

## Section 7

### Plan Maintenance Procedures Requirements

#### ***Monitoring, Evaluating, and Updating the Plan---Requirement §201.6(c)(4)(i):***

[The plan maintenance process **shall** include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

- Does the plan describe the method and schedule for **monitoring** the plan?
- Does the plan identify the party responsible for monitoring and include a schedule for reports, site visits, phone calls, and meetings?
- Does the plan describe the method and schedule for **evaluating** the plan?
- Does the plan identify the party responsible for evaluating and include the criteria used to evaluate the plan?
- Does the plan describe the method and schedule for **updating** the plan within the five-year cycle?

#### ***Incorporation into Existing Planning Mechanisms---Requirement §201.6(c)(4) (ii):***

[The plan **shall** include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate...

- Does the plan identify other local planning mechanisms available for incorporating the requirements of the mitigation plan?
- Does the plan include a process by which the local government will incorporate the requirements in other plans, when appropriate?

#### ***Continued Public Involvement---Requirement §201.6(c)(4) (iii):***

[The plan maintenance process **shall** include a] discussion on how the community will continue public participation in the plan maintenance process.

- Does the plan explain how **continued public participation** will be obtained?
- Will there be public notices, an on-going mitigation plan committee, or annual review meetings with stakeholders?

## SECTION 7

# REGION 5 HAZARD MITIGATION PLAN MT. VIEW-EDGEWOOD WATER COMPANY PLAN MAINTENANCE SECTION

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The planning process undertaken in the last two years is just the foundation of breaking the disaster cycle by planning for a disaster resistant Mt. View-Edgewood Water Company and Pierce County Region 5. This section details the formal process that will guarantee the Mt. View-Edgewood Water Company Hazard Mitigation Plan remains an active and relevant document. The Plan Maintenance Section includes a description of the documentation citing the Plan's formal adoption by the Board of Directors. The Section also describes: the method and schedule of monitoring, evaluating, and updating within a five-year cycle; the process for incorporating the mitigation strategy into existing mechanisms: and, the process for integrating public participation throughout the plan maintenance. The section serves as a guide for implementation of the hazard mitigation strategy.

## **Plan Adoption**

Upon completion of the Mt. View-Edgewood Water Company Plan it will be submitted to Washington State Emergency Management Division (EMD) for a Pre-Adoption Review. The EMD has 30 days to then take action on the Plan and forward it to the Federal Emergency Management Agency (FEMA) Region X for review. This review, which is allowed 45 days by law, will address the federal criteria outlined in FEMA Interim Final Rule 44 CFR Part 201.6. In completing this review there may be revisions requested by the EMD and/or FEMA. Revisions could include changes to background information, editorial comments, and the alteration of technical content. Pierce County Department of Emergency Management (PC DEM) will call a Planning Team Meeting to address any revisions needed and resubmit the changes.

The Mt. View-Edgewood Water Company Board of Directors is responsible for the Company's adoption of the Plan after the Pre-Adoption Review by the EMD and the FEMA Region X. Once the Water Company adopts the Plan, the Program Coordinator of the Mitigation and Recovery Division of Emergency Management will be responsible for submitting it, with a copy of the resolution, to the State Hazard Mitigation Officer at the Washington State EMD. EMD will then take action on the Plan and forward it to the FEMA Region X for final approval. Upon approval by FEMA, the District will gain eligibility for both Hazard Mitigation Grant Program and Pre-Disaster Mitigation Grant Program funds.

Appendix A will list the dates and include a copy of the signed Resolution from the jurisdiction as well as a copy of the FEMA approval of the jurisdiction's Plan. In future updates of the Plan, Appendix C will be used to track changes and/or updates. This plan will have to be re-adopted and re-approved prior to the five year deadline of November 24, 2013.

## **Maintenance Strategy**

The Mt. View-Edgewood Water Company's maintenance strategy for implementation, monitoring, and evaluation provides a structure that encourages collaboration, information transference, and innovation. Through a multi-tiered implementation method, the Company will provide its citizens a highly localized approach to loss reduction while serving their needs through coordinated policies and programs. The method's emphasis on all levels of participation promotes public involvement and adaptability to changing risks and vulnerabilities. Finally, it will provide a tangible link between citizens and the various levels of government service, ranging from community action to the Department of Homeland Security. Through this strategy,

the Company will continue to break the disaster cycle and achieve a more disaster resistant community.

## Implementation

In order to ensure efficient and effective implementation, Mt. View-Edgewood Water Company will make use of its capabilities, infrastructure, and dedicated customers. Mt. View-Edgewood Water Company will implement its mitigation strategy over the next five years primarily through its annual budget process and varying grant application processes.

The General Manager will work in conjunction with those organizations identified under each mitigation measure to initiate the overall mitigation strategy. For example, any infrastructure-related measures will be implemented through the Mt. View-Edgewood Water Company infrastructure related plan (Capital Improvement Plan and the various departments involved through the normal budget schedule). Because the Company has no land use or regulatory authority, it must rely heavily on collaboration with the City of Edgewood. For example, for density-related issues the Mt. View-Edgewood Water Company will work with partners City of Edgewood, Pierce County, and the Hazard Mitigation Forum to implement recommendations into the existing City and Pierce County Comprehensive Plans. Other measures will be implemented through collaboration with the identified jurisdictions/departments listed under each measure's evaluation.

These efforts fall under a broader implementation strategy that represents a county-wide effort. This strategy must be adaptable to change while being consistent in its delivery.

The mitigation implementation strategy is a three-tiered method that emphasizes localized needs and vulnerabilities while addressing the Company's policies and programs. The first tier is implementation through individual citizen level—existing Public Education Programs in the Company (for example, at the individual level through the water quality and water efficiency education programs and the utility bill insert). The second is the Board of Directors, a service area-wide mechanism for implementation comprised of Water Company employees. The third tier is a more external and multi-agency/jurisdiction mechanism, the Hazard Mitigation Forum (HMF).

This method ensures that implementation speaks to unique vulnerabilities at the most local level, allows for coordination among and between levels, and promotes collaboration and innovation. Further, it provides a structured system of monitoring implementation. Finally, it is a method that can adapt to the changing vulnerabilities of the Company, the region, and the times. These three levels and their means of implementation and collaboration are described below.

### *Public Education Programs*

At the individual citizen level, public education programs provide the Company with a localized mechanism for implementation. This approach to mitigation can adapt to the varying vulnerabilities and needs within a growing Mt. View-Edgewood Water Company service area, and region. Public education programs are also a means for involving the public in mitigation policy development. Currently the Company pursues a variety of mitigation-related programs that help citizens to better prepare for and respond to disasters.

## *Mt. View-Edgewood Water Company-Wide: Board of Directors*

The Board of Directors will be the body responsible for determining the direction of the Plan's implementation. The Board will ultimately provide a mechanism for coordination among those groups engaged in mitigation to ensure that a comprehensive and efficient approach be undertaken in the Company's efforts at all-hazards mitigation.

The Board will be responsible for the overall review of the plan and will designate mitigation measures to those departments responsible for their implementation. This will be done with assistance from the General Manager. The Board will monitor and evaluate the plan's implementation throughout the year, and will update the Plan annually at one of its regularly scheduled meetings, usually at least one day of each month. Recommendations will be made to coincide with the normal budgeting processes and provide an ample time period for review and adoption of any necessary changes to the implementation schedule.

## *Hazard Mitigation Forum*

The PC Hazard Mitigation Forum (HMF) represents a broader and multi-jurisdictional approach to mitigation implementation. The PC HMF will be comprised of representatives from unincorporated Pierce County and all jurisdictions, partially or wholly, within its borders, that have undertaken mitigation planning efforts. The PC HMF will serve as coordinating body for projects of a multi-jurisdictional nature and will provide a mechanism to share successes and increase the cooperation necessary to break the disaster cycle and achieve a disaster resistant Pierce County. Members of the PC HMF will include the following jurisdictions who have completed, or who have begun the process of completing, DMA 2000 compliant plans:

- City of Bonney Lake
- City of Puyallup
- City of Roy
- City of Sumner
- City of Tacoma
- City of University Place
- Puyallup Tribe of Indians
- Pierce County
- 48 jurisdictions in this effort
- Pierce County Fire District #3
- Pierce County Fire District #14
- Pierce County Fire District #17
- Pierce County Fire District #22
- Firgrove Mutual Water Company
- Bethel School District
- Clover Park School District
- Sumner School District

PC HMF will meet annually in August and will be coordinated by PC DEM. The Mt. View-Edgewood Water Company will be an active participant in the PC HMF, and will be represented by the General Manager. Only through this level of cooperation can these agencies meet all of their mitigation goals.

## Plan Evaluation and Update

It should be noted this planning process began in early 2006 following the then current CFR 201.6 Hazard Mitigation Planning Requirements. Based on new requirements in the Stafford Act put forth in the summer of 2008, the Mt. View-Edgewood Water Company will evaluate and update the plan to incorporate these new requirements as necessary. Furthermore, if there are additional Stafford Act changes affecting CFR 201.6 in the coming years, the planning process will incorporate those as well.

The Mt. View-Edgewood Water Plan will guide the Company's mitigation efforts for the foreseeable future. Company representatives on the Planning Team have developed a method to ensure that regular review and update of the Plan occur within a five year cycle.

PC DEM will collaborate with the Board of Directors and the PC HMF to help monitor and evaluate the mitigation strategy implementation. PC DEM will track this implementation through Pierce County's GIS database. Findings will be presented and discussed at the annual meeting.

The General Manager will provide a report of the Plan's implementation to the Board of Directors at the annual meeting. This report will drive the meeting agendas and will include the following:

- Updates on implementation throughout the Mt. View-Edgewood Water Company;
- Updates on the PC HMF and mitigation activities undertaken by neighboring agencies;
- Changes or anticipated changes in hazard risk and vulnerability at the Mt. View-Edgewood Water Company, county, regional, State, FEMA, and Homeland Security levels;
- Problems encountered or success stories;
- Any technical or scientific advances that may alter, make easier, or create measures.

The General Manager will decide on updates to the strategy based on the above information and a discussion of:

- The various resources available through budgetary means as well as any relevant grants;
- The current and expected political environment and public opinion;
- Meeting the mitigation goals with regards to changing conditions.

PC DEM will work with the General Manager to review the Risk Assessment Section to determine if the current assessment should be updated or modified based on new information. This will be done during the regularly scheduled reviews of the regional partners' Hazard Identification and Vulnerability Analyses and the Comprehensive Emergency Management Plans.

Additional reviews of this Plan will be required following disaster events and will not substitute for the annual meeting. Within ninety days following a significant disaster or an emergency event impacting the Company, the General Manager will provide an assessment that captures any "success stories" and/or "lessons learned." The assessment will detail direct and indirect

damages to the District and its critical facilities, response and recovery costs, as part of the standard recovery procedures that use EMD Forms 129, 130, and 140. This process will help determine any new mitigation initiatives that should be incorporated into the Plan to avoid or reduce similar losses due to future hazard events. In this manner, recovery efforts and data will be used to analyze mitigation activities and spawn the development of new measures that better address any changed vulnerabilities or capabilities. Any updates to the Plan will be addressed at the ensuing regularly scheduled Board Meeting.

As per 44 CFR 201.6, the Mt. View-Edgewood Water Company must re-submit the Plan to the State and FEMA with any updates every five years. This process will be coordinated by PC DEM through the Pierce County Hazard Mitigation Forum. In 2013 and every five years following at the Hazard Mitigation Forum, Mt. View-Edgewood Water Company General Manager will submit the updated plan to PC DEM. PC DEM's Mitigation and Recovery Program Coordinator will collect updates from the Region 5 Plan Mt. View-Edgewood Water Company and submit them to the State EMD and FEMA.

## **Continued Public Involvement**

Mt. View-Edgewood Water Company is dedicated to continued public involvement and education in review and updates of the Plan. The Company will retain copies of the Plan and will post it on the Company website.<sup>1</sup> Announcements regarding the Plan's adoption and the annual updates to the Plan will be advertised in the Company website or the Company newsletter.

The three-tiered implementation method provides an opportunity for continuous public involvement. Public Education campaigns are a means of informing the public on updates and implementation activities. Board meetings are open to the membership and as such, the annual meeting regarding mitigation will provide the membership a forum from which it can express its concerns, opinions, or ideas about the Mt. View-Edgewood Water Company Plan. Further, prior to submitting the Plan to WA EMD and FEMA for the five year review, the General Manager will hold a member information and comment meeting. This meeting will be advertised in the Mt. View-Edgewood Water Company service area through a variety of media, including the Company webpage and newsletter.

# Endnotes

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<sup>1</sup> <http://www.ci.edgewood.wa.us/Utilities%20Info.htm>