# Instructions for Completing Special Purpose District Annex Template

The jurisdictional annex templates for the 2018 *Chelan County Hazard Mitigation Plan* update will be completed in three phases. **This document provides instructions for the first phase of the template for Districts.**

A Note About Formatting:

The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner.

Content should be entered within the yellow, highlighted text that is currently in the template, rather than creating text in another document and pasting it into the template. Text from another source will alter the style and formatting of the document.

The numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of this numbering.

The target timeline for phase completion is as follows:

* **Phase 1**—Profile, Trends, Previous Plan Status, and Information Sources
	+ Deployed: Late October 2018
	+ **Due: November 30, 2018**
* **Phase 2**—Capability Assessment and Information Sources
	+ Deployed: Early December 2018
	+ **Due: TBD**
* **Phase 3**—Risk Ranking, Action Plan, and Information Sources
	+ Phase 3 Jurisdictional Annex Workshop: Late January 2019
	+ **Due: TBD**

**Please direct any questions and return your completed Phase 1 template by November 30, 2018 to:**

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Phase 1 Instructions

## Chapter Title

In the chapter title at the top of Page 1, type in the complete official name of your district (e.g. West County Fire Protection District #1, Johnsonville Flood Protection District, etc.). Please do not change the chapter number. Revise only the jurisdiction name.

## Hazard Mitigation Plan Point of Contact

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction’s letter of intent to participate in this planning process. If you have changed the primary or secondary contact, please let the planning team know by inserting a comment into the document.*

## Jurisdiction Profile

### Overview

Please provide a brief summary description of the following:

* The purpose of the jurisdiction
* The date of inception
* The type of organization
* The number of employees
* The mode of operation (i.e., how operations are funded)
* The type of governing body, and who has adoptive authority.

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide information similar to the following example:

The Johnsonville Community Services District is a special district created in 1952 to provide water and sewer service. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. The District currently employs a staff of 21. Funding comes primarily through rates and revenue bonds.

### Service Area and Trends

Please provide a brief summary description of the following:

* A description of who the district’s customers are
* An approximation of area served in square miles
* A geographical decription of the service area
* An overview of current service area trends, including an approximation of current users/subscribers,
* A summary description of previous growth trends in the service area and anticipated future increase/decrease in services (if applicable)

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide information similar to the following example:

The Johnsonville Community Services District originally was formed to serve the unincorporated area east of the City of Smithburg known as Johnsonville. The District’s designated service area expanded throughout the years to include other unincorporated areas of Jones County: Creeks Corner, Jones Hill, Fields Landing, King Salmon, and Freshwater. As of April 30, 2016, the District serves 7,305 water connections and 6,108 sewer connections, with a total service area of 3.3 square miles.

### Assets

Please provide an approximate value for the noted areas within the table. Include the sum total value for identified assets for each section in the “Total” line for the section.

#### Property

Provide an approximate value for the land owned by the District.

#### Equipment

List categories of equipment **owned by the District** that are used in times of emergency or that, if incapacitated, have the potential to severely impact the service area. Provide an approximate **aggregate replacement value** for each. For water and sewer, include mileage of pipeline under this category.

#### Critical Facilities and Infrastructure

List District facilities and infrastructgure vital to maintain services to the designated service area. Include the address of each facility. Provide an approximate **aggregate replacement value** for each line. The Steering Committee has decided upon the following definition of critical facilities for this planning process:

A critical facility is defined as a local (non-State or Federal) facility or infrastructure in either the public or private sector that provides essential products and services to the general public, such as preserving the quality of life in Chelan County and fulfilling important public safety, emergency response, and disaster recovery functions. Loss of a critical facility would result in a severe economic or catastrophic impact and would affect the County’s ability to provide those essential services that protect life and property. The critical facilities profiled in this plan include but are not limited the following:

* Government facilities, such as departments, agencies, and administrative offices
* Emergency response facilities, including police, fire, and Emergency Operations Centers
* Educational facilities, including K-12
* Medical and Care facilities, such as hospitals, nursing homes, continuing care retirement facilities and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event
* Community gathering places, such as parks, museums, libraries, and senior centers
* Public and private utilities and infrastructure vital to maintaining or restoring normal services to areas damaged by hazard events. These facilities include but are not limited to:
	+ Public and private water supply infrastructure, water and wastewater treatment facilities and infrastructure, potable water pumping, flow regulation, distribution and storage facilities and infrastructure
	+ Public and private power generation (electrical and non-electrical), regulation and distribution facilities and infrastructure
	+ Data and server communication facilities
	+ Structures that manage or limit the impacts of natural hazards such as regional flood conveyance systems, potable water truck, main interconnect systems and redundant pipes crossing fault lines and reservoirs
	+ Major road and rail systems including bridges, airports and marine terminal facilities
* Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials

Please use this definition as a guideline when selecting critical facilities the District owns.

**NOTE:**

Placeholders in the table of assets request **ADDRESSES** for critical facilities. These addresses will not be included in the final published annex, but are needed in order to perform risk mapping and risk analysis for the hazard mitigation plan. Include the addresses in the table if convenient. If not, then provide a separate document listing all critical facilities and addresses for use in development of the hazard mitigation plan.

Sample Completed Table – Special District Assets

|  |  |
| --- | --- |
| Asset | Value |
| **Property** |  |
| 11.5 Acres | $5,750,000 |
| **Equipment** |  |
| Total length of pipe 40 miles ( $1.32 million per mile X 40 miles) | $52,800,000 |
| 4 Emergency Generators | $250,000 |
| ***Total:*** | ***$53,050,000*** |
| **Critical Facilities and Infrastructure** |  |
| Administrative Buildings – 357 S. Jones Street | $2,750,000 |
| Philips Pump Station – 111 Fifth Avenue N. | $377,000 |
| ***Total:*** | ***$3,127,000*** |

## Status of Previous Plan Actions

***Please note that this section only applies to jurisdictions that are conducting updates to previously approved hazard mitigation plans.*** ***If your jurisdiction has not previously participated in an approved plan, this section will not appear in your annex template.***

All action items identified in prior mitigation planning efforts must be reconciled in this plan update. Action items must all be marked as ONE of the following; check the appropriate box (place an X) and provide the following information:

* **Completed—**If an action has been completed since the prior plan was prepared, please check the appropriate box and provide a date of completion in the comment section. If an action has been initiated and is an ongoing program (e.g. annual outreach event), you may mark it as completed and note that it is ongoing in the comments. If an action addresses an ongoing program you would like to continue to include in your action plan, please see the Carried Over to Plan Update bullet below.
* **Removed—**If action items are to be removed because they are no longer feasible, a reason must be given. Lack of funding does not mean that it is no longer feasible, unless the sole source of funding for an action is no longer available. Place a comment in the comment section explaining why the action is no longer feasible or barriers that prevented the action from being implemented (e.g., “Action no longer considered feasible due to lack of political support.”). If the wording and/or intent of a previously identified action is unclear, this can be a reason for removal. A change in community priorities may also be a reason for removal and should be discussed in the comments.
* **Carried Over to Plan Update—**If an action is in progress, is ongoing, or has not been initiated and you would like to carry it over to the plan update, please check the “Check if Yes” column under “Carried Over to Plan Update.” Selecting this option indicates that the action will be included in the mitigation action plan for this update. If you are carrying over an action to the update, please include a comment describing any action that has been taken or why the action was not taken (specifically, any barriers or obstacles that prevented the action from moving forward or slowed progress). Leave the last column, “Action # in Update,” blank at this point. This will be filled in after completing the updated action plan in Phase 3.

**Please ensure that you have provided a status and a comment for each action.**

## Review and Incorporation of Resources for this Annex

***Please note that this section will ultimately describe all information sources used to develop this annex, but that only the sources used for Phase 1 will be listed at this point. Additional sources will be added with the preparation of the Phase 2 and Phase 3 annexes.***

Existing Reports, Plans, Regulatory Tools and Other Resources

This section should describe what resources you used to complete the annex and how you used them. This may seem trivial or unimportant, but it is a requirement to pass the state and FEMA review process.

Staff and Local Stakeholder Involvement in Annex Development

This section should describe in general terms the process by which the annex was developed. Please include general discussion with a focus on who was involved and how the action plan was developed. An example is included below.

This annex was developed over the course of several months with input from many district departments including operations, finance, and capital planning. All departments were asked to contribute to the annex development through reviewing and contributing to the capability assessment, reporting on the status of previously identified actions, and participating in action identification and prioritization. A action development meeting was held on February 20, 2019 and was attended by representatives from all previously listed department as well as the General Manager and representatives from the Board of Directors. Once actions had been identified and compiled in the annex, a draft was internally circulated for comment.