Planning Commission’s regularly scheduled meeting. These meetings begin at 6:30 PM. The public meeting will be an open house format with maps, a presentation, and a Hazus workstation.</p>	

<b>Item</b>	<b>Action</b>
After discussion the SC determined that September 5 <sup>th</sup> would be the preferred date and that the open house would be held from 6:30 PM – 8:30 PM with the presentation and question and answer session scheduled for 7:00 PM to 8:00 PM.	Shellie will post the approved mission and goals on the website.
<b><u>Other</u></b>	
- The SC needs to determine if the plan will require a non-project SEPA assessment.	Shellie will follow up with Ann regarding SEPA non-project status.
- There may still be some data gaps that need to be addressed. Carole and Shawn should be in contact to discuss this further.	
	Rob will ask Carole to call Shawn regarding data gaps.

The meeting was adjourned at 11:30 AM

The next Steering Committee meeting is:

**July 16, 2013 from 9:30 AM to 11:30 AM**

**Covington City Hall**

---