

**CHEHALIS CITY COUNCIL AGENDA**  
 CITY HALL  
 350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large  
 Mayor

Terry F. Harris, District 1, Mayor Pro Tem  
 Daryl J. Lund, District 2  
 Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3  
 Chad E. Taylor, Position at Large  
 Robert J. Spahr, Position at Large

**Regular Meeting of Monday, January 14, 2019**  
**5:00 p.m.**

1. Call to Order. (Mayor)
2. Pledge of Allegiance. (Mayor)

**CITIZENS BUSINESS**

This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
3. <u>Minutes of the Regular City Council Meeting of December 11, 2019.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	5
5. <u>Vouchers and Transfers – Payroll.</u> (City Manager, Finance Director)	APPROVE	7
6. <u>Opening a Separate Interest-Bearing Account with Security State Bank Relating to the Tenant Deposit from Rich Development Enterprises, LLC.</u> (City Manager, Finance Director)	APPROVE	8

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
7. <u>Resolution No. 1-2019, First and Final Reading – Adopting the Program for Public Information.</u> (City Manager, Community Development Director, Planning & Building Manager)	SUSPEND RULES/ADOPT	10

ITEM

ADMINISTRATION  
RECOMMENDATION

PAGE

ADMINISTRATION AND CITY COUNCIL REPORTS		
8. <u>Administration Reports.</u>	INFORMATION ONLY	- - -
a. City Manager Update. (City Manager)		
9. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, JANUARY 28, 2019.**

December 10, 2018

The Chehalis city council met in regular session on Monday, December 10, 2018, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Andrew Hunziker, Property/Facilities Manager; Deborah King, Permit Technician; Trent Loughheed, Community Development Director; Brandon Rakes, Airport Operations Coordinator; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Lilly Wall, Recreation Manager. Members of the news media in attendance included Cody Neuenschwander from *The Chronicle*.

**1. Chehalis Community Renaissance Team (CCRT) Update.** Annalee Tobey, Executive Director, thanked the council and staff for their support. She recognized the CCRT's board of directors and the businesses that support the CCRT through B&O tax contributions. 2018 projects and activities included expanded projects (bike racks, banners, cigarette receptacles); improvement projects (recycling pilot, refurbished benches, outdoor bulletin board, holiday decorations, flower plantings); availability of free fiber wifi at the CCRT office, Book N Brush, Twin Cities Trading Post, and the former Fechtner Jewelry building; continued success of Chehalis Coworks; promotion efforts (Lewis County Visitor Guide, Experience Chehalis Brochure, Historic Downtown Walking Tour Guide, Facebook, Instagram, e-newsletter, and ChehalisFest 2018); new professional photography; launching of the new Experience Chehalis website; and new businesses, new building owners, and expansions.

**2. Penny Playground Project Update.** Tom Gorman provided an update on the Penny Playground project. He and his wife, Jessica Hoymack, are chairing the project. The goal of the strategic planning committee is to bring together the community, working with the Chehalis Foundation and the city, to try and develop a reinvigorated Penny Playground – a modern, accessible, inclusive, and upgraded play structure that will continue to serve the residents of Chehalis and the surrounding communities. Mr. Gorman spoke briefly about grant writing, fundraising, and promotion efforts, and engaging the schools and various community groups to participate in the project.

Lilly Wall stated some city staff and a Chehalis Foundation member traveled to Minnesota to look at play equipment. The manufacturing company was state-of-the-art and the design team was awesome. Ideas will be sent to the design team and will result in marketing materials for fundraising. Donations can be made through the Chehalis Foundation for the project.

**3. Citizen's Business – NW North Street.** Pam Wildhaber and Jeremy Wildhaber, owners of Jeremy's Restaurant at 576 W. Main Street, addressed the council regarding parking issues on NW North Street and a letter received from the Police Chief. The letter stated that parking would be removed on the portion of NW North Street adjacent to her business, which would eliminate about 15 parking spaces. She wished the city had heard her side of the story before a decision was made because it has a huge impact to her business, specifically taking away the spaces where her employees park.

Mayor Dawes stated that when the issue was brought to the council last month by the Grahams, it was delegated back to staff for resolution. The council did not receive a copy of the letter that Ms. Wildhaber referred to, so they were unaware of what the solution was. He stated the council would certainly listen, but would again refer the matter back to the City Manager.

Ms. Wildhaber stated the letter indicated that the city would be eliminating parking on the 500 block of the street in its entirety. She stated they had requested the street to be vacated in 1989 and purchased 15' from the city as part of that process.

Mr. Wildhaber stated the Grahams did not purchase their half of the vacated street and they are now telling them they need a bigger driveway to accommodate semi-trucks trailers. He stated his family has been using the right-of-way for at least 29 years without a problem.

Mayor Dawes stated the point was well taken that they were not part of the discussion before a final decision was made. City Manager Anderson stated she would follow up with the Wildhabers.

**4. Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular city council meeting of November 26, 2018;
- b. November 30, 2018 Claim Vouchers No. 124325-124440 in the amount of \$640,831.13;

December 10, 2018

- c. November 30, 2018, Payroll Vouchers No. 40604-40641, Direct Deposit Payroll Vouchers No. 10150-10253, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 211-214 in the amount of \$755,405.42;
- d. Resolution No. 8-2018, First and Final Reading – Declaring City Property to be Surplus;
- e. Consider Cancellation of the December 24 City Council Meeting;
- f. Amendments to Apron Rehabilitation Project for engineering services and related expenses; and
- g. Amendment to professional services agreement with Precision Approach Engineering for the Taxiway Realignment and Apron Rehabilitation Projects.

The motion was seconded by Councilor Lund and carried unanimously.

5. **Ordinance No. 996-B, Second and Final Reading – Amending the 2018 Adopted Budget.** City Manager Anderson stated the budget amendment was reviewed at the last council meeting and there were no changes made since first reading.

Councilor Harris moved to pass Ordinance No. 996-B on second and final reading. The motion was seconded by Councilor Spahr and carried unanimously.

6. **Discussion of Permit Requirements for Use of City-owned Right-of-Way.** City Manager Anderson stated that at the previous council meeting, the council discussed a letter sent by Community Development informing business owners that a provision of the Municipal Code was going to be enforced in 2019 relating to a right-of-way fee for use of city sidewalks. The uses requiring this \$100 permit fee included regular use of sidewalks, sandwich boards, putting out merchandise, as well as permanent structures in the right-of-way. There was concern by the council that the city requires building owners to maintain the sidewalk in front of their building and they did want to require an additional fee for business owners to be able to use the sidewalk for such things as displaying merchandise or sandwich boards. Between the last council meeting and this meeting, there was not time to prepare an ordinance to address the council's concerns. There was also a desire by the council to suspend collection of the fee until the issue could be worked out in more detail.

Councilor Lund moved to suspend the fee until February. The motion was seconded by Councilor Taylor.

City Manager Anderson suggested that the fee be suspended until a new ordinance was established.

Deborah King clarified there was a difference between permanent uses and temporary uses, and this issue related to annual permits. She pointed out that fees were in the fee schedule, which is an appendix to the code, and appendices didn't have to go through the entire code revision process. The code spells out the three different types of right-of-way permits for construction, permanent uses, and temporary annual permits. She noted that several businesses currently pay the fee.

Mayor Dawes stated what brought this up was that he was on staff when the right-of-way permits came about and the idea was not to charge folks to place merchandise on the sidewalk during business hours. The only requirements were to get a permit at no cost and to provide proof of insurance naming the city as an additional insured; however, a fee was attached to the permit years later when other fees were reviewed. He didn't want to see the city collecting a fee for that type of use. He stated permanent structures were something different.

Councilor Taylor asked if sandwich boards or banners fell under the city's sign ordinance. Ms. King indicated they did not as they are temporary uses.

City Manager Anderson stated there may also be additional revisions needed to more clearly define what the permits are. There are also insurance issues that need to be addressed because there are inconsistencies in the code, and there might be a better way to address the situation, which was primarily the sidewalk uses identified.

Councilor Lund withdrew his motion and Councilor Taylor withdrew his second.

Councilor Lund moved to require right-of-way permits and insurance as currently written in CMC 5.04 and 12.56, but temporarily suspend collection of the \$100 right-of-way occupancy permit for permanent occupancy associated with an adjacent business as currently identified in CMC Appendix Chapter A. Suspension shall remain in effect until such time as a new or December 10, 2019

amended process and/or ordinance has been adopted. All other right-of-permit requirements and fees will remain as currently written. The motion was seconded by Councilor Taylor.

Councilor Spahr hoped that when the issue was reviewed by staff they ask what the purposes of the permit and fee were, and who would police it.

The motion carried unanimously.

Jerry Lord, owner of M&K Town Store at 515 North Market Boulevard, doubted the city's insurance carrier cared whether or not the city charged a permit fee. He understood the need for the code. He stated the sidewalks downtown were 12 feet wide, so anything within six feet adjacent to the buildings wasn't an impediment. He was more concerned about bikes and skateboards on the sidewalk not being enforced. He asked if the Planning Commission would be involved in reviewing the issue. He stated there was an RCW that provided that the cost of a permit should be based on what it costs to produce the permit. He suggested that six feet could be vacated on each side of Market Boulevard. It would not get in the way of any city utilities and the city could retain an easement. The city would get a lot more money off the vacation versus a \$100 permit fee.

## **7. Administration Reports.**

a. **City Manager Report.** City Manager Anderson updated the council on the National Avenue project. Traffic control markings remain to be done, as well as repairs due to the recent rains, but it has been too cold or wet to do the appropriate traffic control markings. City Manager Anderson spoke briefly about a couple strategic planning goals:

- **Enhance and Maintain Financial Stability**
  - Dedicated Reserve Funding – Will revisit in 2020 to include funding for capital improvement projects.
  - Annexation – Update will be presented to council soon.
- **Enhance and Maintain Facilities:**
  - Fire Station – Alternatives for potential interim solutions will be presented to council in January.
  - Beautification Committee – Work will start on this objective in early 2019.

City Manager Anderson shared a plaque the city received from FEMA for successfully participating in the National Flood Insurance Program Community Rating System.

## **8. Councilor Reports/Committee Updates.**

a. Councilor Taylor stated a special meeting of Twin Transit will be held December 18 at 9:30 am in these council chambers. He invited council members to attend.

b. Councilor Lund stated all holiday steam train runs are full and things are going well.

c. Mayor Dawes attended the Chehalis Santa Parade, the monthly mayors' meeting, a special Firemen's Pension Board meeting, and a fire consolidation meeting.

9. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation not to exceed 6:45 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:05 pm. The executive session began at 6:12 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 6:37 pm.

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Dennis L. Dawes, Mayor

December 10, 2019

\_\_\_\_\_  
Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** January 14, 2019

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated December 14, 2018.

**DISCUSSION**

The December 14, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 124441-124584 and Electronic Funds Transfer No. 112018 in the amount of \$293,764.24 dated December 14, 2018, which includes the transfer of:

- \$111,633.65 from the General Fund
- \$7,801.37 from the Dedicated Street Fund – 4% Sales Tax
- \$2,880.00 from the Transportation Benefit District Fund
- \$10,376.12 from the Tourism Fund
- \$601.18 from the Garbage Fund
- \$79,756.45 from the Wastewater Fund
- \$35,434.44 from the Water Fund
- \$3,357.83 from the Storm & Surface Water Utility Fund
- \$41,724.61 from the Airport Fund
- \$198.59 from the Firemen’s Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the December 14, 2018 Claim Vouchers No. 124441-124584 and Electronic Funds Transfer No. 112018 in the amount of \$293,764.24.

**SUGGESTED MOTION**

I move that the City Council approve the December 14, 2018 Claim Vouchers No. 124441-124584 and Electronic Funds Transfer No. 112018 in the amount of \$293,764.24.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** January 14, 2019

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated December 31, 2018.

**DISCUSSION**

The December 31, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 124585-124692 in the amount of \$177,293.08 dated December 31, 2018, which includes the transfer of:

- \$80,162.96 from the General Fund
- \$4,609.45 from the Dedicated Street Fund – 4% Sales Tax
- \$4,425.20 from the Tourism Fund
- \$13,802.79 from the Wastewater Fund
- \$7,628.30 from the Water Fund
- \$1,184.23 from the Storm & Surface Water Utility Fund
- \$64,641.89 from the Airport Fund
- \$838.26 from the Firemen’s Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the December 31, 2018 Claim Vouchers No. 124585-124692 in the amount of \$177,293.08.

**SUGGESTED MOTION**

I move that the City Council approve the December 31, 2018 Claim Vouchers No. 124585-124692 in the amount of \$177,293.08.



**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Betty Brooks, Payroll Accountant

**MEETING OF:** January 14, 2019

**SUBJECT:** Payroll Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated December 31, 2018.

**DISCUSSION**

The administration requests City Council approval for Payroll Vouchers No. 40642-40681, Direct Deposit Payroll Vouchers No. 10254-10357, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 215-218 dated December 31, 2018 in the amount of \$846,683.30, which include the transfer of:

- \$569,232.11 from the General Fund
- \$7,548.80 from the Arterial Street Fund
- \$102,122.12 from the Wastewater Fund
- \$104,353.28 from the Water Fund
- \$28,964.41 from the Storm & Surface Water Utility Fund
- \$32,380.58 from the Airport Fund
- \$2,082.00 from the Firemen's Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the December 31, 2018 Payroll Vouchers No. 40642-40681, Direct Deposit Payroll Vouchers No. 10254-10357, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 215-218 in the amount of \$846,683.30.

**SUGGESTED MOTION**

I move that the City Council approve the December 31, 2018, Payroll Vouchers No. 40642-40681, Direct Deposit Payroll Vouchers No. 10254-10357, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 215-218 in the amount of \$846,683.30.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director

**MEETING OF:** January 14, 2019

**SUBJECT:** Opening a Separate Bank Account for Tenant Lease Deposits

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**ISSUE**

The city entered a Master Ground Lease agreement with Rich Development Enterprises, LLC on November 15, 2018. Section 4.4.1a (Tenant Deposit) of the Lease Agreement requires a \$100,000 deposit to be paid by the tenant to the city, and the tenant deposit to be deposited into a separate interest-bearing account with a federally insured national bank. The deposit and all interest shall be returned to tenant upon the rent commencement date or if the lease is terminated by tenant pursuant to the contingencies outlined in the lease.

**DISCUSSION**

The city received a \$100,000 lease deposit from Rich Development Enterprises, LLC on 12/19/2018. In order to comply with the lease term, the city needs to open a separate bank account. The city's current bank is Security State Bank, and it offers a few interest-bearing account types, with current interest rates (APY) ranging from 0.03% to 0.10% (subject to change). Security State Bank requires the City Council meeting minutes that authorizes an opening of a new bank account under the city's name, the purpose, and the authorized signors for that account.

The purpose of the new account is to deposit the \$100,000 tenant deposit and any interest earned within until such time that the money needs to be returned to the tenant.

The signors for the accounts are to be the Mayor, City Manager, and Finance Director.

**RECOMMENDATION**

It is recommended that the City Council approve opening up a separate interest-bearing account with Security State Bank for the sole purpose of holding the tenant deposit from Rich Development Enterprises, LLC.

**SUGGESTED MOTION**

I move that the City Council approve opening up a separate interest-bearing account with Security State Bank for the sole purpose of holding the tenant deposit from Rich Development Enterprises, LLC.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent J. Lougheed, P.E., Community Development Director  
Hillary Hoke, Planning & Building Manager

**MEETING OF:** January 14, 2019

**SUBJECT:** Res. 1-2019, First and Final Reading – Adopting the Program for Public Information

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**ISSUE**

The City recently partnered with the City of Centralia, Lewis County, and other stakeholders to develop a Program for Public Information (PPI). The PPI is a comprehensive plan to inform and guide the general public on floodplain functions, the importance of flood insurance, and flood protection measures.

**DISCUSSION**

The City currently participates in the National Flood Insurance Program (NFIP), Community Rating System (CRS) Program. As part of the CRS program, the City is rated on various activities we perform related to flood protection and floodplain management. This CRS rating results in a discount for our citizens on insurance premiums. In an effort to inform our citizens and gain additional points towards our CRS rating, the City partnered with Lewis County and Centralia to form a PPI Committee. The PPI Committee consisted of agency staff members and local stakeholders. Stakeholders included insurance agents and local business owners who deal with flood issues and/or own property within the floodplain. At the October 22, 2018 meeting, the City Council appointed Duane Taylor, Esco Pacific Signs, and Ken Frazier, Foresight Surveying, to the PPI Committee as Chehalis stakeholders. The committee met three times to develop the PPI and will continue to meet once a year to update the program as needed and to monitor progress.

The PPI discusses the functions of the floodplain, history of flooding in Lewis County, and how best to protect properties from flood damage. The committee selected certain activities that would distribute specific messages to target audiences who would gain the most benefit if they chose to take action. Many of these activities were already being conducted by the City, such as, distribution of an annual mailer to properties within the floodplain discussing protection measures and resources available should flood damage be incurred. A few new activities, such as posting all available elevation certificates on our website, will require additional staff time but the impact to daily work should be minimal.

Once adopted, staff will implement the various activities and monitor progress. Progress reports will be included in the annual CRS recertification reports. Each CRS community is rated as a Class 1 – 10. Class 1 is the highest rating with the maximum discount at 45%. Along with other projects the City will be implementing, it is anticipated the City's CRS rating will return to a Class 6. Currently, the City is rated at a Class 7. A Class 7 rating results in a 15% insurance premium discount and a Class 6 would result in a 20% discount.

**FISCAL IMPACT**

None. The required staff time to implement the various activities will be incurred during normal business hours.

**RECOMMENDATION**

It is recommended that the City Council suspend the rules requiring two readings of a resolution and adopt Resolution No. 1-2019 on first and final reading to adopt the Program for Public Information.

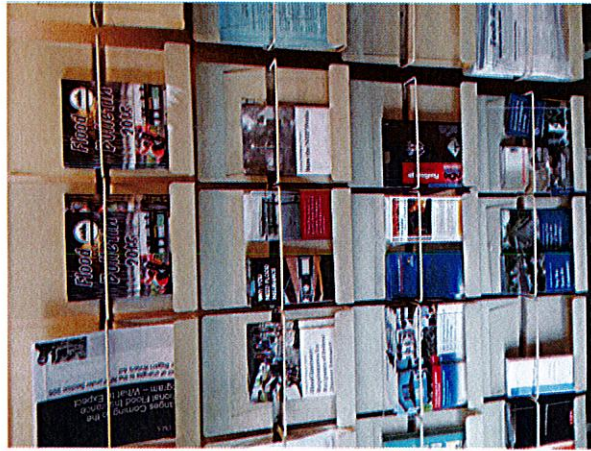
**1<sup>st</sup> SUGGESTED MOTION**

I move that the City Council suspend the rules requiring two readings of a resolution.

**2<sup>nd</sup> SUGGESTED MOTION**

I move that the City Council adopt Resolution No. 1-2019 on first and final reading.

# Program for Public Information Lewis County, Chehalis, Centralia



Program for Public Information Committee

November 1, 2018

**Program for Public Information**  
**Lewis County, Chehalis, Centralia**

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## Program for Public Information

### Lewis County, Chehalis, Centralia

#### 1. Introduction

Lewis County, the Cities of Centralia and Chehalis, various State and Federal offices, and other organizations have undertaken many activities to reduce the County's exposure to flood damage. While the government agencies are active at the community level, there are numerous flood protection measures that require individuals to take the initiative, such as knowing evacuation procedures and buying insurance. Because many people are not aware of their flood hazard and/or do not know what they can do about it, a program to advise residents and businesses of the hazards and how they can protect themselves and their property from the hazards can be very useful.

This Program for Public Information (PPI) is a design for a comprehensive and coordinated program of informing residents and businesses about how to reduce their exposure to flood hazards. It was prepared following a process founded on public information research that is the basis for credit by the Community Rating System (CRS). The CRS lowers flood insurance premiums based on a community's activities, including outreach projects and other public information programs.

The focal point of the PPI planning process is the PPI Committee. It is composed of County and city staff, floodplain residents, and representatives of organizations that are involved in flood-related activities, as seen in Table 1.

The Committee held its first meeting on September 20, 2018. The objectives of the PPI, data on flood insurance, current public information activities, and possible priority areas and audiences were discussed. After this meeting, a first draft of the proposed PPI was prepared and circulated to the members.

<b>Table 1. Program for Public Information Committee</b>	
Community/Name	Background
<b>Lewis County</b>	
Brianna Teitzel	Lewis County Planner
Trevor Elliott	Insurance agency
Mercedes Harris	Insurance agency
<b>City of Chehalis</b>	
Hillary Hoke, CFM	Manager, Community Development
Celest Wilder, CFM	Floodplain manager
Duane Taylor	Floodplain business owner
Ken Frazier	Surveyor, floodplain business owner, floodplain resident
<b>City of Centralia</b>	
Emil Pierson/ Jennifer Kreifels	Director/Associate Planner, Community Development
Scott Horner	Real estate, floodplain property owner
Kevin Godfrey	Restoration contractor, floodplain property owner
<b>Observers</b>	
Jill Kangas, CEM	Lewis County Emergency Management



The second meeting was held on October 25, 2018. The priority areas and audiences were agreed on along with a list of messages and proposals for some new public information activities that could convey those messages. The draft of the document was revised and completed following this meeting.

The third meeting was held on November 1, 2018. The Committee put the final touches to the document and recommended it for adoption by the Board of County Commissioners and the two city councils.

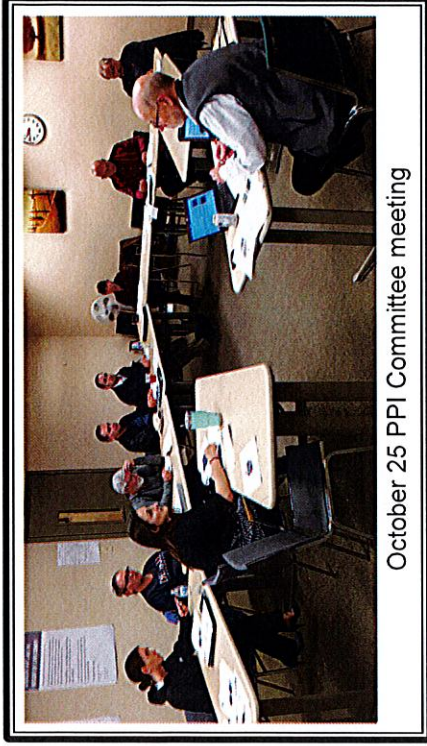
The Committee will meet again in September 2019 to review the recommended projects, how effective they have been, and what changes would improve them. An annual evaluation report will be prepared and submitted to the Board of County Commissioners and the two city councils and included in the annual CRS recertification packet.

## 2. Public Information Needs

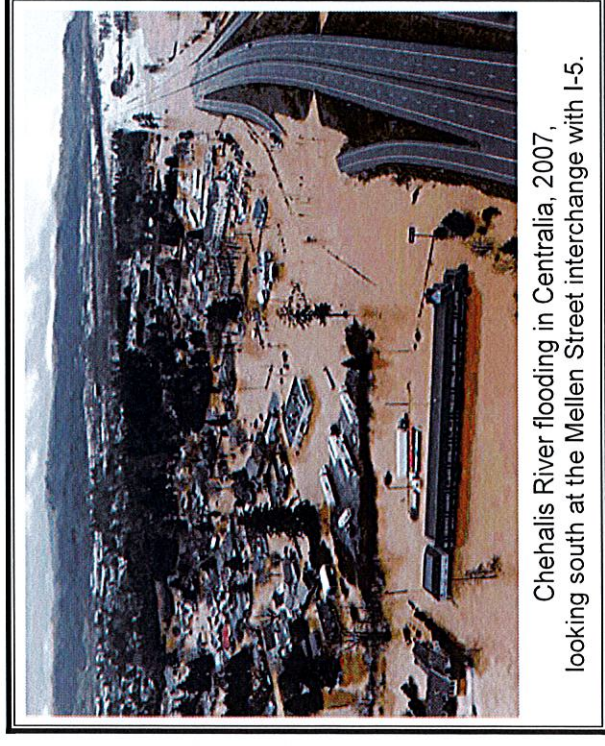
### 2.1. The Flood Hazard

There have been two kinds of flood hazards in the three communities. The greater hazard is overbank flooding from rivers and streams. Heavy rains or snowmelt overload the channels and the extra water flows out onto the floodplains. The Special Flood Hazard Areas (SFHA) are shown in the map on the next page for the County and on page 6 for Centralia and Chehalis.

The earliest documented flood in the area occurred in December 1887. Since then, there have been major floods every 10 – 15 years. There have been 13 Presidential Disaster Declarations for flooding in the County between 1971 and 2012.



October 25 PPI Committee meeting

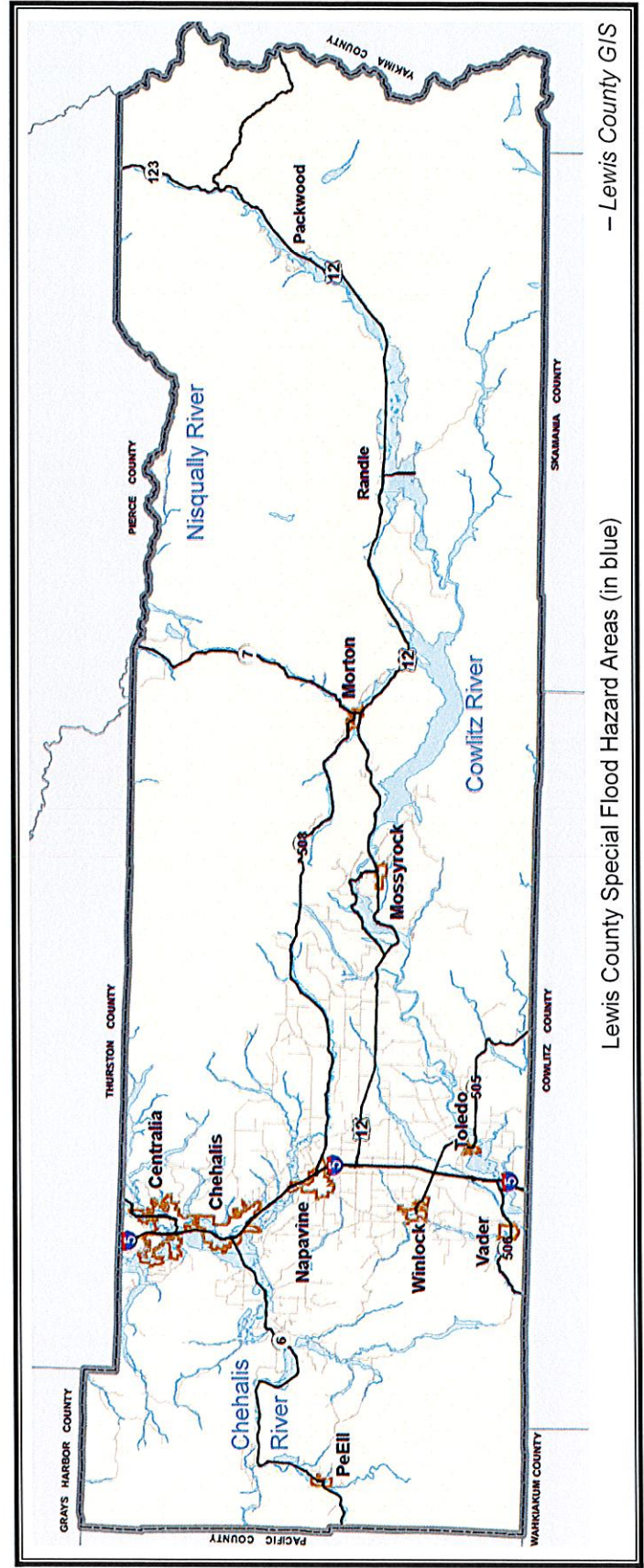


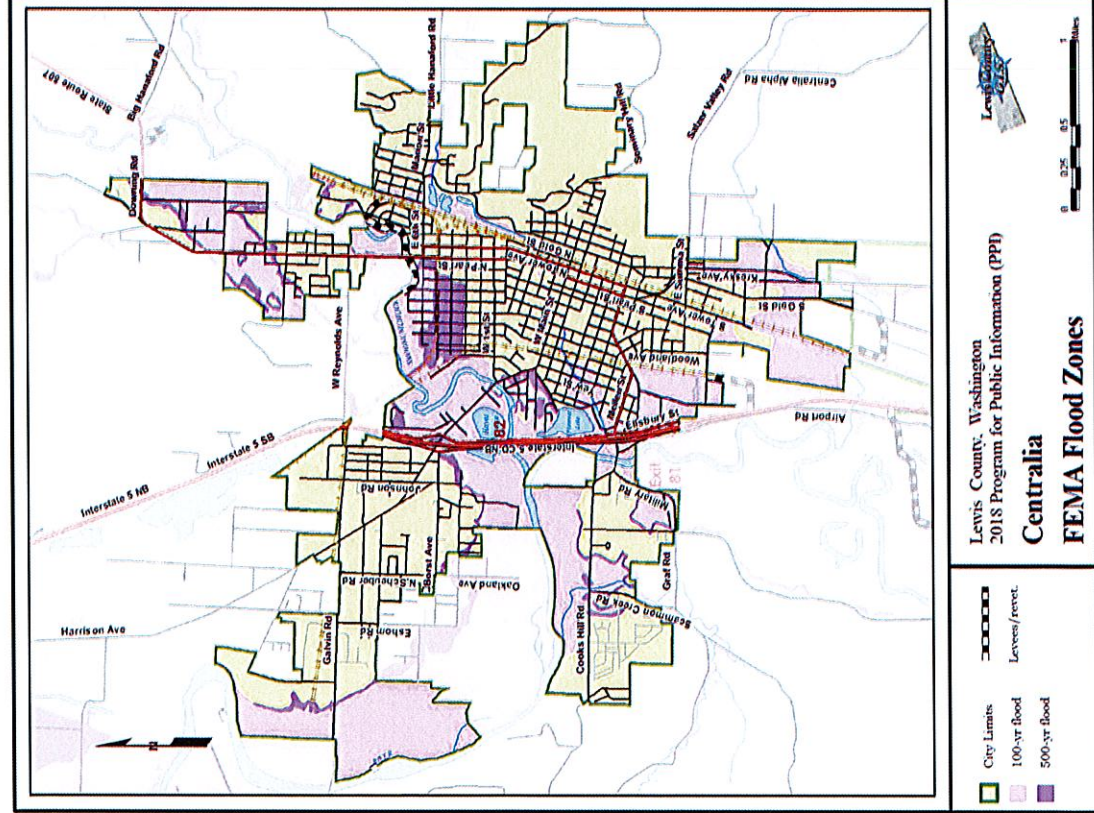
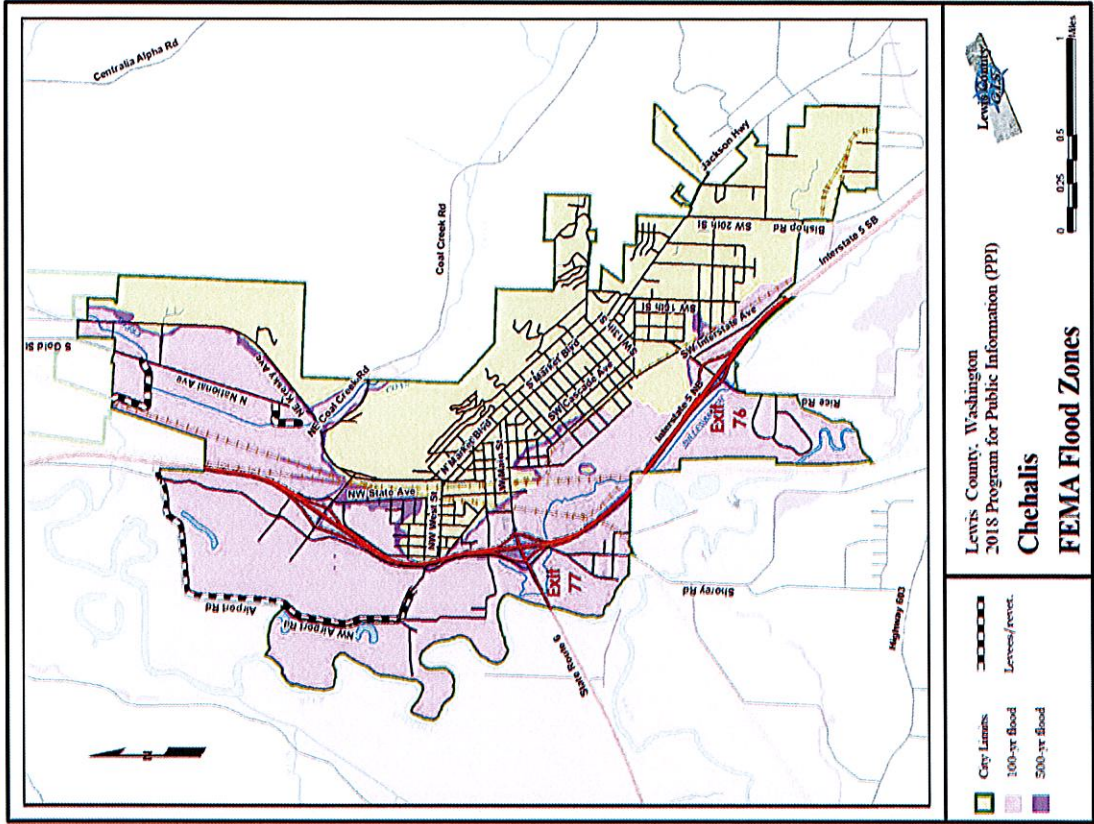
Chehalis River flooding in Centralia, 2007, looking south at the Mellen Street interchange with I-5.

Historically, the most destructive floods have occurred in and around Chehalis and Centralia, along the Chehalis River and its tributaries, the Skookumchuck and Newaukum Rivers and China Creek. These streams experienced major flooding in 1990, 1996, 2007, and 2009. The 1990, 1996, and 2007 flood crests recorded on the Chehalis at the Grand Mound stream gage exceeded the 1% chance or base flood used by the Federal Emergency Management Agency to determine the Special Flood Hazard Areas. In other words, there have been recent floods that have gone higher than shown on the official maps and the maps in this PPI.

Both the Cowlitz and the Nisqually Rivers have dams. While they are not built to control flooding, they do mitigate high flows. The Cowlitz River gage at Castle Rock (downstream of Lewis County) shows what the National Weather Service calls a “major flood” as occurring in 1959, 1965, 1975, and 1995, or about once every 15 years. At the Randle gage, upstream of Mayfield Dam there were “major floods” in 1995, 1996, 2003, 2008, 2009, 2011, and 2015, or about once every 3 or 4 years.

The Nisqually River gage at National (on the County line) reports five “major floods” since 1968, or one every ten years. Being in more rural areas with no or smaller towns, the damage in the Cowlitz and Nisqually River basins has not been as extensive.,





— City maps courtesy of Lewis County GIS

The second flood threat arises during heavy local rains. Drainage inlets and retention ponds can overflow. Water will collect in streets, causing traffic problems, and in yards, threatening or entering lower lying areas of buildings. While often called “nuisance flooding,” local rains can cause enough damage to result in flood insurance claim payments.

Most floods of both types occur during the area’s rainy season, from November through March.

**Impact of flooding:** Both types of flooding put people at risk. There have been four deaths caused by flooding in recent history, two people in 1990 and two more in 2006. All four deaths were related to vehicles driving in flooded areas. Three died when their trucks were washed off the road. The one that did not involve a truck occurred in 1990. It is described here:

Although roadblocks indicated the freeway’s closure, 72-year-old Orville Decker of Winlock drove around the barricades on the freeway and his car plunged into high water near the National Avenue exit in Chehalis. Rescuers pulled his wife to safety, but Decker drowned. – *The Chronicle, December 6, 2017*

There are health and mental health impacts from facing the losses, dealing with repairs and recovery, and knowing it will happen again someday.

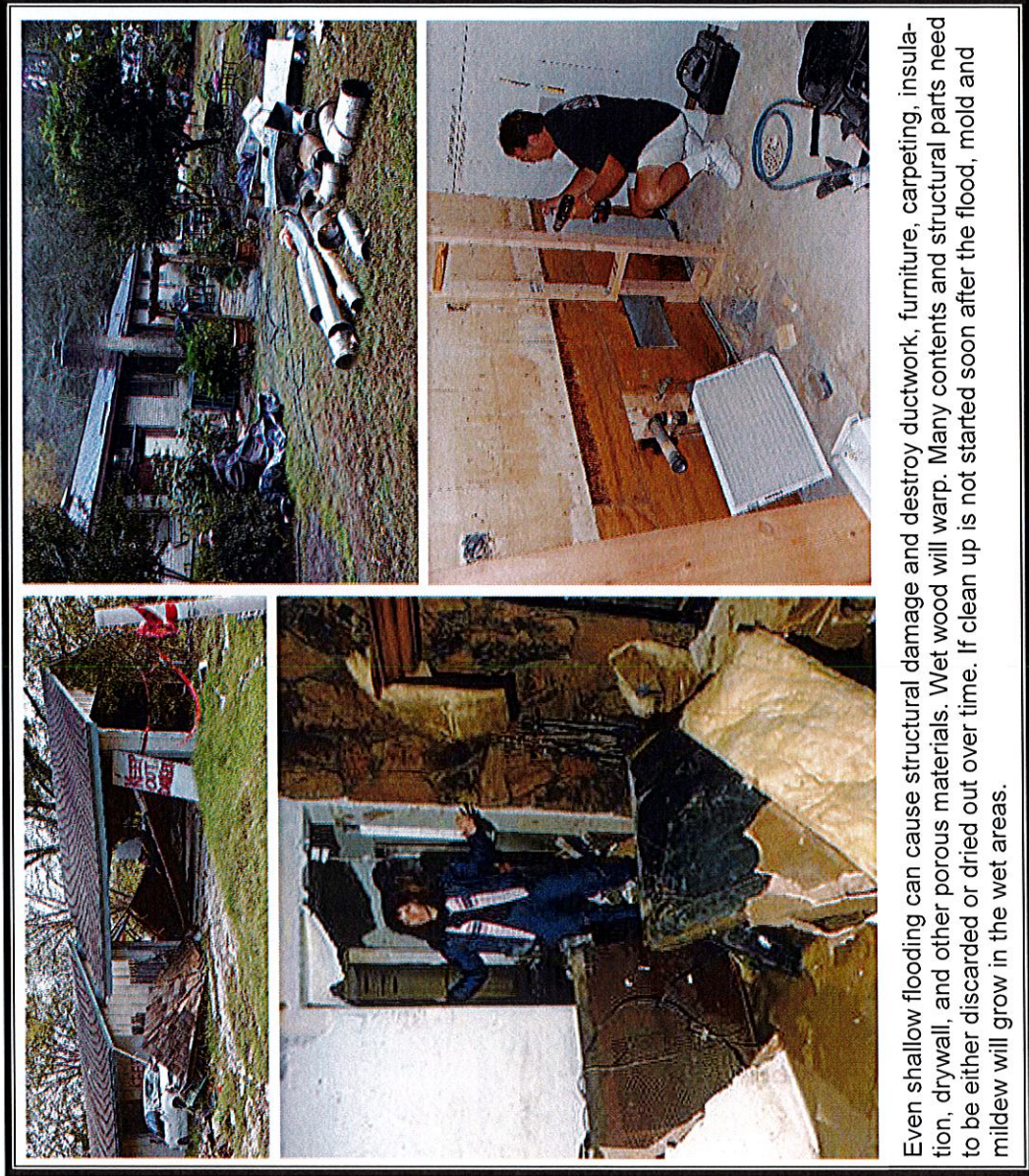
In addition to the threats to people, floods damage many buildings, close businesses, disrupt jobs, and make people homeless for a time. When the Chehalis River flooded in 2007, Interstate 5 was closed for days, which resulted in several hundred million dollars in economic losses (see photo, page 4). Since 1978, the National Flood Insurance Program has paid almost \$75 million for more than 1,700 claims on flooded properties in the three communities.

To help people and businesses prepare for these impacts of flooding, the messages and projects recommended by the PPI need to help people and businesses do the following:

- Know their exposure to flooding.
- Know how to protect themselves and their families from the safety, health, and mental health impacts of flooding.
- Know how to protect their property from flood damage.
- Know how flood insurance can help them repair and rebuild after a flood.



Cleaning up after a flood can have health and mental health impacts. Photo from “The Flood of 2007,” as reported by The Chronicle, 2008



## 2.2. Natural Floodplain Functions

Floodplains contain a wealth of cultural and natural resources that are of enormous value to society. The most studied area in the County is the Chehalis Basin. As reported on the [Office of Chehalis Basin website](#):

The state's second-largest river system is uniquely fertile and abundant. The Chehalis River basin is one of the few major river basins in Washington without any federally-listed endangered salmon. The Chehalis basin also has the highest diversity of amphibian species anywhere in the state and supports various fish species including salmon, trout, lamprey, and the Olympic mudminnow.

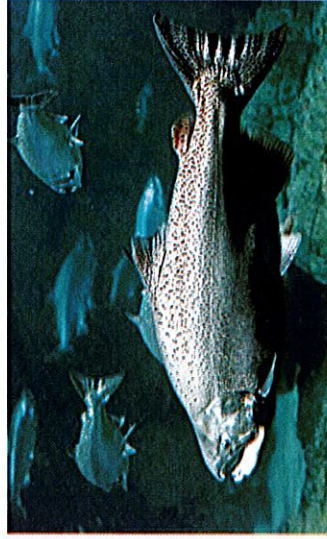
However, the basin's ability to support some types of fish has decreased by as much as 80 percent. Poor returns have significantly limited harvests for tribal and non-tribal fisheries. If aquatic habitat in the basin does not improve, some salmon species could become endangered.

As with most stream systems in the country, habitat, water quality, and other features are threatened by current practices and future development. The Chehalis Basin *Aquatic Species Restoration Plan* recommends protection and restoration of aquatic habitat and other natural floodplain functions by restoring river bank habitat by adding native plants and vegetation, removing or repairing culverts and other manmade structures to eliminate fish passage barriers, and other measures.

The Plan also recommends increased community involvement and developing and implementing an outreach and involvement plan for residents of the Chehalis Basin. One way to help restore riverine habitat and water quality is to reduce pollutants that enter the streams. As noted by the [Department of Ecology](#),

One of the most common types of pollution ... is contaminated water runoff, usually from cleaning and maintenance activities. Many common products ... contain toxic chemicals. Even products you might think of as safe – such as soaps, detergents, and other cleaners (even those sold as 'biodegradable') – can be harmful if they escape into Washington's waterways.

This concern was selected by the PPI Committee as the most important natural floodplain functions message because everyone can play a role, not just government agencies and riparian property owners. The Committee recommends getting this message out to all audiences.



– [www.scv-habitatplan.org](http://www.scv-habitatplan.org)

**WE ALL NEED CLEAN WATER**

We drink it, fish in it, play in it. We enjoy all it adds to our lives. In fact we need it to survive. Fish and wildlife do, too. More than 60% of water pollution comes from things like cars leaking oil, fertilizers and pesticides from farms and gardens, failing septic tanks, pet waste, and fuel spills from recreational boaters.

All these small, dispersed sources add up to a big pollution problem. But each of us can do small things to help clean up our waters too-- and that adds up to a pollution solution.

– *Washington Department of Ecology*

### 2.3. Flood Insurance Coverage

A National Flood Insurance Program (NFIP) flood insurance policy covers buildings and their contents. All three PPI communities participate in the NFIP so policies are available both in and out of the Special Flood Hazard Areas. Coverage can be purchased for the structure or the contents or both. Renters can purchase contents coverage even if the building's structure is not insured. There is a 30-day waiting period before coverage takes effect.

Purchase of flood insurance is voluntary except for buildings in the SFHA that have been funded with a Federal grant or a loan from a federally-regulated or insured lending institution. This means that most buildings in the SFHA with a mortgage must be covered. There is no Federal requirement for buildings outside the SFHA or for buildings in the SFHA with no mortgage, but banks may still require a policy as a condition of a loan.

Given that policy holders in the three communities have received nearly \$75 million in NFIP flood insurance claims, it is important for a public information program to explain and encourage flood insurance coverage. This can be a challenge since Congress passed the Biggert-Waters Flood Insurance Reform Act of 2012, which told FEMA to eliminate Federal subsidies in the NFIP.

**Total coverage:** Summary data on flood insurance coverage in the three communities shows that as the cost of NFIP flood insurance has gone up (and memories of past floods fade), coverage has declined. As seen in the Table 2, the total number of policies has dropped in the by 22% since 2014, when the Biggert-Waters premium increases started to take effect. Not surprisingly, the drop in coverage is greater for flood insurance policies on properties out of the SFHA, where the purchase is voluntary.

**Table 2. NFIP Policies 2014 and 2018**

Community	Policies in the SFHA		Policies out of the SFHA		Total NFIP Policies				
	2014	2018	Drop	2014	2018	Drop	2014	2018	Drop
Lewis County	631	515	18%	602	455	24%	1,233	970	21%
Chehalis	211	190	10%	41	26	37%	252	216	14%
Centralia	559	444	21%	351	241	31%	910	685	25%
Total	1,401	1,149	18%	994	722	27%	2,395	1,871	22%

*NFIP policy data as of May 31, 2014 and September 19, 2018. Lewis County numbers are for unincorporated areas only.*

**Coverage by location:** One step that can be taken is to focus flood insurance information where coverage is low. Table 3 compares the number of policies with the total number of insurable buildings in and out of the SFHA. The numbers of buildings were estimated by the Lewis County GIS office. They do not include detached garages or accessory buildings.

**Table 3. Percent of NFIP Coverage by Location**

Community	Coverage in the SFHA			Coverage out of the SFHA		
	Policies	Buildings	Coverage	Policies	Buildings	Coverage
Lewis County	515	2,122	24%	455	20,998	2%
Chehalis	190	379	50%	26	2,389	1%
Centralia	444	917	48%	241	5,316	5%
Total	1,149	3,418	34%	722	28,703	3%

Coverage would be expected to be low outside the Special Flood Hazard Area. While Chehalis and Centralia have twice the level of coverage in the SFHA as Lewis County, they still have only half of the properties with the greatest exposure to flooding covered by flood insurance.

**Coverage by building type:** Table 4 compares the number of insured buildings to the total number of buildings in the three communities. Data for single-family homes are compared to the numbers for all other types of buildings (building type data from the NFIP is not broken down by in or out of the SFHA). Except in Chehalis, where the percentage of “other” buildings insured is twice that for single-family homes, there is not much difference in the level of coverage based on the type of building insured.

**Table 4. Percent of NFIP Coverage by Building Type**

Community	Single-Family Homes			Other Buildings		
	Policies	Buildings	Coverage	Policies	Buildings	Coverage
Lewis County	841	20,652	4%	129	2,468	5%
Chehalis	121	2,021	6%	95	747	13%
Centralia	556	5,034	11%	129	1,199	11%
Total	1,518	27,707	5%	353	4,414	8%



**Older vs. newer buildings:** Another comparison made possible by the available data is newer vs. older buildings. A “pre-FIRM” building is one constructed before a community’s first Flood Insurance Rate Map (FIRM) went into effect. The FIRMs for Chehalis, Lewis County, and Centralia took effect in 1980, 1981, and 1982, respectively. Buildings built before these dates did not have to be elevated, or otherwise protected from, the base flood.

Post-FIRM buildings were either built after the initial FIRM dates or had to be elevated if they were substantially damaged or substantially improved since then. They are assumed to be protected from the base flood and their insurance premiums are set accordingly. Pre-FIRM building policies are the ones eligible for “subsidized” rates that do not account for the building’s elevation or the degree of exposure to flood damage

**Table 5. Percent of SFHA NFIP Coverage by Building Age**

Community	Pre-FIRM in SFHA			Post-FIRM in SFHA		
	Policies	Buildings	Coverage	Policies	Buildings	Coverage
Lewis County	312	1,464	21%	203	658	31%
Chehalis	120	284	42%	70	95	74%
Centralia	337	683	49%	107	234	46%
Total	769	2,431	32%	380	987	39%

Table 5 shows that there is slightly higher coverage of pre-FIRM buildings in Centralia, but the opposite is true in Lewis County and Chehalis. One might expect that more pre-FIRM buildings would be covered than post-FIRM buildings because they benefit from the “subsidized” rates. However, pre-FIRM rates have been increasing and can be very expensive, especially when compared to the rate for an elevated post-FIRM building.

Table 6 summarizes the average amount of coverage provided by the NFIP policies in the three communities. It can be seen that, with one exception, pre-FIRM buildings have lower levels of coverage than post-FIRM buildings, both in and outside of the Special Flood Hazard Area.

**Table 6. Average Amount of Policy Coverage**

Community	Policies in SFHA		Policies out of SFHA	
	Pre-FIRM	Post-FIRM	Pre-FIRM	Post-FIRM
Lewis County	\$158,538	\$229,915	\$294,510	\$301,609
Chehalis	\$256,173	\$346,210	\$321,838	\$475,000
Centralia	\$191,536	\$280,378	\$282,979	\$254,747

**Likelihood of a claim payment:** Table 7 compares the number of current policies with the claims history for pre- and post-FIRM buildings. Note that many policies can have more than one claim over the years, so having a percentage greater than 100% is not unusual. Also, some claims were likely paid for policies that have since been dropped.

**Table 7. NFIP Claims History**

Community	Pre-FIRM in SFHA			Post-FIRM in SFHA			Non-SFHA Policies		
	Policies	Claims	Percent	Policies	Claims	Percent	Policies	Claims	Percent
Lewis County	312	411	132%	203	72	35%	455	127	28%
Chehalis	120	372	310%	70	41	59%	26	27	104%
Centralia	337	505	150%	107	59	55%	241	119	49%
Total	769	1,288	167%	380	172	45%	722	273	38%

*NFIP claims are totals since 1978. Policy counts are the numbers in effect on 9/19/2018.*

The percentages in Table 7 show which types of policies are most likely to receive a claim: pre-FIRM buildings in the Special Flood Hazard Area, especially in Chehalis. These are the properties that most need flood insurance, yet a smaller percentage of them have insurance compared to the newer, post-FIRM buildings (Table 5) and they generally have lower amounts of insurance (Table 6).

It is interesting to note that the claims percentages for the newer, post-FIRM, buildings in Lewis County and Centralia are not much higher than for buildings out of the SFHA (35% vs. 28% and 55% vs. 49%, respectively). This attests to the flood protection measures (primarily elevating the building) required of newer and substantially improved buildings in the flood hazard area.

**Private flood insurance:** The above discussion and tables only review National Flood Insurance Program policies. Up until a few years ago, the NFIP was the only flood coverage available. It is still the only program with data available to the public.

With the rise in pre-FIRM premiums, private companies have begun to move into the market. Sometimes, private policies are only available for buildings outside the SFHA and some of them do not meet the criteria for the mortgage requirement. Some are not elevation rated, like post-FIRM NFIP policies, so there is no reduction in the premium to reflect the level of flood protection. Most do not include Increased Cost of Compliance, which provides up to \$30,000 to help pay for complying with the flood protection code.

However, some private policies are less expensive and may have the same level of coverage. While there are no numbers on private coverage in the three communities, it is likely that some of the dropped NFIP policies have been replaced by private ones.

**Recommendations:** The PPI Committee members reviewed these tables and shared what they knew about flood insurance coverage and their fellow residents. The following conclusions were drawn:

1. All properties subject to a flooding hazard, especially those in the mapped Special Flood Hazard Area, should be covered by flood insurance.
2. Older (pre-FIRM) buildings in the SFHA are in particular need of adequate flood insurance coverage because they are the properties most likely to suffer flood damage.
3. The drop in coverage since 2014 should be reversed. People need to know how to get affordable insurance.
4. Everyone should investigate their current insurance coverage in light of their exposure to potential flooding. Everyone should understand ways to reduce the cost of coverage in areas subject to shallow, slow moving, floodwaters and local drainage problems, including retrofitting measures and the cost and benefits of a private flood insurance policy.
5. The PPI's recommended messages and projects should convey these recommendations to the appropriate audiences.

#### 2.4. Priority Areas

A review of the flood hazard shows that some properties are exposed more than others and residents of some areas need site-specific information. The committee selected five priority areas for PPI attention. These are listed in Table 8 and discussed on the next page.

Area	Topics of Information
Special Flood Hazard Areas	The flood hazard, flood insurance, building protection measures, construction regulations, protecting natural floodplain functions
Other Flood Hazard Areas	The flood hazard, flood insurance (including lower cost policies for properties outside the SFHA), building protection measures
Repetitive loss areas	The flood hazard, flood insurance, building protection measures, financial assistance for mitigation, construction regulations, protecting natural floodplain functions
Channel migration zones	The flood and channel migration hazard, flood insurance facts, financial assistance for mitigation, protecting natural floodplain functions

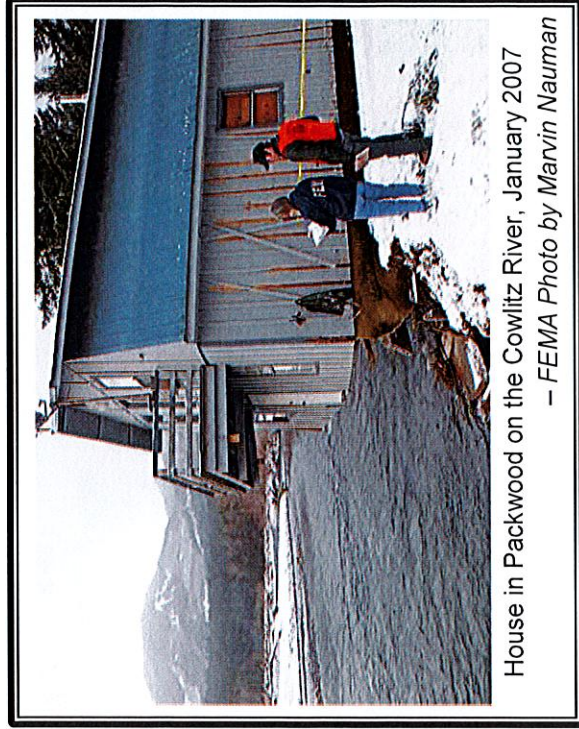
**Special Flood Hazard Areas:** The SFHA is shown on the communities' Flood Insurance Rate Maps as A or AE Zones and as the light purple "100-yr flood" on the two city maps on page 6. They are the most hazardous areas, where flood insurance premiums are higher, and where special construction requirements are in effect. All three communities have digital FIRMs.<sup>1</sup>

**Other Flood Hazard Areas:** These areas are subject to less frequent flooding. They include the 500-year floodplain, which is shown on the communities' FIRMs as shaded X Zones and as the dark purple "500-yr flood" on the two city maps on page 6. They also include other areas outside the SFHA that were flooded in the 2007 flood in the Chehalis Basin, which is shown on a map series prepared by Watershed Science & Engineering for the Chehalis Rive Basin Flood Authority. Residents and businesses in both areas need to be advised of the flood risk, that they may be subject to a greater risk than mapped due to the possibility of inaccuracies in the FIRM, and the availability of lower cost flood insurance policies, especially the Preferred Risk Policy.

**Repetitive loss areas:** Repetitive loss areas are areas that have been designated by the three communities as subject to repetitive flooding. The delineation starts with FEMA designated repetitive loss properties, which are properties that have had two or more flood insurance claims over a ten year period each for \$1,000 or more. FEMA actuaries report that repetitive loss properties account for 1% – 2% of all policies, but those properties are expected to account for 15% to 20% of flood insurance claims. Therefore, public information projects directed at a community's repetitive loss areas are required as a condition of participating in the CRS.

Each community has mapped its repetitive loss areas to include all of the FEMA designated properties plus adjacent sites with similar flood exposure. Lewis County has 21 repetitive loss areas with 165 buildings. Chehalis has 8 areas with 130 buildings and Centralia has 8 areas with 760 buildings. Each community maintains a mailing list of the properties in these areas.

**Channel migration zones:** Channels can relocate during a flood or gradually erode during non-flood times. Buildings can be undercut (right) and fall over, even when it is not flooding. Four areas in the eastern part of the County have been mapped to show where stream channels are known to move. Important messages for residents of these areas include (1) flood insurance only covers damage that occurs during a flood and (2) there may be sources of funding to help move a threatened building before it is destroyed.



House in Packwood on the Cowitz River, January 2007  
– FEMA Photo by Marvin Nauman

## 2.5. Priority Audiences

In addition to priority areas, the PPI Committee identified groups of people who would benefit from information on certain topics. These are listed in Table 9.

<b>Audience</b>	<b>Topics of Information</b>
Insurance agents	The flood hazard, flood insurance, FEMA Elevation Certificates
Lenders	The flood hazard, flood insurance, construction regulations
Real estate agents	The flood hazard, flood insurance, construction regulations
Builders	Construction regulations, building protection measures, financial assistance for mitigation projects
Permit applicants	Construction regulations, building protection measures, financial assistance for mitigation projects
Surveyors	Construction regulations, FEMA Elevation Certificates
Rental properties	The flood hazard, flood insurance, construction regulations
Flooded properties	Safety precautions after a flood, construction regulations, building protection measures, financial assistance for mitigation

The first three audiences are important to property buyers and owners. If they know where the flood hazard areas are, how flood insurance works, and the rules for building or improving property in the floodplain, their clients and the general public will be well-served. All three would benefit from the communities' floodplain map information services.

Builders and building permit applicants need to know the construction rules for building in the SFHA. If they were familiar with financial assistance programs for retrofitting buildings for flood protection, they might do more such projects.

Surveyors complete the FEMA Elevation Certificate, which is needed for both compliance with the building regulations and post-FIRM insurance policy rating. Maintaining them is a prerequisite to participate in the Community Rating System. Some surveyors do not know the details of the form, which makes the permit officials' job more difficult and can result in incorrect premium rating.

The rental property information should go to both the owners and the tenants. Staff can assemble mailing lists from tax or utility records that show the owner's address as different than the mailing address.

The flooded properties audience is discussed under flood response projects on pages 26 – 28.

### 3. Current Public Information Efforts

Some of the priority areas and audiences are already being reached with some of the information that should be disseminated. Table 10 is an inventory of the public information efforts that currently reach people in the three communities. The list of topics refers to the six priority public information topics credited by the CRS:

1. Know your flood hazard
2. Insure your property for your flood hazard
3. Protect people from the hazard
4. Protect your property from the hazard
5. Build Responsibly (i.e., follow the floodplain permit regulations)
6. Protect natural floodplain functions

Name		Source	Topic(s)					
			Know	Insure	People	Property	Permits	Natural
<b>Annual CRS Projects</b>								
	Letter to floodplain residents	County Com'ty Development	x	x	x	x		
	Mailer to rep loss areas	County Com'ty Development	x	x	x	x		
	Mailer to insurance, real estate, lenders	County Com'ty Development	x					
<b>Brochures &amp; Handouts available at the Community Services Building</b>								
	Flood insurance brochures	FEMA		x				
	2013, 2015 FloodSmart handouts	FEMA		x				
<b>Post-Flood Brochures</b>								
	Flood Ins. Requirements for Disaster Assistance	FEMA		x				
	Guide to Mold, Moisture and your Home	US EPA			x			
	Flood Cleanup and the Air in your Home	US EPA			x			
<b>Presentations</b>								
	Presentation to real estate agencies	County Com'ty Development	x	x				x
	<a href="https://lewiscountywa.gov/communitydevelopment/community-outreach-flood-information">Website -https://lewiscountywa.gov/communitydevelopment/community-outreach-flood-information</a>	County Com'ty Development		x	x	x		x

**Table 10. Flood-Related Public Information Projects**

Name	Source	Topic(s)						
		Know	Insure	People	Property	Permits	Natural	
<b>Lewis County Emergency Management</b>								
<b>Brochures &amp; Handouts</b> available at annual events around the County								
Lewis County Alert cards, magnets	Lewis County Em. Mgmt.			X				
Flood Preparation and Safety	FEMA		X	X	X		X	
<b>Books &amp; Booklets</b>								
Lewis County All Hazards Guide 2018	Lewis County Em. Mgmt.	X		X	X			
Emergency Preparedness Guide	Lewis County Em. Mgmt.		X	X	X			
Disaster Preparation and Response Plan	WA EMD			X	X			
<b>Post-Flood Brochures</b>								
Sandbagging Techniques	Corps of Engineers				X			
<b>Presentations</b>								
<b>Website</b> – <a href="https://lewiscountywa.gov/emergency-management/flood-information">https://lewiscountywa.gov/emergency-management/flood-information</a>	Lewis County Em. Mgmt.							
<b>City of Chehalis</b>								
<b>Annual CRS Projects</b>								
Utility Bill Stuffer	City CRS Coordinator	X		X	X		X	X
Mailer to floodplain	City CRS Coordinator	X		X	X		X	X
Mailer to rep loss areas	City CRS Coordinator	X		X	X		X	X
Mailer to insurance, real estate, lenders	City CRS Coordinator	X		X	X		X	X
<b>Brochures &amp; Handouts</b> available at the permit office and County Community Services								
Flood insurance brochures	FEMA		X					
Homeowner's Guide to Retrofitting	FEMA						X	
About the Mandatory Purchase Requirement	City CRS Coordinator		X					
Home Elevation Information	City CRS Coordinator						X	
<b>Books &amp; Booklets</b>								
FloodSafe newspaper – English	FEMA, WA EMD	X		X	X		X	X
FloodSafe newspaper – Spanish	FEMA, WA EMD	X		X	X		X	X
Lewis County Flood Bulletin (to be replaced)	County DEM			X	X		X	X
Wet Floodproofing Requirements (1993)	FEMA TB-7						X	

Table 10. Flood-Related Public Information Projects

Name	Source	Topic(s)						
		Know	Insure	People	Property	Permits	Natural	
<b>Post-Flood Brochures</b>								
Getting Help after a Disaster	WA EMD			X				
Increased Cost of Compliance Coverage	FEMA		X					
<b>Presentations</b>								
<b>Website – <a href="http://www.ci.chehalis.wa.us/building/flood-information-chehalis-river-basin">http://www.ci.chehalis.wa.us/building/flood-information-chehalis-river-basin</a></b>	City	X	X	X	X	X	X	X
<b>City of Centralia</b>								
<b>Annual CRS Projects</b>								
Repetitive Loss Mailer	City CRS Coordinator	X	X	X	X	X	X	X
SFHA Properties Mailer	City CRS Coordinator	X	X	X	X	X	X	X
<b>Brochures &amp; Handouts available at the Community Development office</b>								
Flood Safety Information	City CRS Coordinator	X	X	X	X	X	X	X
Flood insurance brochures	FEMA		X					
<b>Books &amp; Booklets</b>								
FloodSafe newspaper – English	FEMA, WA EMD	X	X	X	X	X	X	X
Living With The River (2007)	Ecology				X			
Answers to Questions about the NFIP (2006)	FEMA F-084		X					
Openings in Foundation and Enclosure Walls	FEMA TB-1				X			X
Flood Damage-Resistant Materials Requirements (2008)	FEMA TB-2				X			X
Repairing Your Flooded Home (1992)	FEMA 234/Red Cross		X	X	X	X	X	X
Homeowner's Guide to Retrofitting (2014)	FEMA P-312				X			X
Structures Built on Fill (2001)	FEMA TB-10							X
Wet Flooding Requirements (1993)	FEMA TB-7							X
Q&A About Substantially Damaged Buildings (1991)	FEMA							X
Flood Proofing Techniques (2000)	Corps of Engineers				X			
Protecting Manufactured Homes...(2009)	FEMA P-85				X			X
Floodproofing Non-Residential Buildings (2013)	FEMA P-936				X			X
<b>Website – <a href="http://www.cityofcentralia.com/Page.asp?NavID=399">http://www.cityofcentralia.com/Page.asp?NavID=399</a></b>		X	X	X	X	X	X	X



Table 10. Flood-Related Public Information Projects									
Name	Source	Topic(s)							
		Know	Insure	People	Property	Permits	Natural		
<b>Lewis Conservation District</b>									
<b>Brochures &amp; Handouts</b>									
"Do You Have Property..."	Cons. District								X
Help in the midst of FLOOD (for farmers)	USDA				X				X
Conservation Reserve Enhancement Program (CREP)	Cons. District								X
<b>Washington Department of Ecology</b>									
<b>Books &amp; Booklets</b>									
At Home with Wetlands: a Landowner's Guide	Dept. of Ecology								X
Living With The River (2007)	Dept. of Ecology				X				
<b>Website</b>									
Office of Chehalis Basin website – <a href="https://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Office-of-Chehalis-Basin">https://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Office-of-Chehalis-Basin</a>	Dept. of Ecology								
Chehalis River Basin Flood Authority – <a href="https://www.ezview.wa.gov/site/alias_1492/33948/ho.me.aspx">https://www.ezview.wa.gov/site/alias_1492/33948/ho.me.aspx</a> (hosted by Lewis County)	Dept. of Ecology								
<b>Washington Emergency Management Division</b>									
<b>Brochures &amp; Handouts</b>									
"Flooding"	WA EMD	X				X			
"My Flood Book"	WA EMD					X			
<b>Website</b>									
<a href="https://mil.wa.gov/emergency-management-division/preparedness/personal">https://mil.wa.gov/emergency-management-division/preparedness/personal</a>	WA EMD						X		
<a href="https://www.youtube.com/user/emdprepare/videos">https://www.youtube.com/user/emdprepare/videos</a>	WA EMD						X		
<b>Timberland Regional Library</b>									
<b>Books &amp; Booklets</b>									
Various references	Library					X		X	
<b>National Weather Service</b>									
<b>Website –</b> <a href="https://water.weather.gov/ahps2/index.php?wfo=sew">https://water.weather.gov/ahps2/index.php?wfo=sew</a>	NWS	X							

Table 10. Flood-Related Public Information Projects									
Name	Source	Topic(s)							
		Know	Insure	People	Property	Permits	Natural		
Puget Sound Energy									
Website – <a href="https://pse.com/safety/GetPrepared/Pages/Flood.aspx">https://pse.com/safety/GetPrepared/Pages/Flood.aspx</a>	PSE			x					
Articles in monthly bills	PSE			x					
Chehalis Basin Partnership									
Chehalis Watershed	Basin Partnership								x

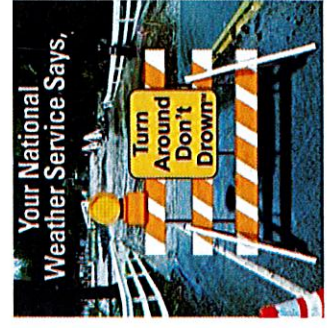
#### 4. Annual Outreach Projects

One of the primary objectives of this Program for Public Information is to motivate people to do things that protect them from flood damage. Therefore, drafting messages starts with determining what should be done, i.e., the desired outcomes. For example, an outcome would not be “distribute 1,000 flood insurance brochures.” That is a means to the end. An example of a desired outcome would be “increase the total number of flood insurance policies by 10%.”

For Community Rating System credit, messages must meet three criteria:

1. For a message to receive the PPI bonus credit, the PPI must identify the desired outcome. For example, the effectiveness of a message on flood insurance would not be measured by how many people get a flyer but by the increase in the number of policies. Each year the projects are assessed in terms of their effectiveness in reaching the desired outcomes.
2. All messages must clearly state what the audience is expected to do. The message would not be “Floodwaters are dangerous” or “Be careful during a flood,” but something more specific, such as “Turn around, don’t drown – Do not drive through a flooded area.”
3. For a message to receive the PPI bonus credit, it must fit under one of the six priority public information topics credited by the CRS. The PPI may identify up to four additional flood-related messages.

The outcomes and annual messages for this Program for Public Information are listed in Table 11 on the next page.



**Table 11. PPI Outcomes and Annual Messages**

Topic	Outcome	Annual Message	Area(s)/Audience(s)
1. Know your flood hazard	People contact the map information service and are advised of their flood hazard and appropriate protection measures	AM1 – Call 360/_____ to learn more about your flood hazard. [different phone number for each community]	SFHA, 500-year floodplain, repetitive loss areas, channel migration zones, insurance agents, lenders, real estate agents, rental properties
2. Insure your property for your flood hazard	80% of the floodplain properties are covered by a flood insurance policy	AM2 – Contact your property insurance agent to see if a flood insurance policy would help you.	SFHA, 500-year floodplain, repetitive loss areas, channel migration zones, lenders, real estate agents, rental properties
3. Protect people from the hazard	No one drives into a flooded area	AM3 – Turn around, don't drown. Don't walk or drive where you can't see the ground.	All audiences
4. Protect your property from the hazard	Property owners retrofit their buildings to reduce exposure to flood damage	AM4 – Call us at 360/_____ about protecting your house or business from flood damage.	SFHA, 500-year floodplain, repetitive loss areas, builders, permit applicants
5. Build Responsibly	All development projects in the floodplain are compliant with the regulations	AM5 – Check with the Building Department (360/_____) before you build, alter, regrade, or fill on your property.	SFHA, repetitive loss areas, lenders, real estate agents, builders, permit applicants, rental properties
6. Protect natural floodplain functions	Measurements show improvement in water quality	AM6 – Help clean up our streams. Don't dump garbage, oil, cleaners, pesticides, or other pollutants into storm drains, ditches, or streams.	All audiences
PPI#1 Keep your flood insurance policy	Everyone keeps their flood insurance policies – there is no drop in total coverage	AM7 – Talk to your insurance professional about your flood coverage and premium to see if there are ways you can save money.	SFHA, 500-year floodplain, repetitive loss areas, channel migration zones, lenders, real estate agents, rental properties
PPI#2 Sign up for Lewis County Alert notices	Everyone is aware when a flood is coming	AM8 – Sign up for Lewis County Alert at <a href="http://LewisCountyWA.gov">LewisCountyWA.gov</a> .	All audiences
PPI#3 Use the river gage websites to learn more about your flood threat.	Everyone is aware when a flood is coming and if it will impact their property	AM9 – Visit <a href="http://LewisCountyWA.gov">LewisCountyWA.gov</a> 's emergency management page to see the flood warning information for your area.	SFHA, 500-year floodplain, repetitive loss areas, channel migration zones, rental properties
PPI#4 Get funding help for mitigation	Property owners apply for financial assistance to retrofit their buildings	AM10 – Call us at 360/_____ about funding help for protecting your house or business from flood damage.	SFHA, 500-year floodplain, repetitive loss areas, builders, permit applicants

Projects convey the messages to the areas and audiences. Table 12 lists the annual outreach projects (OP) that are recommended by this PPI. Some projects will reach more than one audience and most convey more than one message. Most are existing projects that appear in Table 10 and are recommended for continuation with updated materials and messages.

One way to increase the effectiveness of a message is to repeat it, so the same messages are included in most projects. It is even more effective if a message is repeated by different sources in different media. To do this, some projects will be produced by or involve "stakeholders," i.e., organizations other than the three communities. These are identified in Table 12.

The last column in Table 12 lists which communities benefit from the project. In most cases it is all three, but in some cases, such as the mailing to the channel migration zones, the project is only implemented in one community.

The first three annual mailers will be sent out by each community. At least one of them will be signed by their respective chief elected official (the Chair of the Board of County Commissioners and the mayors of the cities) to show their support for the messages. The rationale for the timing of the annual mailers are that the OP#1 mailer to the SFHA and the OP#18 mailer to other flood hazard properties are mailed just before the November – March flood season. The OP#3 notice to lenders, insurance and real estate agents is mailed in the Spring, when people are encouraged to put their homes up for sale.

OP#4, the utility bill insert, is sent when the cities' utility bill inserts have room. The County does not send out monthly utility bills, but the cities' utilities serve unincorporated areas in their urban growth boundaries.

One mailing will cover all three communities for OP#3 and 6. These will be sent to all the offices located in Lewis County. OP#6 will include the CRS Elevation Certificate checklist and information on Elevation Certificate training programs.

Many of the projects will include a handout that provides a consistent message. It will be a tri-fold brochure that covers all ten messages. It will be included in some of the annual mailings, placed in locations such as brochure racks (OP#10 and 11), and handed out when opportunities arise.

OP#9 would be developed in cooperation with area real estate agencies, who would give copies to their clients. It would advise house hunters to check the flood hazard with the communities' map information services before they commit to purchasing a property. OP#8 and 16 are annual events with booths staffed by the Red Cross or Lewis County Emergency Management. They include events such as the Centralia College Annual Job Fair, the Morton Loggers Jubilee, the Toledo Threshing Bee, and the Southwest Washington Fair.

The last three lines in Table 12 are activities implemented by County and City staff that also receive CRS credit. They are not technically outreach projects, but they do offer opportunities for the messages to be delivered to inquiring residents and businesses.

Table 12. Annual Outreach Projects						
Project	Message(s)	Area(s)/Audience(s)	Assignment	Timing	Stakeholder	Community
OP#1. Mailer to SFHA	All 10	SFHA	CRS Coords	November		All three
OP#2. Mailer to repetitive loss areas	All 10	Repetitive loss areas	CRS Coords	Summer		All three
OP#3. Mailer to lenders, insurance agents, real estate agents	All 10	Lenders, insurance, real estate agents	CRS Coords	Spring		All three
OP#4. Utility bill insert	All 10	All residents and businesses	CRS Coords	Fall		All three
OP#5. Mailer to Channel Migration Zones	All 10	Channel Migr. Zones	CRS Coords	Fall		County
OP#6. Mailer to surveyors	AM2, 5, 7	Surveyors	Permit office	Spring		All three
OP#7. Facebook	All 10	Anyone	CRS Coords	All year		All three
OP#8. Red Cross booth at annual events	All 10	Anyone	LC Em Mgmt	All year	Red Cross	All three
OP#9. Real estate brochure	AM1, 2, 5	Real estate agents	RE agencies	All year	RE agencies	All three
OP#10. Permit office handouts	AM4, 5, 6, 8	Builders, permit applicants, anyone	Permit office	All year	FEMA (some publications)	All three
OP#11. Public lobby brochure rack	All 10	Anyone	CRS Coords	All year	FEMA	All three
OP#12. Real estate presentations	All 10	Real estate agents	County Com. Devel.	Fall	Real estate agencies	All three
OP#13. All Hazards Guide	AM3, 8, 9	Builders, permit applicants, others	Lewis County Emerg Mgmt	All year		All three
OP#14. "Do you have streams..." brochure	AM6	Anyone	Cons. Dist.	All year	Cons. Dist.	All three
OP#15. "Flooding" brochure	AM1 – AM3	Anyone	LC Em Mgmt	All year	WA EMD	All three
OP#16. Emergency Management booths	All 10	Anyone	LC Em Mgmt	All year		All three
OP#17. Public service announcements	All 10	Anyone	LC Em Mgmt	All year		All three
OP#18. Mailer to other flood hazard areas	All 10	Other flood haz. areas	CRS Coords	November		All three
Map information service (CRS Activity 320)	AM1,2,4,5,8,9	Any inquirer	Permit office	All year		All three
Website (CRS Activity 350)	All 10	Any inquirer	Webmaster	All year		All three
Flood protection assistance (Activity 360)	All 10	Any inquirer	Com Devel.	All year		Centralia



## 5. Flood Response Projects

The annual outreach projects in Table 12 are to be implemented every year. They convey flood protection messages about permanent protection measures, such as purchasing flood insurance and protecting buildings. People are more interested in, and more responsive to, messages when it floods. There are two priority audiences for flood response projects: everyone needs to get the warning and safety messages and owners of flooded properties need the receive information on rebuilding rules and mitigation opportunities.

The PPI Committee reviewed a variety of messages that could be released before, during, and after a storm or flood. Table 13 lists those selected for attention in the communities' flood response projects. The messages in Table 13 will be disseminated via five flood response projects that are listed below and in Table 14. These will be implemented when a severe storm or flood threatens the area. Masters will be prepared and updated every year, but not disseminated or reproduced until there is a flood. The first four projects will cover all three communities and will be provided to all audiences.

FRP#1 News Releases – News releases will be drafted (or existing drafts will be revised) to include all the messages in Table 12.

FRP#2 Social media messages – Emergency Management will draft or revise tweets and other social media to include all the messages in Table 12.

FRP#3 Permit handout – The community development and permit offices will draft a master handout that explains permit requirements for repairs, potential sources of mitigation funding, and the substantial damage rule (which requires mitigation of buildings that have been damaged when the cost to repair exceeds 50% of the pre-damage value of the building). These will be tailored for each community, referencing the correct phone number and code section. They will be given people at various venues, such as disaster centers and community offices.

FRP#4 Health and safety handout – Emergency management will prepare a handout on key safety and health considerations after a flood. This would be given people at various venues, such as disaster centers and community offices, along with FRP#3. If there are enough copies, the “All Hazards Guide” (OP#13) would suffice.

FRP#5 Flooded buildings packet – The permit offices will prepare a packet of information on what to do when going back into a flooded building. It will include safety precautions, permit requirements, the substantial damage rules, and ways to mitigate future damage that can be incorporated during repairs. It will be delivered to all properties with flooded buildings during damage assessments or soon after.

Table 13. Flood Response Outcomes and Messages				
Timing	Topic	Outcome	Flood Response Message	Audience(s)
When a flood is predicted or occurring	1. Know your flood hazard	People willingly evacuate when advised	AM8 – Sign up for Lewis County Alert at <a href="http://LewisCountyWA.gov">LewisCountyWA.gov</a> for up to date information on the flooding AM9 – Go to <a href="http://LewisCountyWA.gov">LewisCountyWA.gov</a> 's emergency management page to see the flood predictions for your area	Everyone, esp. SFHA, repetitive loss areas, channel migration zones Everyone, esp. SFHA, repetitive loss areas, channel migration zones
	3. Protect people from the hazard	No one drowns	AM3 – Turn around, don't drown – don't walk or drive where you can't see the ground.	Everyone
	4. Protect your property from the hazard	There is no collateral damage during the flood	FRM1 – Turn off your electricity and gas before you leave	Everyone
	3. Protect people from the hazard	No one gets hurt or sick returning to their buildings	FRM2 – Play it safe – re-enter your building carefully or ask the Building Department for a complimentary safety check before you go in. FRM3 – Stay healthy – boil your water if told to, wash your hands frequently, throw out fresh, thawed, and wet food	Everyone, flooded property owners Everyone, flooded property owners
After a flood recedes	4. Protect your property from the hazard	Mitigation measures will be incorporated during repairs	FRM4 – Want to reduce damage from the next flood? Talk to the Building Department about flood protection measures you can do as part of your repairs. AM10 – Call us at 360/_____ about funding help for protecting your house or business from flood damage	Everyone, flooded property owners
	5. Build Responsibly	Flooded buildings will be repaired in a safe and sanitary way	AM5 – Check with the Building Department (360/_____) before you start repairs. A building permit may be required.	Everyone, flooded property owners



**Table 14. Flood Response Outreach Projects**

Project	Message(s)	Audience(s)	Assignment	Timing	Stakeholder	Community
FRP#1. News releases	All 9	Everyone	LC Em. Mgmt.	First drafts within 6 months of PPI adoption. Annual updates before annual evaluation report.	N/A. All projects implemented by the communities	All three
FRP#2. Social media	All 9	Everyone	LC Em. Mgmt.			
FRP#3. Permit handout	AM 3, 5, 10 FRM 2-4	Everyone, flooded property owners	Permit offices			
FRP#4. Safety/health handout	FRM 2-4	Everyone, flooded property owners	LC Em. Mgmt.			
FRP#5. Flooded buildings packet	AM 3, 5, 10 FRM 2-4	Everyone, flooded property owners	Permit offices			

**6. Next Steps**

This document will be submitted to the Lewis County Board of County Commissioners and the two City Councils for review and approval. Upon approval, the CRS Coordinators of the three communities will monitor the implementation of the projects listed in Tables 12 and 14.

The PPI Committee will meet in September of each year to review the implementation of the projects and progress toward the outcomes. It will update or revise the messages and projects, noting whether projects should be changed, discontinued, or augmented. An evaluation report will be prepared with the revised tables. This will be submitted to the BOCC, City Councils, and to FEMA as part of the annual CRS recertification reports (which are due by October 15).

Every five years, the PPI will be updated and submitted to the BOCC and City Councils for adoption.

**RESOLUTION NO. 1-2019**

**A RESOLUTION OF THE CITY OF CHEHALIS,  
WASHINGTON, FORMALLY ADOPTING THE PROGRAM  
FOR PUBLIC INFORMATION FOR THE CITY OF  
CHEHALIS.**

**WHEREAS**, flooding presents a health and safety risk to City of Chehalis residents, causes property damage, and disrupts local businesses, services, and the economy; and

**WHEREAS**, the City of Chehalis currently participates in the National Flood Insurance Program, Community Rating System (CRS). A better CRS rating equates to insurance premium discounts for our citizens; and

**WHEREAS**, to earn additional rating points and better inform the public on flooding issues and resources, the City of Chehalis, City of Centralia, Lewis County, and other agencies formed the Program for Public Information Committee; and

**WHEREAS**, a comprehensive Program for Public Information (PPI) plan will help guide and inform residents on flood hazards, flood protection measures, floodplain functions, and flood insurance benefits; and

**WHEREAS**, a PPI will help residents take the initiative to protect themselves and property from flood damage; and

**WHEREAS**, the Program for Public Information Committee, comprised of various agencies' staff members and other stakeholders, developed a comprehensive PPI plan to be administered uniformly across the jurisdictions who participated; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO  
RESOLVE AS FOLLOWS:**

**Section 1.** The Program for Public Information for Lewis County, City of Chehalis, and City of Centralia, dated November 5, 2018, is hereby adopted.

**Section 2.** The PPI will be utilized by staff to guide, inform, and assist the general public in flood protection measures and floodplain management.

**Section 3.** The PPI Committee will monitor and update the PPI every year.

**ADOPTED** by the City Council of the City of Chehalis, Washington, and **APROVED** by its Mayor, at a regularly scheduled meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Mayor

Attest:

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City Clerk

Approved as to form and content:

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City Attorney