Welcome and Introductions

- Chair Kirk Holmes opened the meeting with group introductions.
- The attendees were as follows:
  - Howard Briggs, KCWD #7
  - Mitch Long, City of Roslyn
  - Kirk Holmes, KC Public Works
  - Russ Hobbs, KC Fire District #7
  - Mike Smith, City of Ellensburg
  - Bill Davis, Cle Elum-Roslyn Schools
  - Jim DeVere, South Cle Elum
  - Jenny Carkner, Red Cross
  - Monty Sabin, Kittitas School District
  - Joe Gilbert, KC Public Health
  - Jason Eklund, KC Information Services/GIS
  - Anna Lael, KC Conservation District
  - Margaret Nover, Central Washington University
  - Matt Boast, Kittitas PUD
  - John Sinclair, Kittitas Valley Fire Rescue
- Planning Team present:
  - Laura Hendrix, Tetra Tech
  - Christina Wollman, KC Public Works

Agenda
The agenda was reviewed and approved with no amendments.

Meeting Summary
The Steering Committee members reviewed and approved the Meeting Summary minutes from the October 27, 2010 SC meeting.

Report non-meeting hours
Laura Hendrix reminded committee members to report non-meeting hours on the sign-in
sheet for any time spent working on the critical facilities “homework” as well as time spent travelling to meetings.

Planning Partner Status
Laura updated the group on the recent changes in the Planning Partnership. She noted that the City of Ellensburg would now be represented by Mike Smith, Director of the Department of Community Development. The group welcomed the newest Planning Partners, Mayor Jim DeVere for the Town of South Cle Elum and Superintendent Monty Sabin representing the Kittitas School District (#403).

Risk Assessment Update
The Committee discussed the progress on the risk assessment. Laura stated that Tetra Tech would be working with the HAZUS default essential/critical facilities data provided to the planning partnership for editing. The critical facilities data will help to identify the names and locations of the county’s critical facilities so that we can better understand which structures (and infrastructure) are exposed to the local identified hazards.

The lack in flood data, specifically DFIRM and county-wide topographic data were discussed by the group. Due to the lack of flood data, Tetra Tech will develop 100-year flood grids in HAZUS to generate loss estimates. Depth grids using HAZUS Enhanced Quick Look (EQL) will also be generated for review. Laura inquired if any of the jurisdictions had access to Elevation Certificates (EC) for flood-prone properties. Those ECs may be of assistance in the flood analysis.

Dam inundation data will be generated using EQL for Cle Elum, Easton, Kachess and Keechelus Dams.

USGS ShakeMaps for Cle Elum (M6.8), Saddle Mountain (M7.3) and Chelan (M7.2) will used for the earthquake analysis. The 100-year and 500-year probabilistic events will also be analyzed. Western Washington ShakeMaps will not be used as these scenario maps do not extend into Kittitas County.

Washington State Department of Natural Resources (DNR) Wildfire Risk Assessment Wildland Urban Interface (WUI) data will be used for wildfire risk assessments. That data is currently being reviewed by the Conservation District and any updates will need to be provided before the risk assessment.

Landslides will be assessed using the DNR’s forest practice landslide data.

At the next meeting, Tetra Tech’s GIS staff will provide an update regarding hazards maps and the critical facilities exposure analysis.

Critical Facilities Data
For many of the new attendees at the meeting, Laura explained that critical facilities include those facilities or infrastructure that may be critical to the health and welfare of

Christina will look into providing Elevation Certificates
the community both during and following hazard events. These are the facilities vital to the community’s level of service that we are looking to protect from disasters through hazard mitigation. Laura further explained that Tetra Tech will use the list of critical facilities compiled by the SC to run a vulnerability analysis which will help to identify potential mitigation projects to include in the plan.

Laura thanked the SC members who completed the homework assignment and populated their jurisdiction’s data in the spreadsheets. Planning Partners provided this data either by completing the Excel spreadsheet and emailing the document to Laura or by using the Google Docs spreadsheet online. SC members discussed the fact that new planning partners might have additional data to submit. The decision was made to extend the deadline for critical facilities data to Friday, January 7, 2011 to allow for the input of new data. Laura stressed that the most important elements of the spreadsheet were name and location of the facilities. The County will review the data a final time before the HAZUS analyses are run.

**Guiding Principle**

The group discussed the list of example guiding principles handed out at the previous meeting. The purpose of having a guiding principle is to identify the principal message of the plan. Laura reminded the members that the guiding principle is different from a goal because it doesn’t describe an outcome only direction for the plan.

The committee selected a variation of guiding principle number 6. The plan’s chosen guiding principle is:

“Through partnerships, reduce the vulnerability to natural hazards in order to protect the health, safety, welfare and economy of the communities within Kittitas County”.

**Goal Setting Exercise**

Laura presented the goal setting exercise to the committee. Since the previous month’s meeting was cancelled due to weather, the group decided to identify the plan’s goals during this session rather than delay the decision until the next meeting. Laura explained that Hazard Mitigation Planning laws require that mitigation goals and objectives be established to reduce or avoid long-term vulnerabilities to the identified hazards of concern. She noted that these goals and objectives will guide the Planning Partnership in the selection of appropriate mitigation actions and strategies to implement them. Laura further explained that goals are general guidelines that explain what you want to achieve and are broad-based policy statements with long-term visions.

The committee discussed, in detail, some of the examples provided in the goal setting exercise. Following the discussion, the group decided on the five following **goals** for the hazard mitigation plan:

1. Protect life, property and the environment
2. Continuously build and support local capacity to enable the public to mitigate,
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<th>Item</th>
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<td>prepare for, respond to and recover from the impact of hazards and disasters</td>
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<td>3. Establish a hazard and disaster resilient economy</td>
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<td>4. Promote public awareness, engage public participation and enhance partnerships through education and outreach</td>
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<td>5. Encourage the development and implementation of long-term, cost-effective mitigation projects</td>
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**Objectives Exercise**

Developing measurable objectives for the hazard mitigation plan was next topic discussed during the meeting. Laura defined objectives as short-term aims that may be combined to form a strategy or course of mitigation actions to meet a particular goal. Objectives are much more specific than goals and their success can be measured. Laura further explained that by measurable, it means an action taken that could be attributed to meeting the intent of an objective. Each SC member’s task will be to identify objectives that meet multiple goals. The objectives need to be broad enough to achieve more than one goal. Once the objectives are established, the County and participating jurisdictions will identify actions that will further define the objectives.

**Public Outreach**

Questionnaire: 180 online surveys have been completed to date. Laura stated that the majority of responses were from Ellensburg, but there was a surge of responses from the Thorp area since the last meeting. Laura covered some of the highlights of the recent responses.

Press Release: Christina reported that the press release was posted in the Daily Record.

Utility bill mailings: Laura and Christina drafted a short message to be included in the Ellensburg utility bills. Mike Smith provided copies of blank utility bills for the group. Mike confirmed that the bills are sent out during the month of December. Bill Davis suggested shortening the message about the survey and planning process to send out in a text through the school messenger.

Scheduling public meetings: The group discussed having two public meetings in February. One meeting will be held in the upper county, the other in the lower county.

The Meeting was adjourned at 3:05 PM

**Please note, that all Steering Committee meetings are scheduled for the 4th Wednesday of every month, unless otherwise notified.**

The next meeting date is:

**Wednesday, January 26, 2011, from 1:00 to 3:00 PM in Cle Elum, location to be determined.**