

Seward/ Bear Creek Flood Service Area
Regular Board Meeting
3 April 2017



Resurrection River, September 21, 2012

Sea View Plaza Building
302 Railway Ave, Suite 122
Seward, Alaska
6:00 PM

The mission of the Seward/Bear Creek Flood Service Area is to provide flood planning, protection, and mitigation services in coordination with the appropriate agencies, to reduce the risk of flood damage to private and public property, through addressing issues that best reflect a fair use of the tax-levy for watershed-wide benefit.

SEWARD/ BEAR CREEK FLOOD SERVICE AREA

Regular Board Meeting Agenda

6:00 pm

April 3, 2017

KPB Seward Annex

A Karl VanBuskirk
Board Member
Term Expires 10/2017

B Robert Reisner
Board Member
Term Expires 10/2018

C Jessica Gal
Board Member
Term Expires 10/2019

D Bill Williamson
Chairman
Term Expires 10/2017

E Randy Stauffer
Vice Chairman
Term Expires 10/2018

F VACANT
Board Member
Term Expires 10/2019

G Mark Ganser
Board Member
Term Expires 10/2019

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. March 6, 2017

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E. REPORTS & PRESENTATIONS

1. City of Seward

2. Kenai Peninsula Borough

F. PUBLIC COMMENTS – LIMIT 3 MINUTES

G. BOARD'S RESPONSE TO PUBLIC COMMENTS

H. CORRESPONDENCE & REVIEW OF PAYMENT REQUESTS

1. Approval of Postage for Spring Floodplain News

pg. 8

I. PERMITS FOR REVIEW

1. KPB File 2017-026 Petition to Vacate Section Line Easement

pg. 9

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Approval of SBCFSA Revised By-laws

pg. 13

2. Approval of SBCFSA Board Member Handbook

pg. 18

3. Establish April Work Session Topic

pg. 19

L. INFORMATIONAL ITEMS AND REPORTS (No action required)

1. STARR Region X Newsletter

pg. 20

2. KPB Electronic Bidding

pg. 23

3. KPB Risk Map Resilience Meeting

pg. 24

4. KPB Town Hall Meeting April 5th

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5. Reminder of KPB Roads Service Area Seward Meeting April 11th

6. Reminder of KPB Assembly Seward Meeting April 18th

7. Streambank Rehabilitation Workshop Soldotna May 9th-10th

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M. PUBLIC COMMENT – LIMIT 3 MINUTES

N. BOARD COMMENTS

O. ADJOURNMENT

SEWARD/ BEAR CREEK FLOOD SERVICE AREA

Regular Board Meeting Minutes

March 6, 2017

A. CALL TO ORDER

A regular meeting of the Seward/Bear Creek Flood Service Area board was held on March 6, 2017, at Suite 122, Sea View Plaza, Seward. Chairman Bill Williamson called the meeting to order at 6:00 p.m.

B. ROLL CALL

There were present:

BOARD MEMBERS

Bill Williamson, Chairman

Robert Reisner

Randy Stauffer, Vice Chairman

Jessica Gal

Karl VanBuskirk

Mark Ganser

Comprising a quorum of the flood service area board.

Also in attendance were:

Donna Glenz, City of Seward Planner

Stephanie Presley, Service Area Coordinator

C. APPROVAL OF AGENDA (00:30)

MOTION TO APPROVE AGENDA: VanBuskirk moved for approval of the agenda. Reisner seconded.

Chairman Williamson called for amendments to the agenda.

MOTION TO AMEND: Stauffer moved to add under K. New Business, item #3 Attendance at ASFPM Conference. VanBuskirk seconded.

VOTE TO APPROVE AGENDA: Unanimous.

D. APPROVAL OF MINUTES (01:45)

1. February 13, 2017

MOTION TO APPROVE MINUTES: VanBuskirk moved for approval of the February 13, 2017 meeting minutes. Gal seconded.

Chairman Williamson called for additions, corrections or deletions to the minutes with one misprint on page 4 showing the meeting at 7:00 pm and should be changed to 6:00 pm.

VOTE TO APPROVE MINUTES: Unanimous.

E. REPORTS & PRESENTATIONS (02:20)

1. Donna Glenz, City of Seward Planner reported

- a. She apologized for missing the last few meetings, due to conflicts with other city meetings that have fallen on the same night.
- b. The City has issued one flood plain permit extension to the Alaska Railroad for the fenders and dock repairs permit that was issued last year.
- c. The City has approved the interior lot line vacation for the replat located on Vista Avenue, near the Dairy Hill drainage area side of the cliff. The City approved vacated

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- the interior lot lines and the alley right of way. The Faust's plan to build a single family home on this new lot starting this summer.
- d. The City has already received several building permit applications, including interior remodels and several inquiries for new development this summer. A number of folks are talking about development in undeveloped areas around town.
 - e. The work continues on the Seward Marine Industrial Center (SMIC) breakwater project. The contractors are still placing rock on the breakwater, they are currently waiting on weather so the barges can travel to Kodiak to pick up more armor rock to continue the breakwater. They have also added more ballast to the Polar Seafood's outfall line and added more rock to cover the new sewer outfall north of the dock.
 - f. Doug Schoessler, Public Works Director, gave Ms. Glenz an update on Lowell Creek Canyon. The contractors are done with hydro blasting machine work and are now ready to move forward placing concrete to repair the large holes in the floor and side of the tunnel. The strong winds have caused damage to the temporary structures needed to work the repairs, taking valuable time away from production. However, the colder temperatures have helped with the water diversion part of the project. The contractor estimates three more weeks of hard work to complete repairs unless strong winds and inclement weather are bad then that could extend the repair time. They are starting to remove some equipment out that they are no longer using.
 - g. Mr. Schoessler also provided an update on some of the work on Benny Benson lagoon. At this point, he proposes adding a 36" culvert at the south end that would alleviate much of the flood water that backs up and floods surrounding areas. He is also exploring the possibilities of using boring equipment to try cleaning out the extra-long culverts. The culverts on the north end are overgrown and need extensive clearing and cleaning. This would allow the water to move through without flooding over the roadway and into surrounding property.
 - h. A quick reminder that March is Tsunami drill month. It is "Chill, It's a Drill" tsunami warning system test that will be conducted between 10:15 and 10:45 on Wednesday morning, March 29th. Please help spread the word and remind people of the exercise sponsored by NOAA and the State of Alaska Homeland Security & Emergency Management office. Please pass this along to constituents that this will be a testing of the warning system.

Stephanie Presley, Service Area Coordinator reported

- a. On the vacant Assembly member seat for district 6 which includes Seward, Moose Pass, Hope and Cooper Landing, there have been three applicants, Kenn Carpenter, Larry Smith, and David Cleveland. The appointment will take place during the Assembly meeting tomorrow night.
- b. On the US Army Corps of Engineers Section 205 project on Salmon Creek, the team has drafted the preliminary design specs and drawings. The final drawings are expected to be completed the beginning of April. State Department of Natural Resources are reviewing the comments on the easements for the parking area and access road. Currently the drawings include a 90 foot radius cul-de-sac at the end of Romack Court, and the 12 foot wide road to follow the existing trail with turnouts

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- every quarter mile.
- c. On Lost Creek, staff has discussed with the Chair the possibility of extending the scope for sediment removal. The current project removes 150 feet upstream and 150 feet downstream of the Forest Road Bridge, 10 feet deep by 40 feet wide. The bid from Metco for the service area portion was \$18,515 and the board had appropriated \$30,000 from fund balance for the project. Metco offered less than six dollars per cubic yard to harvest and haul the materials to a permitted parcel on Timber Lane Drive. Staff has contacted the permitting agencies and all can provide an amended permit, or an exemption in the case of the US Army Corps of Engineers. On your agenda, staff requests the board approve extending the project an additional 150 feet downstream.
 - d. We are still awaiting a CIRI permit on the restoration projects at Box Canyon Creek and Sawmill Creek. Borough Land Management will be meeting with CIRI tomorrow and we will hopefully have permits in hand this month.
 - e. We are also waiting on a land use permit from the State Department of Natural Resources on the embankment restoration project on Sawmill Creek. Staff has spoken with DNR regarding a long term permit for bedload removal and will work this year on a site specific mitigation plan for sediment management on the DNR parcel upstream from the Nash Road Bridge. Once approved, we would be the first in Alaska to utilize State statute 38.05.872 to mitigate excess bedload for flood control without State material fees.
 - f. On the Salmon Creek parcel acquisition and reclamation project, the Wagner parcel downstream of the Nash Road Bridge, staff has contact The Conservation Fund, who we partnered with in 2012 on the 126 acres upstream. The US Army Corps of Engineers is making some changes this month on the compensatory mitigation funding that is paid to land banks for some development projects within coastal waters and wetlands. This is the pot of funding that was used in 2012. It sounds like there is some interest on partnering again. Staff at The Conservation Fund will get back to us on what options might be available after the Corps receives authorization from congress.
 - g. The borough has closed out the grant to the City of Seward, on behalf of the service area, for \$50,000 to complete the coastal erosion project. City Administration has expressed thanks to the flood board and the borough for partnering on this project.
 - h. Staff met with the City Fire Chief, the borough Emergency Management Director, and State Department of Homeland Security and Emergency Management personnel last week. The City is working on updating their Hazard Mitigation Plan. Staff offered to serve on their planning team and provide assistance as needed.
 - i. The City and service area staff attended a meeting on the Seward Airport Improvement Project. State Department of Transportation (DOT) were taking comments and concerns from regulatory agencies. The comment period has been extended until March 13th. The engineered preferred alternative at this point is to close the long runway and extend the shorter runway to 3,300 feet. They would remove the lighting and pavement from the long runway and allow the river to run its course. Based on a study completed by project hydrologists, the alternative of elevating and armoring the long runway would raise the base flood elevation on average four feet, and would require a Flood Insurance Rate Map (FIRM) revision from FEMA, which would take

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- up to \$200,000 and an additional two years. They would also be required to purchase any property impacted by flooding with this alternative. Project team members highlighted the disadvantages of this alternative, and added that there is little demand for the long runway. If all goes according to schedule and the alternative to extend and elevate the short runway, and close the long runway goes forward, construction is expected in 2018. The City and the service area both submitted comments on the need for channel maintenance upstream from the airport. The response was to send out the memo laid down that concurs with DOT recommendation that channel excavation on Resurrection River is not a viable engineering solution to control flooding at the airport.
- j. The Seward Journal worked with staff on an article following your last meeting. The discussion regarding the Airport improvements made the front page.
 - k. As a reminder, service area board seat F is still vacant. Interested residents can submit an application in this office and be appointed until the election in October.

F. PUBLIC COMMENTS – LIMIT 3 MINUTES (14:15)

Chairman Williamson called for public comment.

Al McCarty, 13591 Old Seward Road, which went behind the Baptist church on the old highway. He owns each side of the road. In 2013, when they surveyed the river, he walked the property with them, he asked if his property was going to be in the flood zone and they said no and that he was fine. Then there was the meeting at Bear Creek Fire, again he asked if his property was going to be in the flood zone and he was told no, he would not be in the flood zone. He added because they wrapped the flood zone around my house they now say that that part of my house is in the flood zone. He doesn't understand why they have put the back of his house in the flood zone. He added staff was wonderful to deal with. His bank is saying that he will now have to pay \$800 per year for flood insurance. He has been on the property since 1999. He has known the owners since 1906 when the original cabin was built and it has never flooded. He doesn't understand how the flood zone gets wrapped around behind his house when the flood will go this way. He understands that in 1992, the only water there was ran down the logs stacked up on the railroad trestle. His question could be how could this happen, because they probably don't know, but what can he do about it. How does he get this piece out of AE zone and into X like the rest of it. It seems so arbitrary to him that they chose this one corner. And now the bank is saying that any part of the property is in the flood zone means all the property is in the flood zone. He was late in coming to the board because he was assured that he was not in the flood zone. He thought all the stuff the service area is doing doesn't affect him, and now it does. He appreciates everything the board members do and taking their evenings off to come down to board meetings.

Ms. Presley stated one thing you might do is check with the office and look at the hard data from the LiDAR to see if the land contours shows the land differently than what FEMA used. She doesn't know if that is what FEMA used in their survey.

Chairman Williamson stated the appeals process is already over. He asked Mr. McCarty if he has any elevation markers, if he knows the base flood elevation (BFE) to see how high

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he is, to be able to say the FEMA maps are wrong. The service area may have LiDar that might help, though that may be what FEMA used to create that map, but do they have LiDAR exactly where you live, because say the flood plain is at 317, and you are at 348, obviously you are going to be a lot higher than the floodplain. If you had some type of benchmarks you could go off to show the elevation of your house.

Mr. McCarty stated so in other words, he should get a survey.

Ms. Presley stated he should get an evaluation certificate from a surveyor. That is actually a FEMA document that shows, in comparison to the base flood elevation, the highest adjacent grade, the lowest floor of your structure, etcetera.

Mr. McCarty asked if that would cost \$750 - \$800.

Chairman Williamson said about what you would pay for a year in insurance.

Board Member VanBuskirk stated \$600 would be really cheap. Even \$2,000 is not unheard of.

Chairman Williamson stated about the flood insurance, if it does flood, then you are protected. If it doesn't flood, then that is an investment you are making.

Mr. McCarty stated he called FEMA and they said that they pay when two houses or two acres flood, or more are affected; they pay up to \$250,000.

Board Member VanBuskirk stated the other question is, is that demarcation of the flood area correct to the land, because a lot of borough maps are offset. You have an image of your house, but the demarcation for property lines are often off.

Mr. McCarty stated they look awfully close. He does not understand how the back of the house can be in the floodplain and the front is not.

Ms. Presley stated it is based on topography. They used topographical maps so behind your house must be a little bit lower than the front.

Chairman Williamson stated with an evaluation certificate it will show that.

Mr. McCarty stated he knows he is over his three minutes, but has anybody ever been successful fighting them.

Board members stated in the affirmative.

Mr. McCarty stated he appreciates the board's time and for all they do.

G. BOARD'S RESPONSE TO PUBLIC COMMENTS (06:10)

Chairman Williamson called for board member comment.

Board Member Gal thanked Mr. McCarty for coming.

Chairman Williamson commented we have had this over and over. They tell you one thing at a meeting, then come back and tell you something different sometimes. You need to pay attention to your surroundings and when they have these meetings, you have to go in and speak up. He understands his problem, but he thinks the best thing is probably elevation.

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Board Member Ganser questioned that Mr. McCarty had stated that the insurance company had told him that if any part of your property is in the floodplain, he has to have flood insurance. So these people that have large acreages and lowlands, and they have a house they have to buy flood insurance on, even if it is on a hill, for example Bardarson's house on Nash Road up on a ridge.

Vice Chairman Stauffer commented he owned property, ten acres of land, and on the very back part of it was up most all the land and then it dipped down and there was a creek. Literally twenty feet of land went down and was in floodplain and they declared the entire 10 acres in the floodplain. It was probably no more than an eighth of an acre in the flood plain. So the answer is yes, that is how the bank will look at it.

Board Member Reisner commented cash on the barrel is the only option for him.

Board Member Gal responded for a lot of people that is not reasonable.

H. CORRESPONDENCE & REVIEW OF PAYMENT REQUESTS (24:30) None.

I. PERMITS FOR REVIEW (24:35) None.

J. UNFINISHED BUSINESS (24:40) None.

K. NEW BUSINESS (24:45)

1. Expansion of Lost Creek Debris Removal Project

MOTION TO APPROVE PROJECT EXTENSION: VanBuskirk moved to expand project to use up rest of \$30,000 of available funding to remove bedload downstream, up to another 150 feet. Reisner seconded.

VOTE ON MOTION: Unanimous.

2. Establish March Work Session Topic

MOTION TO ESTABLISH WORK SESSION: VanBuskirk moved to establish March work session topic: SBCFSA FY18 Mitigation Projects & Priorities and then SBCFSA By-laws Review. Gal seconded.

VOTE ON MOTION: Unanimous.

3. Attendance at ASFPM Conference

MOTION TO APPROVE CONFERENCE ATTENDANCE: Stauffer moved to appropriate funds to send at least one board member to attend the ASFPM Conference. VanBuskirk seconded.

VOTE ON MOTION: Unanimous.

L. INFORMATIONAL ITEMS AND REPORTS (34:00) (No action required)

1. STARR Region X Newsletter

2. March 7th City Planning & Zoning Joint Work Session Cancelled

3. Reminder of Budget Review Meeting March 22nd

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M. PUBLIC COMMENT – LIMIT 3 MINUTES (40:30)

Chairman Williamson called for public comment with none offered.

N. BOARD COMMENTS (40:45)

Chairman Williamson called for board member comments.

Vice Chairman Stauffer had no comment.

Board Member Gal commented she was glad to see Mr. McCarty but it is too bad he is in the predicament he is in. She will be interested to see how it turns out. Good job everybody.

Board Member Ganser was glad to hear when he had that complaint he was able to meet with Ms. Presley and receive some help and answers.

Board Member VanBuskirk thanked Ms. Presley.

Board Member Reisner commented on the engineering report, regarding the airport runway project, once again they are addressing the effects, not the cause. Braided streams do need maintenance. Letting Resurrection River go wherever it wants to go will do the airport expansion project no good. It will raise their costs of removal. Nothing they can do with a breakwater, a levee, or a toe is going to prevent it. He thanked Ms. Presley for all her work and the board members and Ms. Glenz for being there for the meeting.

Chairman Williamson commented on the airport expansion project, he doesn't know the initial cost, but he would also like to see the engineered estimated cost of the flood control they will do to protect the runway. You can do any job now, especially in the floodway, that you do not show flood control efforts. He would be interested in seeing what that will look like, even if they do address it.

O. ADJOURNMENT (43:20)

MOTION TO ADJOURN: VanBuskirk moved to adjourn the meeting. Gal seconded.

VOTE ON MOTION: Unanimous.

With no further business to come before the board, Chairman Williamson adjourned the meeting at 6:45 pm.

The next regular board meeting is scheduled for Monday, April 3, 2017 at the Sea View Plaza Building, Suite 122 at 6:00 pm.

The next board work session is scheduled for Monday, March 20, 2017 at the Sea View Plaza Building, Suite 122 at 6:00 p.m.

Secretary

Date of Approval

POST OFFICE LOCATIONS AND DROP INFORMATION

Information provided below identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. Each mailing must be taken to the specified Post Office retail unit as indicated below for processing at the discount postage rate.

1

SEWARD
507 MADISON AVE
SEWARD, AK 99664

Phone:
(907) 224-3001
Fax: (907) 224-3002
800-ASK-USPS

Retail Business Hours						
M	T	W	Th	F	Sa	Su
09:30AM	09:30AM	09:30AM	09:30AM	09:30AM	10:00AM	
04:30PM	04:30PM	04:30PM	04:30PM	04:30PM	02:00PM	Closed

ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces
99664	H064	179	99664	PBOX	2222			
Total Mailpieces: 2401			Approximate Cost: \$424.98					

SEWARD JOURNAL

KENAI PENINSULA BOROUGH PLANNING COMMISSION NOTICE OF PUBLIC HEARING

Public notice is hereby given that a petition has been received to vacate a public right-of-way in the Bear Creek area. Area under consideration is described as follows:

- A. Location and request: Vacate the 66' section line easement running through the east side of Tract E1 as shown on Folz Subdivision, Snowden Addition, Plat SW 0980033. The right-of-way being vacated is unconstructed and located within the SE 1/4 S27 and SW 1/4 S26, T01N, R01W, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2017-026.
- B. Purpose as stated in petition: The petitioners state the following: 1) the easement was incorrectly dedicated on the 1998 plat as a 66' total width Section Line Easement. The effective date of the patent is in the year 1914, well before Section Line Easement Law was in effect, therefore this is not technically a "section line" easement; 2) public access through this easement is impractical, and unlikely. It is unconstructed and partially passes through a pond; and 3) equal or better access exists around Tract E1 in the form of a DOT Right of Way..
- C. Petitioner(s): Elliot Jackson and Toni L. Strauss of Anchorage, AK.

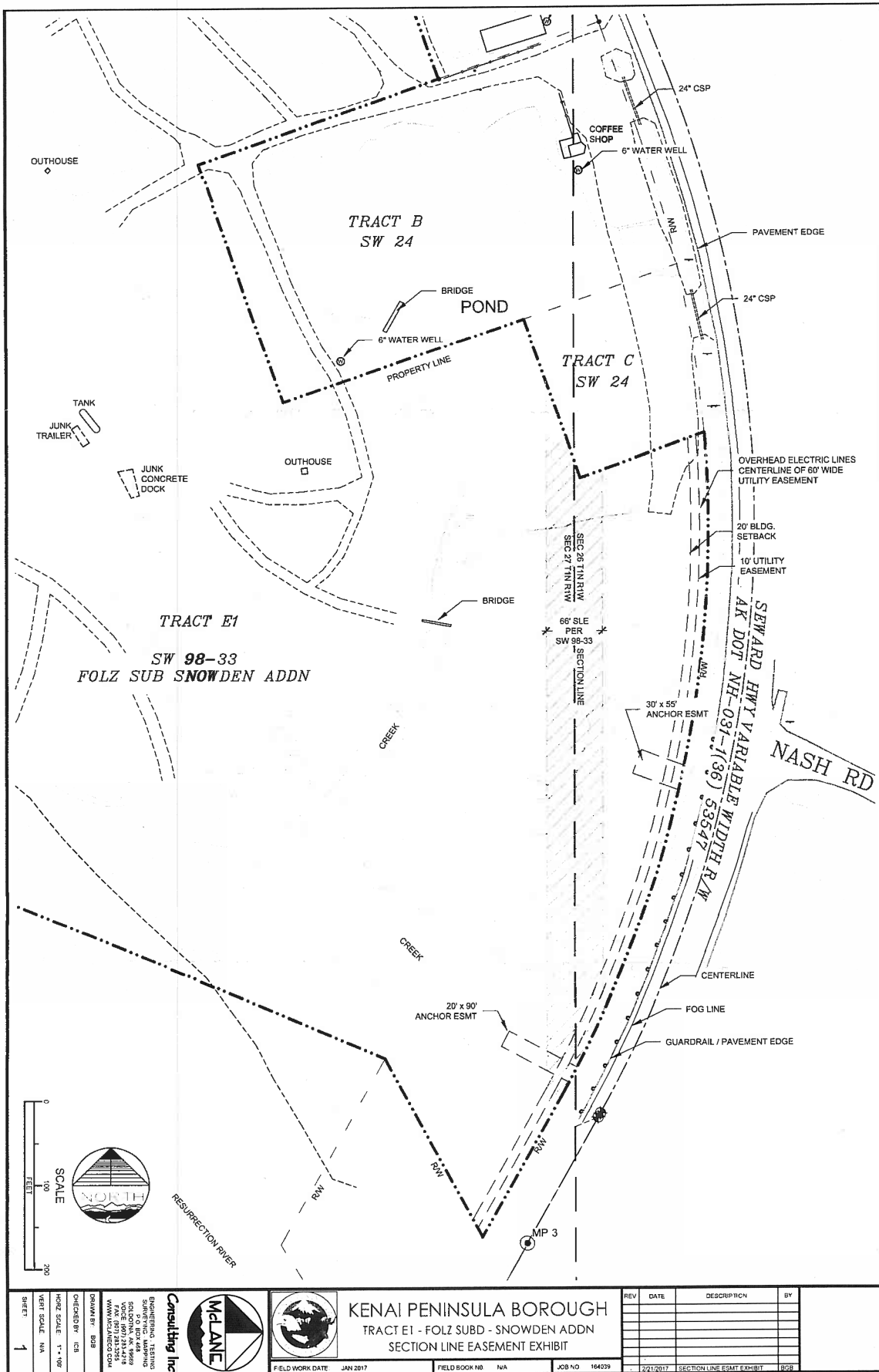
Public hearing will be held by the Kenai Peninsula Borough Planning Commission on **Monday, April 24, 2017**, commencing at **7:30 p.m.**, or as soon thereafter as business permits. The meeting is being held in the Assembly Chambers of the George A. Navarre Kenai Peninsula Borough Administration Building, 144 N. Binkley Street, Soldotna, Alaska.

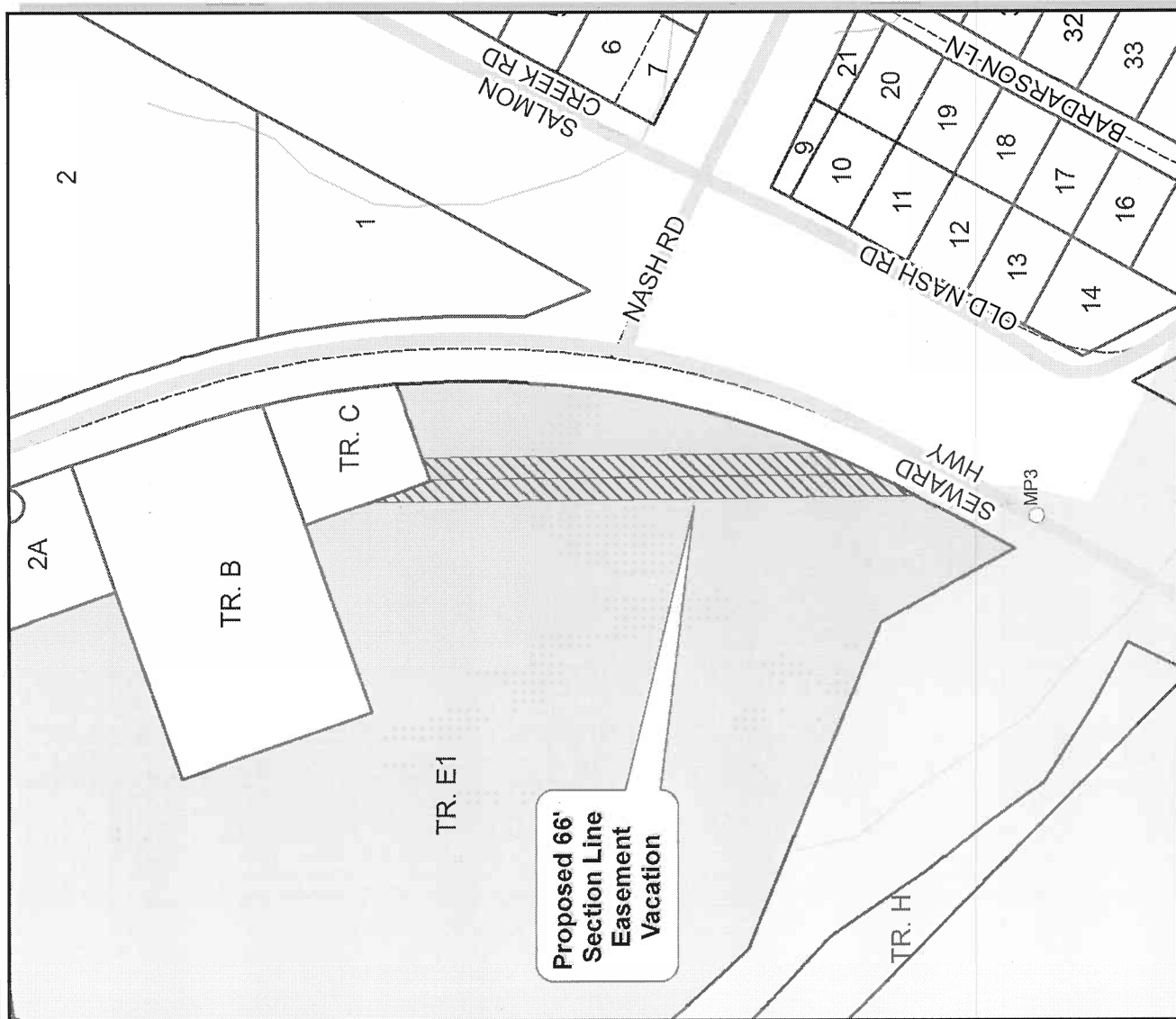
Anyone wishing to testify may come to the above meeting to give testimony or may submit a written statement to the attention of Liz Solomon, Kenai Peninsula Borough Planning Department, 144 N. Binkley Street, Soldotna, Alaska 99669. The Planning Department recommends that written comments be received by **Friday, April 21, 2017**. [Written comments may also be sent by Fax to 907-714-2378].

If the Planning Commission approves the vacation, the Borough Assembly has thirty days from that decision in which they may veto the Planning Commission approval. Denial of a vacation petition is a final act for which no further consideration shall be given by the Kenai Peninsula Borough.


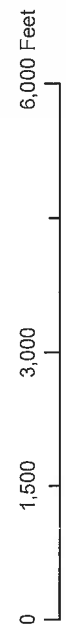
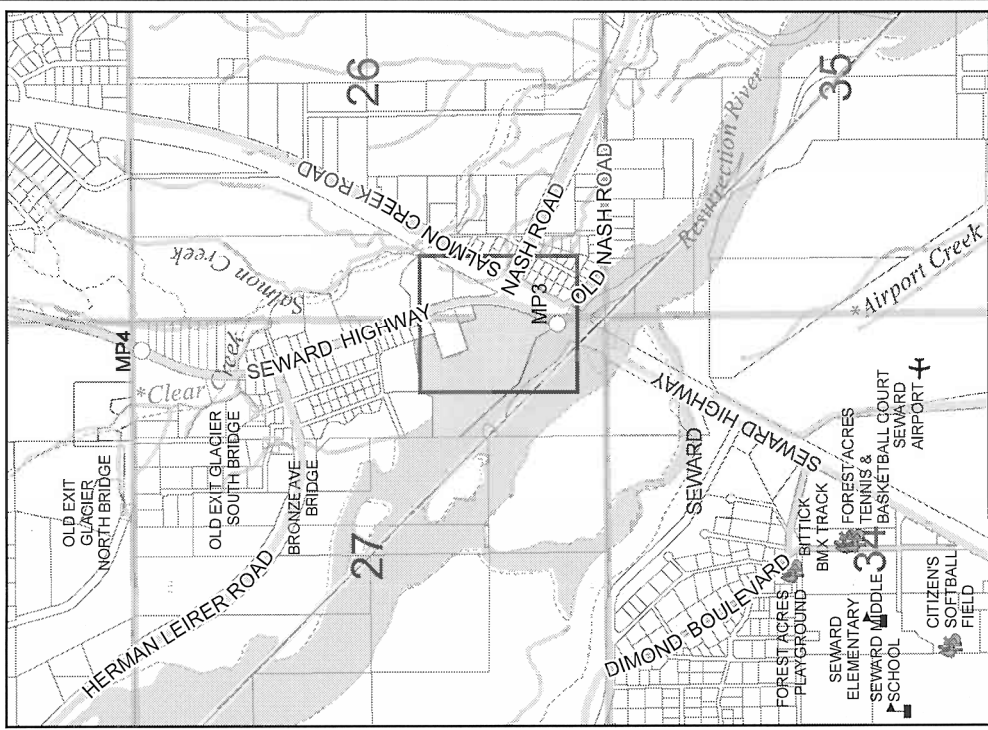
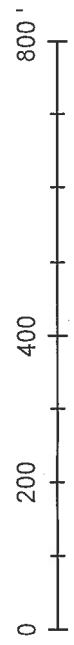
For additional information contact Liz Solomon or Maria Sweppy, Planning Department, 714-2200 (1-800-478-4441 toll free within Kenai Peninsula Borough).

Paul Voeller
Platting Officer
pvoeller@kpb.us
PUBLISH (4/12/2017)





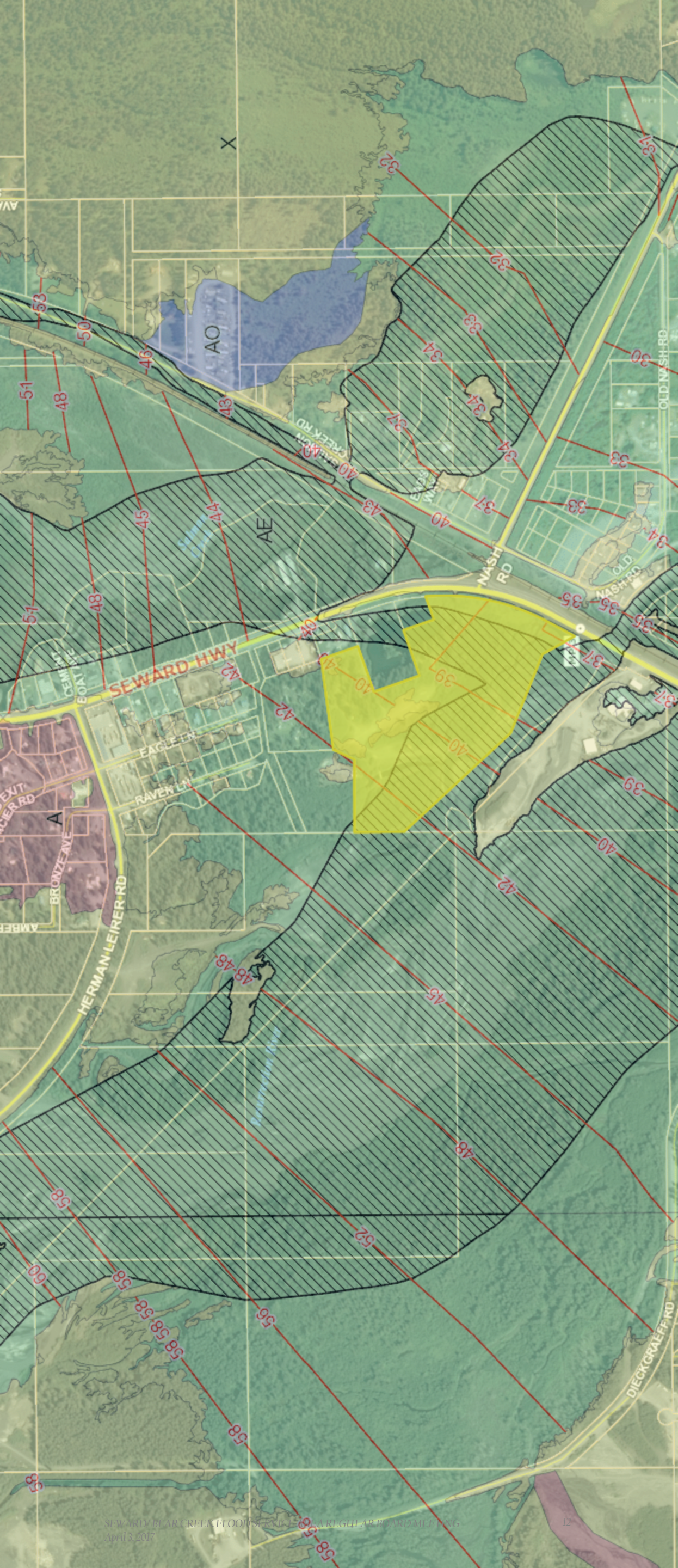
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

KPB 2017-026
T01N R01W S26 & S27
BEAR CREEK



ESolomon, KPB
 Date: 2/27/2017



BY-LAWS OF THE
Seward/Bear Creek Flood Service Area
Board of Directors
A Service Area Board of the Kenai Peninsula Borough

Preamble

The Seward/Bear Creek Flood Service Area Board of Directors shall provide flood protection, planning and mitigation services within the Seward/Bear Creek Flood Service Area.

ARTICLE I.
SERVICE AREA ESTABLISHMENT – GOVERNMENT

SECTION 1. Establishment:
The Seward/Bear Creek Flood Service Board was established by Kenai Peninsula Borough Ordinance 2003-30 (KPB 16.50).

SECTION 2. Government:
The operations of the Seward/Bear Creek Flood Service Area are governed by Alaska Statutes, particularly Title 29; and the Kenai Peninsula Borough Code of Ordinances, particularly chapters 16.04 and 16.50.

ARTICLE II.
BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall be composed of seven members who shall be elected by the qualified voters of the Service Area. Seats shall be filled by residents of the service area.

SECTION 2. Each member of the Board shall be elected for a term of three years and shall serve thereafter until his or her successor has been elected or appointed, qualified and sworn to assume the duties of the office.

SECTION 3. Vacancies on the Board are created upon declaration of vacancy by the Board for the reasons listed in KPB 16.50.070.

SECTION 4. Vacancies on the Board shall be filled by appointment by the mayor and confirmed by the assembly until the next regular election of the Borough at which time a new member shall be elected to fill the unexpired term or for a three-year term if no unexpired term remains. The Board may provide a recommendation to the mayor and assembly. The clerk shall provide at least twenty-one days' advance notice before filling the vacancy. Public notice may be provided by publication through newspaper or via radio, posting at the Service Area Office, at the Borough Administration Building, Seward City Hall, Seward Harbor Master's, and the Seward Post Office.

SECTION 5. To qualify for an excused meeting absence under Article II, Section 3 a Board Member must notify the Board Chair or Secretary of the intended absence prior to the meeting at which the member will be absent unless unable to do so for reasons beyond the member's control. If that is the case the member must notify the Board Chair or Secretary as soon as possible after the missed meeting.

ARTICLE III. MEETINGS

SECTION 1. The regular business meetings of the Service Area Board shall be held on the first Monday of each month. Either a regular business meeting or a work session shall be held on the third Monday of each month. The meetings shall commence at 6:00 at the Seward Borough Annex unless otherwise noted.

SECTION 2. Special meetings of the Board may be called by the Chair of the Board or by any two Members upon reasonable notice thereof published in a newspaper or via radio, posted on the service area web page and posting at the Service Area Office, at the Borough Administration Building, Seward City Hall, Seward Harbor Master's, and the Seward Post Office. At a minimum reasonable notice shall be at least five days before the meeting unless an emergency exists that requires shorter notice or the meeting is called solely to discuss routine administrative matters not subject to the Open Meetings Act. All notice shall satisfy applicable requirements of the Alaska Open Meetings Act. The notice shall set forth the time and place of the meeting and shall be mailed or

telephoned to each Board Member. Only the business stated in the notice may be transacted.

SECTION 3. All meetings shall be open to the public as provided by law.

SECTION 4. Four Board Members shall constitute a quorum; however, an action, **including appropriation of funds**, shall require the affirmative vote of four Board Members.

SECTION 5. The board may go into executive session upon compliance with, and for reasons listed in, the Alaska Open Meetings Act (AS 44.62.310-312).

SECTION 6. An agenda for the regular business meetings shall be emailed or faxed to all Board Members, published in the newspaper and posted at the Service Area Office, at the Borough Administration Building, Seward City Hall, Seward Harbor Master's, and the Seward Post Office with the notice of the meeting providing the date, time and location of the meeting. Such notices shall be published a reasonable amount of time before the scheduled meeting.

Business shall be conducted as follows:

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES
- E. REPORTS & PRESENTATIONS
- F. PUBLIC COMMENTS
- G. BOARD RESPONSE TO PUBLIC COMMENTS
- H. CORRESPONDENCE & REVIEW OF
PAYMENT REQUESTS
- I. PERMITS FOR REVIEW
- J. UNFINISHED BUSINESS
- K. NEW BUSINESS
- L. INFORMATIONAL ITEMS AND REPORTS
- M. PUBLIC COMMENTS
- N. BOARD COMMENTS
- O. ADJOURNMENT

“Robert’s Rules of Order” shall be the guide used in conducting business.

SECTION 7. All proceedings of the Board Meetings will be permanently recorded in print and distributed to each Board Member for

approval during a meeting of the board. After the minutes are approved, a signed, printed copy shall be forwarded to the Borough Clerk together with an electronic copy for filing and distribution to the Borough Mayor and Assembly.

SECTION 8. Approved minutes will be posted on the Seward/Bear Creek Flood Service Area website and a hard copy will be available for public reading at the administrative office. Public requests for hard copies will be submitted via a “Public Records Request” through the Kenai Peninsula Borough Clerk’s office.

ARTICLE IV. DUTIES

SECTION 1. The Board of Directors is established to oversee the operations of the Service Area and shall have the power to provide flood protection, planning and mitigation services subject to Assembly approval and appropriation of funds.

SECTION 2. The Board shall be responsible for developing, implementing, and updating a ~~mitigation development~~ plan for furnishing flood protection services, and for determining the level of such services to be provided by the service area, subject to assembly approval.

SECTION 3. The Board of Directors shall develop criteria for determining service area involvement in future flood control projects, and shall coordinate with the State of Alaska, the Kenai Peninsula Borough, the City of Seward and other appropriate agencies to ensure there is no duplication or contradiction in flood control projects and services provided.

SECTION 4. The Board shall annually elect by majority vote of the Board Members, and from the Board Members, a Chair and a Vice Chair. Election of officers shall be held at the Board’s first meeting in October or as soon thereafter as practical. ~~The duties of officers and board members are defined in the Board Member Handbook.~~

SECTION 5. The Board shall make a complete annual report to the Mayor within one month after the close of the fiscal year pursuant to KPB 16.50.160.

SECTION 6. Annually the Board shall make a report and recommendations to the Assembly regarding whether any flood mitigation projects should be undertaken. The report may be included in the annual budget documents. In making the Board’s recommendation, the

following criterion supports consideration of a flood mitigation project:

- A.** Whether there is available Service Area funding;
- B.** Whether there are funding sources in addition to Service Area funds available for the project; and
- C.** The overall benefits to public and private lands.

ARTICLE V. SERVICE AREA PERSONNEL

SECTION 1. The job duties and responsibilities of the Seward/Bear Creek Flood Service Board Service Area Coordinator shall be set out in a job description, as recommended by the Board, approved by the mayor, and maintained by the borough personnel office.

ARTICLE VI. AMENDMENTS

SECTION 1. The Board may adopt, amend, or repeal bylaws at any regular or special meeting of the Board provided that no bylaw shall be inconsistent with Alaska Statutes or Kenai Peninsula Borough Ordinances or Resolutions.

SECTION 2. No Bylaw may be adopted, amended or repealed except by affirmative vote of four of the seven board members.

APPROVED AND ADOPTED ON THIS __DAY OF_____, 2017.

Bill Williamson, Chairman, Seward Bear Creek Flood Service Area Board

Attest:

Stephanie Presley, Service Area Coordinator

SEWARD/BEAR CREEK FLOOD SERVICE AREA BOARD MEMBER HANDBOOK

During the first three months of office, a new board member should become familiar with the following:

1. KPB Chapter 16.50 Seward/ Bear Creek Flood Service Area
2. Ordinance 2003-30 Establishing the Seward/Bear Creek Flood Service Area
3. Ordinance 2012-28 Changing Board Seat Residency Requirements
4. Ordinance 2009-09 Establishing the Seward Mapped Flood Data Area (SMFDA)
5. AS 44.62.310 Alaska Open Meetings Act
6. KPB 2.58 Conflicts of Interest
7. Parliamentary Procedure – Roberts Rules of Order

During the first year of office, a new board member should become familiar with the following:

1. Seward/ Bear Creek Flood Service Area Hazard Mitigation Plan
 - a. Section 5.3.3 Hazard Profile on Flooding
 - b. Section 7 Mitigation Strategy

DUTIES OF THE CHAIR

1. Presides at meetings, follows Roberts rules of order, supervises all voting
2. Authorizing signature on SBCFSA documents (including, but not limited to: contracts, permit applications, pay requests, budget revisions, employee timesheets)
3. Supervision of staff
4. SBCFSA board representative for meetings with KPB, City and other agency personnel
5. Regularly meets with staff in person or via phone (to assist with agenda, keep up to date on projects, etc.)
6. Meets with staff prior to each regular meeting or work session
7. General supervision of the business of the service area

DUTIES OF THE VICE- CHAIR

1. Take over upon absence of the chair

DUTIES OF BOARD MEMBERS

1. Attend SBCFSA meetings and work sessions
2. Notify the Chair or Coordinator of an intended absence prior to the meeting, unless unable to do so for reasons beyond the member's control, or as soon as possible after the missed meeting
3. Vote on the business of the service area

April 2017 Work Session Topic

Sawmill Creek Site Specific Flood Mitigation Plan

Possible Topics for Upcoming Work Sessions:

USACE Salmon Creek Section 205 Project Design (May 15)

SBCFSA Hazard Mitigation Plan Annual Review

Public Outreach Projects

SBCFSA Mitigation Projects & Priorities

Inside this Issue

- 1 Raising Risk Awareness
- 1 3D Inundation Viewer
- 2 NORFMA News
- 2 Hazus Earthquake Training
- 2 Featured Training
- 3 Online Training Calendar

Strategic Alliance for Risk Reduction
FEMA Region 10 Service Center
20700 44th Avenue West, Suite 110
Lynnwood, Washington 98036
(425) 329-3699

News from Region 10

Raising Risk Awareness in Pierce County

With a new Flood Insurance Study and Rate Map going effective this month, Pierce County, Washington, has successfully worked with local media to spread the message of flood risk awareness and promoting flood insurance as a means to mitigate risk.

County staff are excited to have such a great relationship with the media, sending a series of press releases and participating in interviews. Surface Water Management Engineer Dennis Dixon told us, "The end result has been positive messages going to the public with the admonition to check out the new maps before they go effective because you might save money on flood insurance. **The message is working** as our office has fielded a couple hundred requests for information and floodplain maps in the last two weeks."

You don't have to wait for new studies to go effective in your community. You can raise awareness about the flood risks and promote mitigation and flood insurance year round. Check out the press coverage in Pierce County and get inspired to reach out to your community today!

3D Inundation Viewer for Aberdeen, Washington

FEMA Region 10, in cooperation with the Washington State Department of Natural Resources, conducted a study of the coastal flood hazard and tsunami hazard for the Washington open coast in and around the City of Aberdeen, WA. The results of the analysis are shown [in this web mapping application](#).

Pierce County in the News

[The News Tribune – New flood maps coming out in Pierce County after 30 years](#)

[KOMO 4 TV – New FEMA maps show hundreds of Pierce Co. residents may now need flood insurance](#)

[KING 5 TV – Pierce County expected to adopt new flood maps](#)

[KIRO 7 TV – New flood maps coming out in Pierce County](#)

[Q13 TV – New Flood Risk Maps](#)

[PCTV – New FEMA flood maps to impact hundreds in Pierce Co. beginning March 7](#)

[Tacoma Daily Index Website – County Council final review for FEMA Flood Insurance Rate Maps on Feb. 14, 2017](#)

[Curbed Seattle Website – Better maps changing flood insurance](#)

The purpose of this web mapping application is to provide city officials and local residents with information related to potential flood hazard locations and depth of flooding in and around the City of Aberdeen, evacuation routes, and assembly areas during a tsunami event.

Please scroll around this viewer and note the evacuation routes, assembly areas, and inundation in Aberdeen.

For more information, contact Jamie.Mooney@mbakerintl.com.

RiskMAP
Increasing Resilience Together

NORFMA News

New Members Forum

The New Members Forum (NMF) is a networking group within NORFMA and has been established to bridge the gap often experienced between those new to the profession and the available wealth of information and resources necessary for effective floodplain management. It is geared for professionals who, regardless of age or background, would like to learn from those with several years' experience in an informal, social setting. The NMF provides access to information, training, and mentors who can help new members navigate the complex regulations and understand the many roles and disciplines necessary for successful floodplain management. The NMF is open to anyone with an interest in floodplain management.

For more information or to share ideas that you may have for future events focused for new NORFMA members, please contact Jesse Reynolds, jesse.reynolds@otak.com, or (425) 250-5352. Keep an eye out for postings of upcoming NMF events at www.norfma.org.

Idaho Mini-Conference

March 30-31
Boise, Idaho

Join us for our Third Annual Idaho Mini-Conference! These events have been a great success for all attendees over the past two years. It's a great introduction for those new to floodplain management, and will help keep you up-to-date if you are an experienced professional. New topics and interest areas are being added each year. Whether you are in public service or the private sector, this is a terrific venue to learn more and build skills.

The CFM exam will be offered on March 31.

HEC-RAS 1D and 2D Workshops

In addition to the conference in Idaho, NORFMA has several technical workshops coming in the next few months in Oregon and Washington, including HEC-RAS 1-D and 2-D.

For location and registration information, visit www.norfma.org.

Hazus Earthquake Training

L-174 Hazards U.S. Multi-Hazard (Hazus-MH) Earthquake Model

April 24-27
Olympia, Washington

Building on the information provided in E0313 Basic Hazus, this course will provide in-depth exploration of the Hazus Earthquake model and an overview of the earthquake-related inventory component. There will be an emphasis on techniques for defining an earthquake hazard, adjusting parameters for identifying economic and social impacts from earthquakes, and interpreting and applying model outputs. Best practices for using the earthquake model to support emergency management will be identified.

This course is for federal, state, local, and tribal emergency managers, GIS specialists, planners, and others who support flood mitigation and response activities who wish to expand their Hazus-MH skills beyond those developed in the E/L0313, Basic Hazus-MH course.

Tuition is free for those accepted.

For more information or to register, contact the course coordinator, Lisa.Davis2@fema.dhs.gov.

Featured Training

Mitigation Planning Coffee Break Series: Developing FEMA Mitigation Planning Grants

April 21, 2017
10am-11am

Did you know that FEMA provides planning grants to develop or update your natural hazard mitigation plan? Of course you did. But did you know that the same planning grants can be used to integrate your mitigation plan into local comprehensive plans, create a stand-alone risk assessment, or develop specific mitigation planning training? This may be new to you.

Join us as you learn about FEMA planning grants offered through the Hazard Mitigation Assistance program, best practices in developing a planning grant scope of work, fundable planning activities, and the processes to develop and apply for a FEMA planning grant, whether through the Hazard Mitigation Grant Program (HMGP) or Pre-Disaster Mitigation (PDM) grant program.

CECs available for ASFPM CFMs. Registration is free, and required. Visit <http://j.mp/starronlinetraining>

Ask the Help Desk

The FEMA Region 10 Service Center is here to help local community officials and stakeholders with technical, training, mitigation, and mapping questions. Send your questions to RegionXHelpDesk@starr-team.com.

RiskMAP
Increasing Resilience Together

Online Training

(All times Pacific)

Floodplain Development Permit Review

March 2, 9 am
June 22, 9 am
Online – 1 CEC

Inspecting Floodplain Development

March 2, 10:30 am
June 22, 10:30 am
Online – 1 CEC

Preparing for a CRS Verification Visit

March 21, 10 am
Online – 1 CEC

Changes in the 2017 CRS Coordinator's Manual

March 22, 10 am
Online – 1 CEC

How to Review a "No-Rise" Certification

March 30, 10 am
Online – 1 CEC

Effective Public Engagement through Mitigation Planning

March 31, 10 am
Online – 1 CEC

Elevation Certificates

April 6, 10 am
Online – 2 CEC

Tools for Determining BFE

April 13, 10 am
Online – 1 CEC

The Role of the Community CRS Coordinator

April 18, 10 am
Online – 1 CEC

CRS: Repetitive Loss Properties

April 19, 10 am
Online – 1 CEC

Developing FEMA Mitigation Planning Grants

April 21, 10 am
Online – 1 CEC

Introduction to CRS

May 16, 10 am
Online – 1 CEC

CRS and Coastal Hazards

May 17, 10 am
Online – 1 CEC

To register for online courses, visit STARR's training site online at j.mp/starronlinetraining, or email RXTraining@starr-team.com.





BIDDING WITH THE KENAI PENINSULA BOROUGH

The Kenai Peninsula Borough has adopted an electronic bidding process for formal solicitations (ITB and RFP) and will be using new internet portal BidExpress.com for posting current bidding opportunities. Bids/Proposals that are due after April 1, 2017 will be posted on BidExpress.com.

Vendors/contractors/sub-contractors are encouraged to register with BidExpress.com in order to receive email notifications for ALL future solicitations posted by KPB. There is **NO COST** to register. **Only registered vendors/contractors/sub-contractors for the Kenai Peninsula Borough will receive email notifications for ALL bid opportunities at BidExpress.com.**

Vendors/contractors/sub-contractors who do not register will not receive notifications on projects postings or bid addenda from the Borough after April 1, 2017.

Registration will include creation of the electronic signature called Info Tech Digital ID which is used to digitally sign bids. Bidders will not be able to submit electronic bids without electronic signature.

It can take up to ten (10) business days to process Digital ID and it is highly recommended that a Digital ID be enabled, at a minimum, 48 hours in advance of submitting an electronic bid.

Electronic bids may be submitted by registered bidders at the BidExpress.com website as the primary method of bid submission after April 1, 2017. Paper bids will continue to be accepted, however it is strongly recommended vendors become familiar with the electronic process as soon as possible.

Bidders can select from two options when bidding:

- 1) "Pay as you go" enables bidders to pay per each bid at the time of submission (\$25/bid);
- 2) Monthly subscription enables bidders to bid on unlimited number of bids and receive email notifications from ALL entities, outside the Borough, releasing solicitations on BidExpress.com (\$50/month).

For questions please contact the Purchasing and Contracting Department at (907) 714-2260 or email purchasing@kpb.us.

Risk MAP: Resilience

Informing Mitigation Actions to Reduce Multi-Hazard Risk

WHAT IS RISK MAP?

The FEMA Risk Mapping, Assessment, and Planning (Risk MAP) program provides communities with hazard information and tools they can incorporate into existing planning efforts to reduce risk.

THE RESILIENCE MEETING

The Resilience Meeting brings together federal, state, and local stakeholders to identify actions to reduce hazard risks in the community.

MEETING PURPOSE

The purpose of the Resilience Meeting is to create a list of risk reduction actions using existing information, risk assessments, and local capability assessments. These actions can then be integrated into existing community plans.

BEFORE THE RESILIENCE MEETING

FEMA provides data gathered through the Risk MAP process to communities in the form of a Risk Database, which includes a Risk Assessment and Risk Report. The Risk Database identifies potential hazards and analyzes how those hazards could impact people, buildings, and the local economy. FEMA holds a webinar before the Resilience Meeting to discuss in-depth Risk Database results.

DURING THE RESILIENCE MEETING, FEMA:

- Reviews the Risk MAP process and project timeline
- Provides high-level risk assessment summary results
- Discusses resilience strategies and implementation opportunities
- Reviews funding sources that support resilience strategies
- Facilitates breakout sessions for individual communities to address Risk Assessment information and discuss how to implement mitigation actions

WHO SHOULD ATTEND?

- Elected Officials
- Floodplain Administrators, Engineers, Community Developers, Planners, Emergency Managers, first responders, and GIS Technicians
- Federal, State, regional, academic and non-profit organizations interested in hazards or land use
- Other stakeholders

AFTER THE RESILIENCE MEETING

Communities can use information obtained through the Risk MAP process to help:

- Inform regularly scheduled updates to Hazard Mitigation Plans, Comprehensive Plans, and Shoreline Master Plans.
- Prioritize mitigation actions to mitigate risk
- Develop more competitive funding applications using localized risk data

"Resilience is the capacity of individuals, communities, institutions, businesses, and systems within a [community] to survive, adapt, and grow no matter what kinds of chronic stresses and acute shocks they experience."

- The Rockefeller Foundation



FEMA

SEWARD CREEK FLOOD SERVICE AREA REGULAR BOARD MEETING
April 3, 2017

RiskMAP
Increasing Resilience Together

FEMA Region 10 Risk MAP Process

- M MAPPING:** Flood Insurance Rate Maps and Flood Insurance Studies
- A ASSESSMENT:** Hazard risk assessment and modeling
- P PLANNING:** Strategy implementation and plan integration

YEAR 1

1 PRE-DISCOVERY

FEMA works with the State, community, and tribes to understand needs, resources, and capabilities to support the community in risk reduction and resilience efforts.

Population Growth & Development

Better Science

Changing Conditions

NEW REGULATORY FLOOD MAP NOT NEEDED.

If the data and research does not support the need for a Regulatory Flood Map project, the final Discovery Report is updated to reflect that decision. In lieu of a Flood Map, State, local and tribal officials may request technical assistance or risk and vulnerability assessments to support risk reduction.

2 DISCOVERY MEETING

FEMA and the State meet in-person with communities and tribes to gather information on their perspective about local natural hazards and their risk. This information is used to prioritize future mapping, risk assessment, and mitigation planning assistance.



Stakeholder Coordination

Discovery Meeting

Data Analysis

Post Meeting Coordination & Project Scope Development

YEAR 2-3

NEW REGULATORY FLOOD MAPS NEEDED: Move on to Data Collection and Analysis

Hydrology

Hydraulics

Existing Maps

Terrain

Infrastructure

Multi-Hazard

3 DATA COLLECTION AND ANALYSIS

Funding secured, local multi-hazard data collected, and quarterly updates distributed.

4 FLOOD RISK REVIEW MEETING

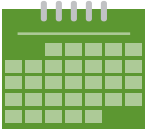
The purpose of this meeting is to address technical issues on FEMA's flood mapping, as well as areas that have been added or removed to the floodplain, and developed risk assessments.

DRAFT

YEAR 4-5

5 CCO MEETING

A meeting with community officials that determines how they want to communicate flood risk and regulatory changes to constituents.



PRELIM

6 PUBLIC MEETING

The community hosts an open house-style public meeting with assistance from FEMA. The public learns the results of the updated regulatory flood maps, as well as the appeal period and map adoption timelines. The meeting also highlights local multi-hazard risks and resources available from the state, FEMA, and other partners to reduce risk.

FLOOD INSURANCE

7 RESILIENCE MEETING

FEMA, state, local and tribal officials, and subject matter experts work with the community to identify and review resilience strategies, planning options, and potential actions to reduce risk.

FINAL

MAPS POSTED



YEAR 5+

8 ACHIEVING RESILIENCE

The community will utilize the information and resources obtained through the Risk MAP process to update plans, reduce risk, and increase local resilience to disasters.

APRIL 5, 2017 5:30PM - UAF RAE BUILDING, SEWARD

**KENAI BOROUGH MAYOR'S OFFICE
INVITES YOU TO ATTEND**

TOWN HALL MEETING

WITH BOROUGH MAYOR MIKE NAVARRE

**COME LISTEN, LEARN AND DISCUSS THE STATE'S FISCAL PROBLEMS,
HOW IT AFFECTS THE KENAI BOROUGH, AND POSSIBLE SOLUTIONS.**

★ ECONOMIC DEVELOPMENT

★ PERMANENT FUND

★ STATE FINANCES

★ BROAD-BASED TAXES



2017 Streambank Rehabilitation Workshops



Soldotna May 9th & 10th
Talkeetna May 16th & 17th
Fairbanks May 23rd & 24th



Two Day Workshops Include:

- Techniques for rehabilitation and restoring riparian habitat including construction and plant materials
- Riparian and salmon habitat needs
- Construction techniques
- Hands on installation of shoreline rehabilitation project

Workshops are FREE and advanced registration is required. To register please Call: (907) 267-2403 or Email: tracy.smith@alaska.gov

SEWARD/BEAR CREEK FLOOD SERVICE AREA REGULAR BOARD MEETING
Funded through the Alaska Sustainable Salmon Fund

