

MEETING SUMMARY

Date: May 28, 2019 - 9:00-11:30
Subject: Planning Team Kick-Off Meeting Workshop Minutes
Project Name: Skagit County 2020 Hazard Mitigation Plan Update
Summary Prepared By: David O'Dea, Bridgeview Consulting, LLC, Consultant

Item	Action
<p><u>Welcome and Introductions</u></p> <p>Doug ten Hoopen, Skagit County Project Manager for this effort opened the meeting.</p> <p>Group Introductions were made. A total of 32 people from 16 planning partners were in attendance: John Aquilar, Kelly Blaine, Phil Brockman, Sean Carson, John Coleman, Cristin Corcoran, Joan Cromley, Richard Curtis, Dan Dubbel, Steve Fallquist, Jenna Friebel, Lisa Hainey, Daryl Hamburg, Scott Horton, Lisa Janicki, Hans Kahl, Jack Kennedy, Dan Lefeber, Nina Mead, Jack Moore, Doug ten Hoopen, Dan Tolliver, Katherine Weir, Joni Soriano, Brian Masonholder, Scott Horton, Paul Carter, Tina Bobbitt, Al Craney, Ron Wesen, and Vickie Fontaine. This included representatives from five (5) municipalities, three (3) school districts, two (2) dike districts, two (2) drainage districts, two (2) tribes, and a hospital. In addition, consultants from Bridgeview Consulting included Beverly O'Dea, who is the project manager, and David O'Dea, who is serving as one of the primary strategic analysts for the project. Copies of the original sign in sheets are available from Skagit County Emergency Management.</p> <p><u>Agenda:</u></p> <p>The Agenda was distributed prior to the meeting, and reviewed at the onset. A Power Point presentation also accompanied the meeting, which is available for review.</p> <p><u>Meeting Summary:</u></p> <p>Bev O'Dea provided a brief overview of the Disaster Mitigation Act of 2000 and 44 CFR 201.6 and 201.7 (Tribal), discussing the process required for plan update, as well as the ramifications of not having a hazard mitigation plan in place. The 2015 Skagit County HMP was reviewed and summarized.</p> <p><u>In-Kind Exchange Match</u></p> <p>Bev O'Dea pointed out that both meeting and non-meeting hours needed to be reported to Doug ten Hoopen for tracking purposes. During each meeting, each Planning Team member will be asked to record their hours spent on the project since the last meeting. This would be for any time spent working on the mitigation plan, including for such items as: reviewing the hazard mitigation plans for both the County and State, travel time, critical facility data gathering, meeting attendance (including any other HMP-related meetings and presentations), document and information gathering and review, and including discussions with other individuals/departments concerning relevant information.</p>	

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<p><u>Additional Planning Team Members and Stakeholders</u></p> <p>The group discussed the possibility of any additional Planning Team members or stakeholders which have not yet been identified. Bev asked the group to provide information for any potential new members to the Planning Team.</p> <p><u>2015 Skagit County HMP</u></p> <p>The plan was completed in 2014 and FEMA approved it in 2015. The plan was discussed and reviewed, with focus on the hazards of concern addressed therein. Doug ten Hoopen and Hans Kahl were not members of the 2015 County plan. Other jurisdictions completed annexes to the County’s plan including: Anacortes, Burlington, Mount Vernon, Sedro-Wooley, and Hamilton</p> <p>Bev explained some of the differences which will exist between the 2015 and 2020 plan, including guidance requirements. Minor changes in layout were discussed as was additional planning partners. Mitigation 20/20 will not be used as it was in the previous plan.</p> <p>Bev asked that if any of the Planning Team members had any existing studies, reports, or data relevant to any of the hazards be identified to allow review as required by FEMA guidance.</p> <p><u>Risk Assessment</u></p> <p>Bev explained the purpose of updating the risk assessment, and reviewed the previous hazards addressed. GIS and HAZUS programs will again be utilized. The group reviewed the hazards which are recommended for inclusion in this edition of the plan: Avalanche (removed), Climate Change (new), Drought, Earthquake, Flood, Landslide, Severe Weather, Tsunami, Volcano, Wildfire, and Hazardous Materials (secondary to primary hazards of concern). This would add one new hazard to this edition – climate change, which will be additional impact to the primary hazards of concern. The severe weather hazard will also be expanded, and landslide may include more data on coastal erosion, if such data is available. A question also arose concerning how Hazardous Materials will be addressed and answered. The Wildfire chapter for the 2020 edition will be removed, and instead be replaced by the County’s Community Wildfire Protection Plan, which is also currently under development. Al Craney was present at the meeting, and advised that they are on target to meet the same deadline for completion of the risk assessment and overall plan as identified for the HMP.</p> <p>Bev reviewed the basic analysis to be conducted with respect to the hazards of concern, along with the Calculated Priority Risk Index (CPRI) ranking process. The Risk Ranking methodology will change and there are minor changes in the Strategy Prioritization which was discussed with the planning partners.</p> <p>Bev discussed the fact that there are no new models for use during this update process, including no new adopted flood studies or earthquake studies. There is some new data available for tsunami evacuation which will be included, but no new tsunami model. The evacuation study included analysis from the previous study (called L-1), and involved a Cascadia event.</p>	<p>Planning Team members were asked to review the existing plans in place, including the County’s plan, State’s plan, and their neighbor jurisdiction’s plan, if one exists.</p>

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The Planning Team confirmed the hazards of concern for the 2020 edition, as well as the risk methodology which was presented during the meeting.

Critical Facilities

Bev reviewed the definition of critical facilities which was distributed to the Planning Team for review. The Planning Team reviewed and confirmed the definition.

As part of this update process, Bev reviewed the planning partners previous critical facilities’ structure information, as well as utilizing the default data from HAZUS to establish a starting point for a critical facilities list. Doug ten Hoopen has been working on assimilating the CIKR list for the last 18 months, and indicated that the request for the updated data needed to be provided. The Steering Committee established June 12, 2019 as the final date for which planning partners will provide their critical infrastructure/facilities list. If not received by that date, no additional updates will be made during this planning cycle to the CIKR list as the Planning Team has been waiting for many months to obtain the data, and the project cannot proceed forward until that information is assimilated into the risk assessment. Given the fact that the County’s current plan is scheduled to expire early next spring, no additional extensions will be granted. Should information become available after the June 12th date, that data will be held until the next update cycle in the future.

Public Outreach Strategy

Bev advised the Planning Team that all planning meetings were open to the public, and the public was invited to provide information and comments during those meetings. The Team determined that in order to ensure a fair public process, guidelines for such meetings were required. A set of guidelines were provided and reviewed. Those guidelines closely mirror the County’s public meeting process. The Planning Team unanimously adopted the same public comment process as the County utilizes for its Commissioners’ meetings, establishing the following ground rules:

- Meeting notices and agenda will be advertised on the Hazard Mitigation Planning website a minimum of one day in advance;
- The individual wishing to address the Planning Team will raise their hand and be recognized by the Chair or meeting facilitator;
- Each citizen will be provided three (3) minutes to address the topic;
- No “sharing” of minutes;
- Topics are restricted to mitigation planning efforts being addressed during the previous meeting as citizen comment will occur at the beginning of the meeting;
- Each citizen will be provided a 6-minute maximum per meeting.

Several options for public outreach were discussed, including a website, press releases, public survey, safety fair, County Fair, email distribution lists, and other public presentations. If other jurisdictions have newsletters, consideration should also be given to include outreach materials in those publications. Many utility companies have inserts included with their monthly statements, which can include mitigation or safety information related to our process.

Planning partners were asked to provide their list of critical facilities no later than June 12, 2019.

Each Planning Team member will be required to conduct some level of public outreach throughout this effort. Once completed, that information needs to be transmitted to Bev for logging. Photographs of events were highly recommended!



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<p>Those entities with social media will also be utilized to keep the public advised of the on-going mitigation planning efforts. This includes the County, which has Facebook and Twitter accounts.</p> <p>The purpose of the outreach will be to provide general hazard information, as well as specific impacts in the jurisdictions. Safety tips and warning information (e.g., watches, warnings, and advisories, etc.) may also be provided. Fairs and large meetings may also provide an opportunity to disseminate insurance information as well, such as earthquake or flood insurance. As planning partners hold their respective meetings, insurance brokers or business leaders should be included to provide relevant information. After discussions, the following public outreach strategy was developed for this planning effort:</p> <ul style="list-style-type: none"> – Press Releases, local public television, social media were all identified as viable options. – The County has developed and launched a hazard mitigation website, which will contain various information such as: agenda and minutes of meetings, a <i>Frequently Asked Questions</i> Flyer, hazard maps, a link to the draft plan (when completed), and a link to a public survey. Other data may be added as developed. – Planning Team members will provide a link on their respective websites identifying the County’s site for additional information. – The use of the survey will be by both hardcopy and electronic format. The survey will be posted on the County’s website, with flyers developed indicating the survey’s availability, and address. The survey will remain active for approximately four months. – The County’s already-existing meetings as well as other Planning Partners’ existing meetings and events were discussed as a potential source to disseminate information concerning our mitigation planning process, availability of the survey, and once completed, to present the hazard maps. Planning Team members seeking CRS points should consider having insurance representatives at meetings to provide insurance information. – Pre-established council and board meetings are excellent opportunities, as they are regularly scheduled and advertised, and have a regular level of attendance, allowing for greater public contact. – Bev asked that if anyone is making presentations or speaking to any groups, to please let people know that the County and its Planning Partners are updating the current mitigation plan and the status of the effort, asking for public involvement if possible. – Bev also asked Planning Team members to distribute the survey, and to let people know that it is available for completion. – If anyone has the opportunity to discuss the update to the mitigation plan and would like any type of information or handouts, let Bev know and she can help facilitate that request. – As appropriate, Planning Team members should be providing updates to their respective boards and councils, and any committees on which they serve concerning the update process. If anyone does speak about the mitigation 	

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planning effort, please let Bev know as that counts as public outreach, and we want to record the information in the plan.

- Once the initial draft is completed, a link to the plan will be posted on the County’s website, with a press release issued announcing its availability for review and comment by the citizens.
- Upcoming events such as the Skagit County Fair (Aug 7th is the Safety Fair at the County Fair), Flood Awareness Week (September 28-October 4, 2019), county library visits, and Touch the Truck events were discussed as opportunities for public outreach.

Adoption

Once the plan is completed, it will be presented for public review and comment. Once the public review process ends and the plan is submitted to FEMA, each Planning Partner will need to formally adopt the plan.

Goals and Objectives

A draft of 2015 goals and objectives were previously provided and reviewed during the meeting. Based on that draft, the Planning Team identified and unanimously approved its goals and objectives for the 2020 update. The identified goals and objectives are more linear in nature, supporting the intent of the mitigation planning process, while also allowing greater opportunity to connect with other on-going planning efforts, as well as enhancing the potential to pursue grant funding for projects not yet identified.

Grant Opportunities

The various grant opportunities were also briefly discussed. Once the plan has been completed and adopted, the Planning Partners will be able to pursue various pre- and post-disaster grants as they become available, which will assist in completing mitigation projects.

Jurisdictional Annex Templates

The Jurisdictional Annex Templates will be distributed. Bev went over the type of annexes (e.g., new planning partner, jurisdiction, special purpose district, etc.). Each section of the plan was discussed, with relevant data distributed, such as the disaster history table, various cheat-sheets.

It was suggested that each partner begin the process of assimilating the data and identifying potential resources and individuals within their own respective entities who have information relevant and necessary to develop their specific annex documents. An internal Planning Team which encompasses different relevant departments and personnel will enhance the end-product of the plan. Bev asked that as each jurisdiction identified their internal personnel and teams, that the information be recorded in the respective jurisdiction’s template to illustrate the information. Bev also indicated that if the planning partner elected to bring their internal team to the workshops and meetings, that would be perfectly acceptable and highly encouraged.

Letters of Intent

Doug emphasized that each Planning Team member who had not previously done so needed to provide their respective Letters of Intent. Bev indicated that each jurisdiction should identify at least two people who will serve on the County’s Planning Team to

Bev will distribute the word version of the templates so that each Planning Partner can begin capturing the necessary data. Each member will be required to transfer data from the old plan into the new template. There are additional requirements which must be addressed in the new template.

Letters of Intent are due ASAP. Realizing that some jurisdictions must go through a formal

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<p>allow for attendance at meetings and to ensure an appropriate level of participation, as required. Some jurisdictions will require formal appointment or approval for participation through their various councils, commissions, and boards. Understanding this delay, those entities which wish to join but may be delayed by the formal process can send an email indicating their intent, followed by the formal notification.</p> <p><u>Capabilities Assessment</u> Bev briefly discussed the existing Capabilities Assessment from the 2015 plan, and advised everyone that they would need to update their respective tables based on current information. This will take some time to complete, but much of the data can be captured as we work through the rest of the planning process. Bev suggested that everyone begin the process of reviewing the template early and not wait until the end of the process.</p> <p><u>Mitigation Strategies</u> Bev discussed potential mitigation action items and strategies. She explained that the strategies could be programmatic, policy development, or structural projects. Bev provided examples of potential efforts, and suggested that as team members identified potential strategies during other meetings within their organization, that they begin recording those ideas for discussion when we begin that phase of the plan’s development.</p> <p><u>General Topics</u> Planning Team Chair – The Planning Team felt it was appropriate to elect a Chair for the Planning Team. The Chair will address any media questions, and help facilitate (if necessary) any responses to questions which may arise from public officials. The Chair will be involved in all planning phases, and will serve as the over-all decision maker. The Planning Team nominated two (2) individuals: Doug ten Hoopen and Jack Moore. After a brief discussion, Jack Moore was elected to serve as Chair.</p> <p><u>Mandatory Level of Involvement, Expectations, and Voting</u> The Planning Team discussed and identified what would constitute a minimum level of expectation to achieve plan development as identified in the Letters of Intent. Various items and issues were addressed. In order to ensure successful completion by all Planning Partners, the Planning Team determined that mandatory attendance at all workshop sessions would be necessary. However, recognizing that situations do arise outside of our control, the Team determined that each <i>entity</i> would be allowed one excused absence. Each Planning Partner (entity) will appoint a primary and an alternate point of contact. Attendance by either member will be acceptable to meet the mandatory meeting attendance (at least one person MUST attend every meeting). Voting on any item would be determined by majority present.</p> <p><u>Action Items for next phase</u> Everyone was assigned specific ‘homework,’ as follows:</p> <ul style="list-style-type: none"> ✓ Critical Facilities update (in-progress – June 12th due date – no exceptions) ✓ Review of the County and State’s Hazard Mitigation Plan ✓ Begin capturing information for new template ✓ Track hours – everyone should record 	<p>process of appointment, notification of intent to participate followed by the signed letters by the governing person is adequate.</p> <p>Bev will provide “Cheat Sheets” to help identify various types of capabilities which can be identified.</p> <p>FEMA’s handbook on mitigation strategies provided. Members should begin recording any ideas for potential strategies for use when we get to that point in the planning process.</p>

Meeting Summary

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<p><u><i>Next Meeting:</i></u></p> <p>The next meeting will be in approximately two months; however, that will be determined by receipt of the critical facilities data by the Planning Team members and the completion of the risk assessment.</p> <p><u>There being no further business, the meeting was adjourned at 11:05 p.m. by Bev O’Dea.</u></p>	