



Pierce County Flood Control Zone District
Advisory Committee
Meeting Information

1. Agenda

1.I. Agenda June 3, 2022

Documents:

[6-3-22 PCFCZD AC AGENDA DRAFT.PDF](#)

2. Related Documents

2.I. Draft Meeting Summary August 6, 2021

Documents:

[DRAFT MEETING SUMMARY PCFCZD AC 08-06-2021.DOCX](#)

2.II. Operating Rules

Documents:

[OPERATING GUIDELINES PCFCVZD AC 2-3-18 COPY.PDF](#)

3. Presentations

Presentations are available after the meeting.

3.I. Budget Assumptions For Discussion

Documents:

[BUDGET ASSUMPTIONS 2023-2028 FOR AC.DOCX](#)

4. Meeting Minutes

Minutes are available after approval at the next meeting.

FCZD ADVISORY COMMITTEE MEETING AGENDA

Pierce County Flood Control Zone District (FCZD) Advisory Committee: The Advisory Committee is created to provide expert policy advice to the board of supervisors of the Pierce County Flood Control Zone District on regional flood protection issues. The committee shall review and recommend an annual capital budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the board of supervisors. (Chapter 11.06.030 Pierce County Code).



MEETING TIME AND LOCATION

Friday, June 3, 2018, 10:00 a.m. – 11:30 p.m.

In-Person Option

2702 South 42nd Street, 2nd Floor Large Conference Room, Tacoma, WA 98409

Remote Option

Join Zoom Meeting: <https://us02web.zoom.us/j/2594316689>

Meeting ID: 259 431 6689

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PURPOSE OF THE MEETING

- Introduction of 2023 Budget and Six-Year CIP Assumptions
- Flood Plan Update
- Primer on Hazard Types
- Grant Program Update

Time	Topic	Objective	Lead	Materials/Notes
10:00	Call to Order		Mike Dahlem, Chair	
10:05	Public Comment Period			
10:10	Approval of Meeting Summary		Mike Dahlem	Draft Meeting Summary
10:15	Election of Officers	Elect Chair and Vice Chair for 2022	Mike Dahlem	Operating Rules
10:20	Pierce County Flood Hazard Management Plan	Update on progress	Anne-Marie Marshall Dody, Floodplains and Watershed Services Manager, Pierce County Planning & Public Works	
10:40	Primer on Flood Hazards	Learn about flood hazards types being considered in the Flood Hazard Management Plan	Helmut Schmidt, Engineering Services Manager, Pierce County Planning & Public Works, Surface Water Management	
10:50	Grant Program Update		Melissa McFadden, Assistant County Engineer, Pierce County Planning & Public Works, Surface Water Management	
11:15	2023 Budget Assumptions		Kjristine Lund, Executive Director	One-page Summary
11:30	Adjourn			

COMMITTEE MEMBERS

Name	Organization		Term
Vacancy	WRIA 15		2023
Vacancy	Councilmember, City of Tacoma		2024
Mike Dahlem	Public Works Director, City of Sumner	Chair	2024
Bruce Dammeier	Executive, Pierce County		N/A
Paul Green	Business Representative		2024
Deanna Keller	Commissioner, Port of Tacoma		2023
Ellen Knowlen	WRIA 12		2023
Char Naylor	Puyallup Tribe of Indians		2024
David Lewis	WRIA 10		2023
Todd McKellips	Unincorporated Pierce County		2024
John Palmer	Councilmember, City of Puyallup		2024
Greg Reed	City of Orting		2024
Lew Wolfrom	Councilmember, City of Fife		2023
Vacancy	WRIA 11		
Vacancy	Unincorporated Pierce County		
Chris Cooley	Office of the County Executive	Alternate	
Hans Hunger	City of Puyallup	Alternate	
Jason Jordan	Director, Environmental Programs, Port of Tacoma	Alternate	

* Water Resource Inventory Area (WRIA)

COMMITTEE GROUND RULES

- Come to committee meetings prepared
- Treat one another with civility
- Respect each other's perspectives
- Listen actively
- Participate actively
- Honor time frames
- Silence electronic devices during meetings
- Speak from interests, not positions

2022 MEETING SCHEDULE

June 3

July 8

August 5

November 4

FCZD ACRONYMS AND KEY TERMS

FCZD Flood Control Zone District

FHMP Pierce County's Flood Hazard Management Plan

CPOD The FCZD's Comprehensive Plan of Development

CIP Capital Improvement Plan



DRAFT Advisory Committee Meeting Summary: August 6, 2021

Attendance

Present: Mike Dahlem, City of Sumner, Chair; Chris Cooley, representing Pierce County Executive (alternate); Hans Hunger, City of Puyallup (alternate); Commissioner Deanna Keller, Port of Tacoma; Ellen Knowlen, WRIA 12; Scott Larson, City Administrator, City of Orting (for Greg Reed); Dave Lewis, WRIA 10; Todd McKellips, Unincorporated Pierce County; Char Naylor, Puyallup Tribe, City of Orting; Lou Walfrom, Deputy Mayor, City of Fife; Councilmember Jeni Woock, City of Gig Harbor

Staff: Kjristine Lund, Executive Director; Melissa McFadden, District Administrator; Anne-Marie Marshall-Dody, Program and Partnerships Manager, Pierce County PPW; Harold Smelt, Engineering Services Manager, Pierce County PPW; Brynne Walker, Floodplain Management Planner, Pierce County Planning and Public Works Department (PPW)

The meeting was called to order at 9 a.m. by Chair Dahlem

Attendance was taken by Kjris Lund

Public Comment

There was no public comment.

Approval of Meeting Summary

Mr. McKellips moved to approve the minutes of July 9, 2021, and the motion was seconded by . The minutes were approved as presented.

Project Updates from Advisory Committee members

Mr. Dahlem reported on the four City of Sumner projects. The main focus is the 24th Street Setback Levee. Mr. Jordan reported that the Lower Wapato Creek project has been funded. The construction has begun but there have been some problems, so progress is slow. Mr. Smelt reported that the Huge Creek Culvert Replacement project is proceeding as planned. Ms. Mcfadden shared a YouTube video showing the progress of this project.

Economic Stimulus Plan Updates

Ms. McFadden spoke about the updates. She said that there have been four funded projects: Northwest Seaport Alliance Parcel 15 Bridge across Wapato Creek; Pierce Conservation District **Solar Farm** Creek Floodplain Reconnection Project; Pierce County Huge Creek Culvert Replacement Project; City of Dupont Historic Village Stormwater Management Capital Improvement Project. Ms. Naylor added that they received a Federal Grant on the Solar Property, and the contract was recently signed for the realignment of the channel through the property.

2020-2021 Budget Introduction

Executive Director Lund stated that the goal for this meeting is to come to closure and get recommendations on the budget along with the approval of a letter (previously emailed) to transmit the budget.

Ms Walker shared Exhibit B from Option C. One change is an update to the District Website, and another is a slight decrease to the Capital Projects. One new item for this year, as explained by Ms. McFadden, is the \$55,000 Outreach. This will be used to send letters to citizens throughout Pierce County to encourage planning ahead for flooding. Executive Director Lund explained that the line-item Consultant for the 2021 Annual Report figure of \$13,000 is to hire a videographer to do a video to help inform the citizens about the work that the District is doing and the programs that are available.

The main differences of Exhibit C is the Economic Stimulus for 2022 has been zeroed out, to be added to the 2023 Budget. Grant money in 2023 is now \$3 million.

In Exhibit D the Ford Setback Levee was removed.

No substantial differences in Exhibit E.

In Exhibit B, the Annual Budget, Executive Director Lund reiterated the \$0.10/1000 revenue (support was given by the Executive Committee); Operations and Maintenance remains 15%--waiting for Pierce County to confirm this number; Opportunity Fund (by policy) is 10% of revenue. The Total Expenditures is not equal to the Assessment due to the use of the Fund Balance.

Exhibit C shows the breakdown of the Capital Budget. Exhibit D is the 6-year CIP.

Executive Director Lund mentioned that the next Executive Committee meeting will be held on September 8, 2021, and the full Board meeting will be held on October 13, 2021. She requested that Chair Dahlem present the Advisory Committee's recommendations at the meeting.

Exhibits B, C and D show part of the budget. Chair Dahlem asked for a motion to approve the budget recommendation. It was moved to approve by Mr. Hunger and seconded by Deputy Mayor Walfrom. There was no further discussion, and the motion was unanimously approved.

Budget Letter Draft

Executive Director Lund presented the Budget Letter Draft for discussion. She introduced a section that listed the 2021 accomplishments, and the overall needs for the near future. She edited to explain about

the \$0.10/1000 revenue plan, which on average would be \$4 per month for most households. Deputy Mayor Walfrom suggested that the Puget Sound Shoreline be referred to as the Salish Sea Shoreline. Executive Director Lund asked for a motion to approve the Budget Letter Draft with the edits discussed subject to finalization by the Chair. It was moved by Mr. McKellips to approve the Budget Letter Draft, and seconded by Mr. Hunger. There was no further discussion and the motion was passed unanimously.

Other Business

Executive Director Lund spoke about the video that is being planned. A company called **Matty** Photography was hired to produce a short video about the Flood District. Filming will start this month. She asked for suggestions from the members as to what they think people should know about the Flood District. Councilmember Woock would like to have something about the economic impact for the citizens who depend on transportation and other things that could affect them even though they are not right on the water themselves. Mr. Hunger added that it would be good to mention how the Flood Control Zone District is trying to be proactive, making an investment to make Pierce County more resilient, to take better care of ourselves. Mr. Lewis suggested that the video touched on the environment and fish. Ms. Naylor thinks that the idea of Multi-Benefits is important to share. Executive Director Lund asked the members if anyone would care to be interviewed. There were no volunteers, but some recommendations by the members to enlist the aid of other members. Interviews will be held on August 31st in the Court House. Executive Director Lund asked the members if there is any video footage of projects that are in the archives that they would like to share. She is working with Pierce County about what they have available.

Ms. Naylor gave an update on two other projects, a Thermal **Refusia** Project in the Lower South Prairie Creek and Lower Wilkinson Creek; a large wood project on the lower 4 miles of Chambers Creek above Chambers Dam.

The meeting was adjourned at 10:35 a.m.



ADVISORY COMMITTEE OPERATING GUIDELINES - Revised February 3, 2018

Foundational Information

Authority: The authority of the Advisory Committee is included in Pierce County Ordinance No. 2012-24.

Purpose: The purpose of this document is to establish the standard operating procedures for conduct of the Pierce County Flood Control District Advisory Committee (Advisory Committee).

Mission: The Advisory Committee is to provide policy advice to the Board of Supervisors of the Pierce County Flood Control Zone District (FCZD) on regional flood protection issues. The Advisory Committee shall review and recommend an annual capital budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the Board of Supervisors. The Advisory Committee shall perform any additional review and/or recommendation functions as directed by the Board of Supervisors. Budget recommendations shall be forwarded to the Board of Supervisors by a date that will facilitate a contemporaneous review of the Pierce County Executive's proposed annual budget.

Scope: The FCZD area encompasses all of Pierce County. The primary long-term goal of the FCZD is to address flood and stormwater control needs throughout Pierce County. The FCZD Advisory Committee will similarly address county-wide flood and stormwater control needs.

Participation

Members: The Advisory Committee shall be composed of 15 members as follows:

- One representative each from the following cities: Fife, Orting, Puyallup, Sumner and Tacoma;
- The Pierce County Executive or a designee;
- One resident each from water resource inventory areas (WRIA) 10, 11, 12 and 15;
- One representative from the Port of Tacoma;
- One representative selected from either a recognized organization representing agriculture and/or forestry interests in Pierce County, or a representative of the Puyallup Tribe of Indians;
- Two members representing unincorporated Pierce County;
- One at-large member

Alternates: Members are encouraged to attend all meetings. Members can designate one alternate to attend on their behalf. Members must notify the Executive Director in writing (electronic notice is allowed) with the name of their alternate. Members and alternates will share printed information, unless other arrangements are made, and are requested to keep each other up-to-date on pertinent information throughout the process. Alternates are allowed to speak and vote on behalf of their committee member only if the committee member they represent is absent from the meeting.

Terms: Terms for membership are specified in Ordinance No. 2012-24, Exhibit A, Section 11.06.030, D. Appointments shall be for 4-year terms. No member of the Board shall serve more than two consecutive full terms of office. Member vacancies occurring or any reason shall be filled by appointment for the unexpired terms or, if occurring on the termination of a regular term, the successor shall be appointed for a full term.

Quorum requirement: There is a quorum requirement. A simple majority of currently appointed members must be present for the Advisory Committee to make budget decisions/recommendations and approval of all other business. Participation by conference line will be made possible to secure a quorum of for budget meetings with 48-hours written notice (email) to the Executive Director.

Decision-Making: The Advisory Committee will use consensus decision-making process when possible. To reach a consensus decision, Advisory Committee members will make proposals, hold additional discussion, and the chair will call for the consensus decision on the proposal. Every effort will be made to meet the interests of all members. Consensus has been reached when everyone agrees they can accept moving forward with the recommendation and will support the recommendation.

If consensus cannot be reached, the decision will be made by a majority vote, with a majority being a simple majority of those members or alternates present at the meeting (assuming a quorum is present.) In those instances where consensus cannot be reached, once a vote is cast, both the majority and minority opinions of Advisory Committee members in relation to that recommendation shall be fully documented.

Roles and Responsibilities

Advisory Committee Members: Advisory Committee members bring unique perspectives to the Committee and are encouraged to work collaboratively with other interests in developing recommendations for the FCZD. It is hoped that members will become informed about the issues, contribute useful information to the deliberations, and serve as an accurate and objective information conduit with others outside the FCZD Advisory Committee who have similar interests. Specifically, Advisory Committee members will:

- Come to meetings prepared.
- Review technical and financial information and analyses to understand the scope of the issues, and potential approaches to the issues and their impact on the

community.

- Serve as a liaison to the public and/or their agencies (as appropriate) by networking effectively outside the Advisory Committee with people or groups with similar interests to provide broad input to the discussions.
- Bring a valuable and informed perspective, and contribute useful information to the process.
- Work collaboratively, constructively and creatively to help advise the FCZD.
- Advise the Advisory Board Chair, Executive Director, or FCZD Administrator if the member is unable to attend an Advisory Committee meeting.
- Attend meetings consistently. If a representation seat (member or alternate) has three consecutive, unexcused absences from Advisory Committee meetings, the member may be subject to a removal from the Advisory Committee based on a recommendation of the Advisory Committee to the County Council.
- Abide by the ground rules.

Committee Leadership: The Advisory Committee will have a Chair and a Vice-Chair. The Advisory Committee shall elect the Chair and Vice-Chair annually at the first meeting of the year. If for any reason an election is not possible at the first meeting, the current officers shall serve in their roles until the election is held. One officer must be a locally elected official.

The chair of the Advisory Committee will be responsible for:

- Working with the FCZD Executive Director and Administrator to establish meeting agendas to meet Advisory Committee work plan goals;
- Represent the Advisory Committee as needed before the FCZD Board of Supervisors as needed;
- Represent the Advisory Committee as needed in meetings with the US Army Corps of Engineers;
- Encourage input from all committee members during the meeting;
- Convene and adjourn the meetings of the committee;
- Facilitate consensus among committee members;
- Call for votes of the Advisory Committee when needed;
- The chair may establish subcommittees of the Advisory Committee, and
- Serve as a principal contact for the FCZD Administrator for support needs of the Advisory Committee

The Vice Chair of the Advisory Committee will perform all duties of the Chair in his/her absence.

Flood Control Zone District: The FCZD Administrator will provide material support to the Advisory Committee. In addition, the FCZD Administrator is responsible for providing background and educational materials and providing technical input and support

throughout the process. Specifically, the FCZD Administrator will:

- Provide draft and/or final technical and financial information and analyses to inform Advisory Committee discussions.
- Support the Advisory Committee in their decision-making.
- Support the Advisory Committee's responsibilities as liaison to the public and/or their agencies by providing information in a timely fashion to allow for Advisory Committee and constituent consultation.

Facilitation: The FCZD Board of Supervisors has designated the District's Executive Director to facilitate and support the Advisory Committee process. The Executive Director will facilitate communications and discussions among the FCZD Administrator, Planning & Public Works staff assigned by the Director of Planning & Public Works, Advisory Committee members, and the Chair, and maintain the integrity of the committee process. Specifically, the facilitator will:

- Remain neutral
- Not contribute substantive ideas.
- Help the Advisory Committee accomplish their tasks.
- Suggest and implement process ideas.
- Help the Advisory Committee abide by its adopted ground rules.

External Communications: Members are encouraged to share accurate and objective information about the process with other people. Specifically:

- Members will avoid characterizing the views or opinions of other Advisory Committee members outside of Advisory Committee meetings.
- Advisory Committee meeting products, such as agendas and summaries, will be posted on the FCZD website.

Communications:

- **Email:** Email will serve as the primary communication mechanism with the Advisory Committee between meetings.
- **E-files:** Staff will endeavor to size e-files so as to facilitate easy downloading and review by Advisory Committee members.
- **Contact list:** A current contact list, including email, USPS mail, and phone numbers of Advisory Committee members will be maintained by the FCZD Executive Director and Administrator. Contact information will not be released to other members without the consent of members.
- **Open Public Meetings Act:** The Advisory Committee will operate under the requirements of the public meetings act, including public notification of meetings and limiting decision-making to official meetings. The Advisory Committee will complete required training related to the Open Public Meetings Act.

Documentation

Meeting Summaries: Meeting summaries will capture key discussion points, action items, and areas of agreement on recommendations. Meeting summaries will not be transcripts of the meeting. Draft summaries will be circulated to the Advisory Committee for review and comment. The FCZD Executive Director will incorporate comments as appropriate into the final summary and will review the final summary with the District Administrator for quality control.

The FCZD Executive Director and Administrator will not share confidential communications with others nor include confidential information in Advisory Committee documentation.

Ground Rules

- RSVP meeting attendance and arrange alternate to attend if a member must miss a meeting
- Come to committee meetings prepared
- Treat one another with civility
- Respect each other's perspectives
- Listen actively
- Limit side conversations
- Participate actively
- Honor time frames
- Silence electronic devices during meetings.
- Speak from interests not positions

Meeting Schedule

The Advisory Committee shall set its meeting schedule each year to align with the tasks and responsibilities delegated to it by the Board of Supervisors. The number of meetings may range between four and seven annually, but may meet more frequently if requested by the Board of Supervisors. Meetings may be held at varying and appropriate locations within the geographic boundaries of the FCZD.

Public Attendance and Comment

All meetings of the FCZD Advisory Committee are open to the public. An opportunity for public comment period will be available at all FCZD Advisory Committee meetings.

DRAFT
Budget Assumptions
2021-2026



FCZD Revenue:

Year	Levy Rate	Tax Assessment
2013	0.99	\$6,896,700.00
2014	0.101	\$7,244,817.00
2015	0.101	\$7,863,069.57
2016	0.99	\$8,217,812.57
2017	0.91	\$8,299,991.24
2018	0.82	\$8,412,465.37
2019	0.76	\$8,703,487.36
2020	0.10	\$12,819,304
2021	0.10	\$13,785,922
2022	0.10	Estimate \$15,450,000
2023	0.10	TBD

Assumptions:

- Revenue target – 10 cents per thousand or 1% or prior year?
- Operations and Maintenance 15% of gross revenue
- Opportunity Fund Allocation - 10% of gross revenue
- Deposit to Strategic Reserve = \$350,000 per Resolution 2019-5
- Allocation to Large Capital Projects = \$1,000,000
- COLA for staff and admin costs (inflation considerations)

Considerations:

Is funding for operations and maintenance right-sized?

Flood District role with Flood Hazard Management Plan?

- Timing of a rate study? Complement to County rate study to include local projects?
- Timing of project lists for 10-year implementation?
- Prioritization criteria – technical and equity
- Lower Puyallup former GI projects status
- Hazard types – Riverine, Coastal, Urban, Groundwater?
- Multi-benefits – habitat, recreation, climate change, fish passage barrier removal, other?
- Metrics – projects built and their benefits?
- Economic Impact Study

Continuation of Economic Stimulus Grants?

Fund Balance Policy Review

ILA with Pierce County (approved in 2018 – automatic renewal unless notice given)

Contact: Kjristine Lund, Executive Director (206) 612-8138