CHELAN COUNTY

FLOOD CONTROL ZONE DISTRICT
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MITCHELL S. REISTER, PE
ADMINISTRATOR

INTERIM OPERATING GUIDELINES

AUGUST 27, 2014

FORWARD:

This document is the temporary operational framework for the Chelan County Flood Control Zone District (FCZD or District) pending adoption of the FCZD Comprehensive Plan by the Board of County Commissioners, the ex officio supervisors of the District. These Interim Operating Guidelines are necessary to ensure consistency in actions and expectations between the FCZD, the County Commissioners, and the District's citizens and stakeholders. The Administrator (County Engineer) will exercise best professional judgment in conjunction with the direction of the Board of Supervisors to determine the appropriate courses of action for all circumstances or events within the province of the FCZD, whether or not such events or circumstances are anticipated and addressed in this document.

STATEMENT OF PURPOSE:

The Chelan County Flood Control Zone District was established by the Board of County Commissioners by Resolution 2014-59, pursuant to RCW 86.14, in response to the growing frequency and severity of flash and stage flooding in greater Chelan County and the resulting impacts and risks to public infrastructure and critical facilities. Resolution 2014-59 is codified at chapter 13.10 of Chelan County Code. The primary purposes of the FCZD are:

1. To safeguard human life, health, and safety by protecting public infrastructure from flooding and channel migration;
2. Identify and implement flood hazard management activities in a cost-effective and environmentally-contentious manner;
3. To identify flood prone and repetitive loss areas involving public infrastructure within Chelan County and identify solutions for flood control mitigation in those areas;
4. Prioritize capital projects to mitigate damage from flash and stage flooding in flood prone and repetitive loss areas;
5. Lead and coordinate recovery efforts for significant flooding events within Chelan County with local, state, and federal agencies;
6. Increase awareness and provide education to the public and other local agencies on flood hazards and effective mitigation measures;
7. Update, manage, and administer flood zone mapping, local flood zone regulations, and flood hazard assessments within greater Chelan County for consistency with the National Flood Insurance Program (NFIP).

GOALS & OBJECTIVES

The following FCZD goals further the purposes of the District. The FCZD supervisors will periodically review and update by the District's goals and objectives to ensure proper alignment with the purposes of the FCZD:

1. Initiate and maintain a FCZD Advisory Committee to serve as the advisory body to the Board of Supervisors throughout the Comprehensive Planning process. The Administrator shall be the Advisory Committee chairperson and the Committee shall be comprised of the following members:
    a. Cities: 1 staff member from each municipality's Public Works or Emergency Services departments (5 positions)
    b. PUD: 1 staff member from the Chelan County Public Utility District
    c. WSDOT: 1 staff member from the North Central Region (Wenatchee)
    d. WSDOE: Flood Control Program Manager for DOE's Central Region (Yakima)
    e. EMS: 1 representative from Chelan County Emergency Management Services
    f. Nat. Res.: 1 representative from Chelan County's Natural Resources Department
    g. Public: 3 members of the public, selected by the Board of Supervisors, representing each of the three Commissioner Districts
2. Develop and adopt a FCZD Comprehensive Plan by July of 2016. The Comprehensive Plan shall have the following main objectives:
    a. Evaluate the risks to public safety, existing development, and infrastructure in high-priority, flood-prone and channel migration hazard areas of Chelan County;
    b. Examine potential alternative FCZD actions to reduce risk to life and public property while reducing economic impacts from flash and stage flooding, countywide;
    c. Specify how future prioritization of flood risks and their associated mitigation measures will be determined and implemented;
    d. Identify and define the administration of flood control funding and grants between the County and municipal jurisdictions within the county;
    e. Develop a 5-year FCZD capital facilities plan, which will include the estimated scope and budget for capital projects intended to mitigate flood risks in the following areas:
        i. Slide Ridge (S. Lakeshore Rd.)
        ii. Number One Canyon
        iii. Number Two Canyon
        iv. Dry Gulch (Circle St.)
        v. Flood plain reconnection

METHODS & MEASURES

Consistent with and in order to meet the Goals & Objectives (above), the following shall serve as the initial methods utilized by the FCZD Administrator prior to completion and implementation of the FCZD Comprehensive Plan:

1. Develop FCZD Comprehensive Plan Focus Points for initial scope of work of comprehensive plan development;
2. Secure and manage consultant(s) for Comprehensive Plan development;
3. Act cooperatively with support agencies and funding authorities to implement short-term preventative measures to address emergent risks for flash flooding;
4. Act as Chelan County's liaison between other local, state, and federal agencies for flood management programs, projects, and funding;
5. Provide public education and guidance on flood hazard management and control;
6. Secure, manage, and allocate funding resources for short and long-term administration of the FCZD (see below).

ADMINISTRATION OF FUNDING

Levy Revenue

Prior to finalization and acceptance of the FCZD Comprehensive Plan, monies received via levy into the FCZD Fund shall be allocated according to the following schedule, calculated on a percentage-basis of total levy revenue received per annum:

Budget Category	Program	Annual Allocation	Maximum Reserve
Construction & Improvements	Capital Projects*	30%	*none*
	Planning & Engineering*	15%	$200,000
Maintenance & Operation	Facility Maintenance*	10%	$150,000
	Emergency Response*	20%	$500,000
Overhead & Administration	Administration	10%	$150,000
	Cash Reserve	10%	$1,000,000
Bond Retirement & Interest	Bond Retirement/Interest	5%	*none*
	Total:	100%	$2,000,000

**Includes grant local-match funds*

Allocation amounts depicted in the above table represent the maximum amount of levy revenue that may be spent per program, per year. Utilizing funds from one program to supplement another – should needs outweigh resources – shall not be authorized, except that the Board of Supervisors may authorize use of *Cash Reserve* funds to supplement another program (up to the total program balance of *Cash Reserve)* by resolution. Although unlikely prior to completion of the FCZD Comprehensive Plan, should any Program fund balance exceed the maximum reserve amount established herein, those excess funds shall be transferred to the *Capital Projects* Program.

Emergency Response Fund

Allocations from Program funds shall be determined by the Board of Supervisors during the County's annual budget development process for the upcoming fiscal year. Funds allocated from the

Emergency Response Program, which cannot be determined in advance of emergency events, shall be allocated based on a "first-come, first-serve" basis, as approved by the Board of Supervisors. Until such time that the target program reserve balance is met, expenditures from the *Emergency Response* Program shall not exceed 50% of annual levy revenue collected per annum in any given year. Exhaustion of available funds within the *Emergency Response* Program prior to satisfaction of all needs shall not constitute any obligation of the District to remit future funds to any jurisdiction suffering a present flood loss; each fiscal year shall be kept separate for allocation of *Emergency Response* Program funds.

Grant Funds & Applications

The District shall apply in its own name or as co-applicant for grants for flood control programs or projects within Chelan County. Even if related to flood control, grants or monies sought and applied for through other jurisdictions or other County departments or programs shall not be eligible for matching dollars from FCZD program funds.

Grant awards shall supplement the FCZD programs for which they were sought, but will not count toward established program fund maximums (see *Levy Revenue*, above). The FCZD shall administer all grant funds received for its programs.

EDUCATION/OUTREACH & REGULATION

The key components of a successful flood damage/loss prevention program are public education/outreach and effective planning and regulation. Although the Comprehensive Plan will address these components, it is imperative to initiate their development in the present.

Education/Outreach

The public education and outreach component will include the following primary elements, which will be included in the Planning/Engineering Program of the FCZD:

1. Establish Advisory Committee for Comprehensive Plan development
2. Comprehensive Planning process
3. Dedicated FCZD website
4. Information Distribution List (i.e., "List-Serv") for information and announcements
5. Annual FCZD newsletter (September of each year)
6. Annual FCZD Report (March of following year)
7. Timely media notifications and press releases

Regulation & Planning

Presently, two County departments - Community Development and Natural Resources - oversee flood zone regulations and planning. Additionally, the County Engineer, as provided in state law and county code, administers the FCZD. This fragmented arrangement needs to be modified to achieve consistency and clarity between the different aspects of floodplain and flood hazard management in Chelan County.

Chapter 3.20 of the County Code addresses flood plain regulations as required by the NFIP/Federal Emergency Management Agency (FEMA). Development within floodplains is reviewed and permitted through typical land-use and building permit processes within the County's Department of Community Development (DCD). However, the engineering expertise to recognize flood plain impacts and their implications relating to land development activities is not a typical component of

DCD. Similarly, Chelan County's Flood Hazard Assessment Plan is maintained by the Natural Resources Department (NRD), which also does not employ the engineering disciplines necessary to analyze flood plain hazards or interpret complex hydrologic processes.

With Board of Commissioner's recent formation of the FCZD, it is logical to include the two existing flood plain related elements in Chelan County under the umbrella and oversight of the FCZD, as administered by the County Engineer. The County Engineer oversees the only licensed professional engineers on staff within the County. Current DCD and NRD flood control-related programs should be combined within the FCZD to ensure consistency, efficiency, and legal defensibility in the implementation of a comprehensive flood control management program.

EMERGENCY RESPONSE & RECOVERY

Each municipality within the county shall be respond to imminent threats of and/or actual occurrence of flood damage events within their municipal boundaries and at their threatened/impacted facilities. An authorized municipal body, official, or administrator may make a request for assistance to the FCZD Administrator for real-time response and/or financial assistance with the costs of public infrastructure repairs. The FCZD Administrator and Board of Supervisors shall develop protocols and/or required documentation for municipal requests for FCZD assistance.

DEFINITION OF FLOOD EVENT(S)

For the purpose of maintaining consistency in the allocation of FCZD funds and resources, flood damage events shall be considered "qualifying" for District assistance only if a flood damage event is the result of natural hydrologic occurrences. Damage resulting from failures of irrigation, potable water, or sanitary sewer facilities **shall not** be eligible for FCZD assistance.

The District may direct capital investments toward the prevention and/or reduction of catastrophic damage resulting from natural hydrologic occurrences. Capital investments may include, but are not limited to modifications, reconstruction, improvements, or new construction of:

- Drainways and floodways, both artificial and natural
- River bank stabilization
- River training, channel diversions and stabilization, and flood plain reconnections
- Levies, dikes, and revetments
- Debris basins or diversion structures
- Bridge scour protection
- Flood conveyance structures

Flood-related infrastructure must be considered apart and separate from other hydraulic facilities for the purpose of defining qualifying activities and FCZD investments. However, some existing or proposed structure or system may serve multiple purposes, including flood control. For example, a stormwater facility may provide water quality treatment during high-frequency/low intensity hydrologic events and also provide debris containment during low-frequency/high intensity hydrologic events. For the purposes of defining the scope of FCZD activities and investments, the following engineering parameters shall provide the minimum threshold for FCZD participation, oversight, and/or actions related to facilities which may perform more than one function:

A) Flash-Flood Events
   i. Precipitation intensities & durations > location-specific 25-year MRI/24-hr or 25-year MRI/3-hr storm
   ii. Rain-on-snow events resulting in peak runoff > location-specific stormwater design runoff rates
   iii. Rapid areal snowmelt resulting in peak runoff > location-specific stormwater design runoff rates

B) Stage-Flood Events
   i. River/Stream flood stage above 5-year MRI (gauged streams)
   ii. Stage flooding resulting from > 25-year location-specific MRI/24-hr storm (non-gauged streams) or water level above existing/average bank-full conditions

For flood damage events that result from a combination of one or more of the above natural hydrologic occurrences, or where exact data is unavailable in areas that receive flood-related damage, FCZD involvement in remediation/recovery efforts for such events shall be determined based on the professional judgment of the Administrator.

ADOPTION & APPEAL

These Guidelines shall be in effect until superseded by an approved Flood Control Zone District Comprehensive Plan. Requests for interpretations shall be directed in writing to the Administrator. Appeal of an Administrator's interpretive decision must be made in writing to the Board of Supervisors within 10 calendar days of the decision date.

Dated this 27 day of Oct. 2014.

BOARD OF COUNTY COMMISSIONERS

Doug England, Chair

Keith W. Goehner, Commissioner

Ron Walter, Commissioner

CHELAN COUNTY Commissioners SEAL STATE OF WASHINGTON

ATTEST: Carlye Baity

Clerk of the Board

Date: 10/27/2014