TETRA TECH

MEETING SUMMARY

Date of Meeting:	May 19, 2009
Subject:	5th Steering Committee (SC) meeting
Project Name:	Contra Costa County Hazard Mitigation Plan –Update
In Attendance:	Steering Committee: Jim Bonato, Teddy Terstegge, Tim McGallian, Susan Roseberry, Ed Sullivan, Shari Deutsch, Rich Lierly, Greg Gilbert Planning Partners: Mike Picard, Michael Bond, Kieron Slaughter **Planning Team**-Rob Flaner
Summary Prepared by:	Rob Flaner- June 3, 2009
Project No.:	135-23736-08-090
Quorum- Yes or No	Yes

Item	Action
Welcome and Introductions	
▪ Rob Flaner opened the meeting with brief group introduction.	
▪ Round table introductions by all in attendance.	
▪ Agenda was reviewed and approved.	
▪ Minutes from last meeting were reviewed and approved.	
▪ Greg Gilbert initiated a discussion on doing a better job of coordinating our plan update effort with the ABAG update effort. Some planning partner representatives have been getting inquiries as to why they are not participating in the ABAG effort. Greg was concerned about the appearance of "bad blood" between the 2 efforts. Ed Sullivan from EBMUD who is representing EBMUD on the ABAG effort stated that he did not get the impression from the ABAG group that there were any ill feelings towards the Contra Costa county effort. He did recommend that we do a better job of coordinating our efforts so that there was no confusion of who is doing what and for which jurisdiction.	Rob to contact Jeanie Perkins, the ABAG project lead to discuss an open line of communications between the two planning efforts.
Risk Assessment Update	
Inventory	
General Building Stock (GBS) Inventory using County Assessor Data has been completed. Critical Facilities are still being defined. Once Critical Facilities are defined we will add these to the County base map. Critical Facilities will be the final task in for Level 2 Inventory/Base map updates.	
Flood	
Tetra Tech is in the process of developing flood depth grids using County DFIRM flood area boundaries, cross sections, and LiDAR data. The depth grids will be	

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used to develop flood loss estimates for 100 year and 500 year floods. Earthquake Tetra Tech has identified potential Earthquake Scenario Shakemaps that can be used to develop loss estimates for earthquake events specific to Contra Costa County. The source of the shake maps is the California Integrated Seismic Network. http://www.cisn.org/shakemap/ Faults of interest that are available through the CISN include both the Central Calaveras and Northern Hayward. Other Hazards Tetra Tech downloaded the latest Contra Costa County Wildfire maps (CalFire-FRAP). Tetra Tech has received Dam/Reservoir Inundation data from the County. Landslide data has not been downloaded, but should be available. • Tim McGallian suggested that Title Companies have access to property specific information within the County using a tool called "Fastweb" that may be able to provide some of the missing information in the Assessor's data set. • It was also mentioned by Rich Lierly that DWR did LIDAR mapping on the eastern portion of the County. They may be able to provide this data to fill the data gap on the eastern portion of the County.	
Public Outreach-Questionnaire The balance of the meeting was focused on reviewing the questionnaire. The planning team had developed a mock-up of a questionnaire to be disseminated throughout the County via various means. The questionnaire was built off of the example questionnaire for Humboldt County, CA provided to the SC at the last meeting. SC members provided feedback on content and format which were reflected in the mock-up. Discussion points during this segment were as follows:	
• Rob showed the group some example surveys from the web-based survey provider "Survey Monkey". This service can provide a web based version of the questionnaire that can be deployed via various means. The cost to do this is negligible and our flexibility with the tool is unlimited. It was Rob's recommendation to the SC that Survey Monkey be utilized for the web deployed version of the questionnaire. This recommendation was by the SC.	Rob to setup a Survey Monkey account and create a survey once content has been approved by SC.
• There was discussion on the need to produce bi-lingual versions of both the print-ready version and web based questionnaire. Rob expressed concern on finding translators to perform this task, and the cost to do so. A final decision on this issue was tabled until the next meeting once capability and cost can be determined.	
• There was concern expressed by the SC that the flow of the draft questionnaire was over technical, and needed to be simplified using terminology that is easily understandable to John Q Citizen.	Once content is approved by SC, Rob will have the questionnaire reviewed and simplified by the Tetra Tech editor.
• The committee went through each question on the questionnaire and provided feedback on desired changes and/or wording. These changes will be reflected in a 2nd draft of the mock-up, which will be sent to the SC for their approval by e-mail.	Rob to create 2nd draft of questionnaire based on discussion from this meeting. Rob will send 2nd draft to all SC members by

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• There was discussion on how long to run this phase of the public involvement strategy. Rob informed the SC that in order to get the planning process on to the next stages, he would like to see this phase completed by August 31st at the latest. He did state that if planning partners and/or SC members wanted to continue to use the questionnaire after this point for other purposes, they were free to do so. For the purposes of the plan update, data will be analyzed from questionnaires received up to 8/31/09. • There was also discussion on how many questionnaires to print. The initial thought was 10,000 for an initial run. There was concern expressed by Rob on data entry for those completed hard-copy questionnaires. Rob expressed a desire to really promote the website as the means to complete the questionnaire, because it has the ability to tally results in a real-time basis. Final decisions on quantity and disseminations were tabled until the next meeting.	May 27th. SC members will approve questionnaire content via e-mail prior to the next SC meeting.

Other Agenda Items

Due to the length of time spent on discussion of the questionnaire, the other agenda items were tabled until the next meeting. The SC was provided a "goal setting exercise" for their review prior to the next meeting. The SC will begin discussion on goals for the plan at the next meeting.

The Meeting was adjourned by Rob Flaner at 3:00 PM

The next meeting date is on:

Wednesday, June 24th, 2009
1:00 to 3:00PM
Contra Costa County Department of Public Works
Conference Room A
255 Glacier Dr.
Martinez, CA 94553

Meeting location will be confirmed via e-mail

Note: This will be an "all-hands" meeting. This means all planning partners are required to attend. Please make arrangements to send a representative from your jurisdiction

Item	Action
	SC to review example questionnaire and provide feedback to Rob by Friday, May 8th. Rob will draft a sample questionnaire for the SC's approval at the next meeting.