

MEETING MINUTES

Date of Meeting: November 19, 2013
Subject: 7th Steering Committee (SC) meeting
Project Name: City of Covington Hazard Mitigation Plan
In Attendance: Steering Committee- Shellie Bates, Shawn Buck, Robert Meyers, Karla Slate, Don Vondran
Planning Team- Kristen Gelino
Not Present: Rob Flaner, Linda Graney, Marcia Milam, Ann Mueller, Bob Oxborrow
Summary Prepared by: Kristen Gelino – 11/22/2013
Project No.: 103S2602
Quorum- Yes or No Yes

Item	Action
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Welcome and Introductions

- Kristen Gelino opened the meeting.
- The 10/15/2013 meeting minutes were reviewed and approved. The Agenda was reviewed.
- Handouts provided included: Agenda, Meeting Minutes, City of Covington Risk Assessment Update, SHELDUS Results, WA Presidential Disaster Declarations for King County, Covington Template for Natural Hazards Event History, Risk Ranking, Mitigation Strategy Priority Schedule and Analysis of Mitigation Alternatives, Instructions for Template, Covington Capability Assessment, and Covington Action Plan Matrix.

Risk Assessment Updates

Kristen reviewed the status of the risk assessment for Covington. The analysis for the City’s critical facilities is underway and results are expected in the next week. The general building stock (GBS) analysis for earthquake, flood, wildfire and landslide hazards has been completed and the loss estimates for these hazards are listed on the Risk Assessment Update handout.

Kristen will distribute the results of the critical facilities analysis to Shellie as soon as they are completed.

Tetra Tech will use the results from the GBS analysis in the risk ranking assessment for the City. Risk ranking is a quantitative assessment of probability multiplied by impact. The potential impacts to people, property and economy are included in the risk ranking process. Kristen provided an example of the methodology for this risk ranking using the results for Covington’s 100 year flood hazard analysis. The results of the ranking exercise will be provided to the City for review. Adjustments will be made to these rankings if City staff does not feel as though they accurately portray

Kristen will provide a draft risk ranking for the City to review by the first week in December.

Item	Action
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risks for the City. Any such adjustments will be noted in the Plan.

Natural Hazards History

As noted previously, risk ranking assesses both probability and impact. A history of the natural hazard events that have affected the City of Covington since 1970 will be used to help determine the probability of the occurrence of hazard events. If a hazard event has occurred or is likely to occur in a 25 year time-frame, it will be given a high probability of occurrence. If an event has occurred or is likely to occur in a 25 to 100 year timeframe, it will be given a medium probability of occurrence. If an event has occurred or is likely to occur beyond a 100 year time frame, it will be given a low probability of occurrence.

Shellie will complete and return the Natural Hazards Event History table to Kristen in the first week of December.

The City was provided with information from SHELDDUS (Spatial Hazard Events and Losses Database for the United States) and a list of Presidentially Declared Disasters in King County to help City staff complete a natural hazards event history. Unfortunately, both of these datasets provide information on the county level, so the City will need to determine which of these events had impacts within the City, rather than in other parts of the county. Robert indicated that a natural hazard event history was included in the City’s Comprehensive Plan and will provide a great starting point for the City. The City should complete the Natural Hazards Event History table provided in the template.

Action Plan Development

The SC briefly revisited the Capability Assessment that had been completed by the City in the last month. Kristen has completed most of the items that the City was unsure about, although there still are a few items that will need to be double-checked. The SC identified two issues to follow up with Rob about:

Kristen will double-check answers in the Capability Assessment before the next SC meeting.

- Table 1.2 Fiscal Capability asks about user fees for water, sewer, gas or electric service. The City does not assess user fees for any of these services, but does assess a stormwater fee. Should this be indicated as a financial resource in this line in the table?
- Table 1.4 addresses National Flood Insurance Program Compliance. FEMA currently has the City listed in the Emergency Phase of the Program. The Community Development Department believes that this may be an error. What steps can be taken to resolve this discrepancy?

Kristen will follow up with Rob on the two questions identified by the SC.

The SC then reviewed the draft Action Plan Matrix for the City. A wide array of actions has been identified that address a variety of hazard types. Additionally, the City has done a great job looking for opportunities to partner with other jurisdictions, identifying policy and project-based actions, and selecting feasible actions.

Item	Action
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There were a few items in the table that required clarification:

- “Applies to new or existing assets” refers to assets in the built environment.
- The estimated cost should refer to the impact of the cost on the jurisdiction, rather than the total cost. If a project can be paid for using existing funding mechanisms it should be listed as “low” cost. If the City does not know how a project will be paid for it should be listed as “high” cost.
- If an estimated cost for the project is known, it should be listed. This cost will need to be translated into “high, medium or low” for the anecdotal benefit/cost analysis.
- Projects that have “high” costs should not be listed as a “short-term” timeline.

Two possible additions to the Action Plan Matrix were identified after a review of the already identified actions:

- Benefit-cost analysis training for City staff, and
- Seismic retrofit projects.

Shellie will coordinate with City staff to complete the action item matrix.

Kristen will look for examples of action items as requested.

The City will continue to work on identifying actions for the plan and will review the currently identified items to ensure the actions follow the guidelines listed above. Kristen will look for examples of action items from other plans that relate to future developments (such as the Hawk Property) and seismic retrofit assessment.

Kristen will send Shellie the Funding Catalogue.

The SC also briefly discussed grant eligibility for the actions identified. Kristen will provide the City with a Funding and Technical Assistance Catalogue and will ask Rob to review the City’s Action Matrix for both action item wording and possible grant programs.

Kristen will ask Rob to review the action matrix.

Mitigation Strategy Priority Schedule

The SC reviewed the instructions for Table 1-9. Mitigation Strategy Priority Schedule and how to perform the anecdotal benefit/cost analysis used in the plan. The SC then populated the table for one of the action items identified by the City as an illustrative example. The City should complete this table for each initiative identified in the Action Item Matrix. When completing this table, it is important to remember that there will be an opportunity for the priority of each action item to be changed during the annual progress report as indicated in the Plan Maintenance Chapter.

Shellie will coordinate the completion of Table 1.9 Mitigation Strategy Priority Schedule.

The SC then reviewed the instructions for Table 1-10. Analysis of Mitigation Initiatives. This table will be completed by Tetra Tech. The SC identified

Kristen will complete a draft

Item	Action
initiatives from the Action Item Matrix for each of the mitigation types to illustrate how this analysis will be performed. The SC determined that it would be helpful to see the distribution of the actions already identified by the City in order to help guide the selection of additional actions. Kristen will complete a draft version of the table to inform the identification of additional action items.	version of Table 1-10 Analysis of Mitigation Initiatives by the first week of December.

Action Items for Next Meeting

The City has three homework assignments: the natural hazard event history, the action plan matrix, and the mitigation strategy priority schedule. Tetra Tech will complete draft versions of the City’s Risk Ranking and the Analysis of Mitigation Initiatives. Additionally, Tetra Tech will continue to work on a draft plan for public review. It is anticipated that the public comment period will be held in _____. Tetra Tech will provide additional information about the review and adoption phase as it approaches.

The meeting was adjourned at 11:20 AM

The next Steering Committee meeting is:

**January 21, 2014 from 9:30 AM to 11:30 AM
Covington City Hall**