



MEETING SUMMARY

Date/Time of Meeting: Thursday – October 17, 2019; 11:00am to 1pm
Location: 2700 Town Center Blvd.
Sugar Land, TX 77478

Subject: 1st HMP Steering Committee Meeting
Project Name: City of Sugar Land Hazard Mitigation Plan Update

In Attendance ***Attendees: 49 persons in attendance, see attached***
Core Planning Team: Brian Murray, Brian Dunaway, Ashly Schutt,
Rob Flaner, Chrissie Angeletti

Summary Prepared by: Brian Rutherford and Chrissie Angeletti
Quorum – Yes or No Yes

Welcome and Introductions

- Pat Hughes, the Emergency Management Coordinator (EMC) for the City of Sugar Land, provided an introduction and facilitated group introductions.
- Agenda was reviewed and no modifications were made
- Distributed handouts included: Agenda, Steering Committee Charter, Hazards of Concern, Critical Facilities definitions.

The Steering Committee Role/Ground rules

- The purpose and expectations of the Steering Committee was discussed.
- The Chairperson and Vice Chairperson were named as well as the roles of these positions. Rob Valenzuela, Public Works Director for the City of Sugar Land, serves as the Chairman of the SC. Pat Hughes, will serve as the Vice Chairman.
- Quorum was established as 7 members plus at least 1 of the co-chairs.
- Alternates can be designated in the event a committee member is unable to attend.
- Decision-making – process will seek consensus. If consensus cannot be reached, a decision will be confirmed by a majority vote. A dissenting opinion can be recorded upon request.
- Recommendations from meetings will be recorded in meeting summaries.
- Attendance – if the committee member is unable to attend, they can send their alternate if one has been designated. Repeated no-shows, member or alternate, will be contacted by the Chair to see if they are still able to support the process
- To meet CRS requirements, the City staff must consist of no more than 20 percent of the SC.
- Notes will be taken at each meeting and posted to the City's website. A bulletin will also be developed to highlight planning activities and posted to the website.
- Public Involvement – all meetings are open to the public and will be advertised as such. SC members are encouraged to share the bulletins with their constituents as well as help with public participation, public workshops, and use various media to disburse planning information.

Schedule

- Overview and Milestones of the planning process were discussed
- The following Meeting Schedule was established:
 - October 17, 2019
 - January 16, 2020
 - Risk Assessment Public Workshop TBD
 - March 19, 2020
 - May 21, 2020
- The next SC meeting will be conducted on January 16, 2020 and will involve discussion of the risk assessment and to schedule a public workshop. The risk assessment public workshop provides the public the opportunity to examine the risk assessment data and see how the hazards identified could affect them. SC members do not need to participate in the workshop, but often find it interesting to see the results of the risk assessment.
- A SC meeting will be conducted on March 19, 2020 to develop mitigation strategies.
- The final SC meeting will be conducted on May 21, 2020 to review the draft plan and schedule a public workshop to get feedback on the plan before it is finalized.
- In-kind Tracking - SC members should track the time they spend working on planning process. Sharon Shapiro, Grants Manager for the City, will provide an Excel spreadsheet for City staff to track hours for the City to receive a 25 percent in kind match contribution from FEMA for the planning costs.
- Others can email their activities to Sharon Shapiro, Pat Hughes or Chrissie Angeletti.

Hazard Mitigation Planning and Update Overview

- Overview of the Hazard Mitigation Planning and Update discussed.
- Any taxing entity can develop an HMP including a City, special district, or county.
- The City's HMP will be a single jurisdiction plan.
- The project will include the gathering of hazard data, the development of a hazard risk assessment, a review of the previous plan, establishment of priorities based on the hazard data, and establishment of action items.
- The HMP is a working document that seeks to prevent and minimize damages from disasters.
- The HMP is a prerequisite for funding for hazard mitigation projects and the HMP will provide the City with a better understanding of community hazards. The HMP will list and prioritize projects for implementation when funding is available. When funding is available, an application may be completed and often includes a benefit cost analysis.
- Once approved, the plan is good for 5 years.
- Hazard Mitigation planning can also earn the City Community Rating System (CRS) credits. The CRS is a voluntary program that encourages floodplain management that meet and exceed the National Flood Insurance Program (NFIP). CRS membership by the City also provides discounts to City residents on flood insurance.

Defined Planning Area for the update

- The City will coordinate with the Fort Bend County Office of Emergency Management (OEM) regarding ETJs and how risk data is obtained and utilized in the Risk Assessment.

Critical Facilities/Infrastructure Definition

- Attendees discussed a definition for critical facilities in the City. The definition approved by the SC is:
 - "A critical asset is defined as an asset that provides essential City of Sugar Land services, including government facilities; education facilities; health and medical facilities; transportation systems; emergency services such as police, fire and emergency medical services; historical and cultural sites;

hazardous materials sites; water control facilities including waste water treatment facilities, dams, levees, and diversion facilities. Critical facilities and infrastructure in Sugar Land are all vulnerable to hazards.”

The list of critical facilities will include:

- Government facilities
- Education facilities
- Health and Medical facilities
- Transportation systems
 - Airport
 - Union Pacific Railroad
 - Major arterial roads
 - Fort Bend Transit
 - Evacuation Routes
- Emergency Services
- Environmental Areas
- Historical and Cultural Sites
 - Texas Prison System Central State Farm Main Building
 - Sugar Land Auditorium
- Hazardous Material Sites
 - Underground Storage Tanks
 - Noted that NALCO has a list of high risk sites
- Water Control Facilities
- Water Supply Facilities
- Electrical Transfer Stations
 - It was noted that CenterPoint energy maintains a critical asset list.
- NALCO
 - It was noted that NALCO has a list of high hazard risk areas for their facility.

Hazards of Concern

- Hazards from the previous plan were discussed.
- Additional Hazards to comply with the State Plan were reviewed and approved.
- Ms. Angeletti noted that for state purposes the Texas Division of Emergency Management (TDEM) will only review natural hazards in the HMP but the City is free to list and develop actions to address non-natural hazards in the HMP.
- The SC conducted an exercise to rank a list of hazards for the City followed by a discussion regarding the results. Cyberterrorism will be added to the list of Non-Natural hazards. Active shooter was also discussed as a growing concern.

Natural Hazard Ranking Exercise - Results	
Flooding (<i>Inland, Riverine, and Severe Coastal Flooding</i>)	1
Hurricanes / Tropical Storms, Depressions	2
Severe Thunderstorms	3
Dam & Levee Failure	4
Tornadoes; Lightning	5
Erosion (Coastal, Inland)	6

Drought	7
Extreme Temperatures (Cold/Heat)	8
Hailstorms	9
Severe Winter Storms	10
Land Subsidence	11
Expansive Soils	12
Wildfire	13
Earthquakes	14

Non-Natural Hazard Ranking Exercise - Results	
Hazardous Material Spill	1
Aircraft Incidents/Transportation Accidents	2
Energy/Fuel Shortage	3/4
Terrorism	3/4
Cyber Attack	Write-In

Data Collection Status

- Tetra Tech will use spatial analysis to illustrate the type and distribution of hazards in the City. Some of the data to be included in the HMP include:
 - Three scenarios for flood data: 100-year, 500 year, and the Hurricane Harvey flooding event.
 - Two scenarios for hurricanes including 20 year and 100-year probabilistic scenarios.
 - Dam failure risk data. Inundation levels for dams in the City will be needed. The City has 3 dams. They are not large dams and a dam failure is not expected to impact any homes. However, dam inundation data information will be needed calculate risk.
 - Wildfire risks will be examined in the HMP using Texas wildfire risk assessment data.
- Other data that Tetra Tech will need for HMP development will include erosion information, subsidence (tracked by the Fort Bend Subsidence District), soil expansive data, and demographic data.
- It was mentioned that the Planning Department of the City can supplement demographic information from the U.S. Census Bureau. Water meter data may also be helpful information.

Public Involvement Strategy/Tracking

- The City has established a website for the HMP Update - <http://www.sugarlandtx.gov/HMP>
- The website has information on hazard mitigation planning, public notices, project bulletins, meeting notes, and will provide a link to the public survey. It will also include links to the old plan and state mitigation planning links. SC members are encouraged to link to the site and share information regarding the project on their own websites and through social media.
- Tracking Public Outreach Efforts
 - Email – Chrissie.angeletti@tetrattech.com & cc Rob V. and Pat H.
- Media Request - Doug Adolph (281-275-2724/dadolph@sugarlandtx.gov)
- A sample public survey will be developed by Tetra Tech for the SC's review. The purpose of the survey will be to help gauge the public's perception of risk. The number of questions will be limited to less than 20. Using the survey will help pinpoint the public's concerns regarding community hazards. The SC will have any opportunity to provide input on the survey questions. The SC will also set a target goal for completed surveys.

Mission Statement for the Plan

- Participants reviewed the purpose mission statement from the 2014 plan that was provided on a handout.
- A discussion was held, and revisions were approved by the SC.
- The revised Mission Statement will read as follows:

“The purpose of the City of Sugar Land HMP is to identify risks and vulnerabilities and to formulate a plan of action to reduce loss of life and damage from natural and non-natural disasters. This plan shall serve as a benchmark for future mitigation activities and will identify mitigation goals and objectives for the City of Sugar Land. The plan will also identify and prioritize potential risks and vulnerabilities in an effort to minimize the effects of disasters in the community.

The implementation of the plan and its components is vital to achieve a community that is resilient to the effects of disaster. The implementation of the plan will reduce loss of life and property and allow the whole community to prosper with minimal disruption to of vital services to its citizens. The plan provides a risk assessment of the hazards the City of Sugar Land is exposed to and puts forth several mitigation goals and objectives that are based on that risk assessment.”

Introduced Goal setting exercise (Homework)

- Review the goals from the 2015 HCMHMP
- Compare HCMHMP goals to state plan goals
- Changes or enhancements?

Introduce Objective’s exercise

- What is an objective?
- The 2015 HCMHMP did not identify objectives
- The 2019 HCMHMP will identify objectives that will be utilized to support prioritize actions.
- Linear planning components (MS, Goals, Objectives, then actions)

Action Items and Next Steps

- Confirm Objectives for the Plan
- Confirm Public Survey

Homework (before the next SC meeting)

- Review the October 2018 TX State Hazard Mitigation Plan
 - <http://tdem.wpengine.com/wp-content/uploads/2019/08/01-Texas-SHMP-FINAL-Adopted-10.17.2018.pdf>
- 2016 City of Sugar Land HMP
 - <http://www.sugarlandtx.gov/DocumentCenter/View/22831/2014-Hazard-Mitigation-Plan>
- Complete Goal Exercise
- Select Questions from Sample Survey

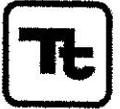
Adjourn

- Meeting was adjourned at 1pm





City of Sugar Land
2020 Hazard Mitigation Plan Meeting #1
August 12, 2019
Sign-In Sheet



Name	Title	Organization	Phone	Email	Initials
Pat Hughes	Assistant Fire Chief / EMC	City of Sugarland	281-757-2526	phughes@sugarlandtx.gov	PH
Scott Schultz	Assistant Police Chief	Police Department	281-275-2516	sschultz@sugarlandtx.gov	
Doug Schomburg	City Planner	Planning	281-275-2738	dschomburg@sugarlandtx.gov	
Rob Valenzuela	Public Works Director	Public Works	281-275-2167	rvalenzuela@sugarlandtx.gov	RV
Brian Butscher	Asst. PW Director	Public Works	281-275-22456	bbutscher@sugarlandtx.gov	
Eric Oscarson	Asst. PW Director	Public Works	281-275-2485	eoscarson@sugarlandtx.gov	EO
Danica Mueller	Facility Ops Mgr.	Public Works	281-275-2164	dmueller@sugarlandtx.gov	DM
Stacey Henderson	ENS Director	Animal Services	281-275-2172	shenderson@sugarlandtx.gov	SH
Dennis Winchell	Asst. ENS Director	Animal Services	281-275-2483	dwinchell@sugarlandtx.gov	DW
Kathryn Ketchm	Animal Services Manager	Animal Services	281-275-2183	kkatchm@sugarlandtx.gov	KK
Doug Adolph	Asst. Communications Dir	Communications	281-275-2724	dadolph@sugarlandtx.gov	DA
Jessie Li	City Engineer	Engineering	281-275-2780	jli@sugarlandtx.gov	JL
Jorge Alba	Flood Mgmt. Engineer	Engineering	281-275-2275	jalba@sugarlandtx.gov	JA
Dr. Joe Anzaldua	Health Authority/Medical Director		281-265-7000	drjoe_anzaldua@comcast.net	JA
John Bailey	Surface Water Treatment Mgr	Public Works	281-275-2002	jbailey@sugarlandtx.gov	JB
James Turner	Traffic Engineer	Traffic Engineering	281-275-2473	jturner@sugarlandtx.gov	JT
Shannon Price	Director	Sugar Land Dispatch	281-275 2526	SPRICE@sugarlandtx.gov	SP
Amy Patin	Dispatch Ops Mgr.	Sugar Land Dispatch	281-275-2989	apatin@sugarlandtx.gov	AP
Larry Hunter	Diapatch Mgr.	Sugar Land Dispatch	281-275-2989	lhunter@sugarlandtx.gov	LH
Alan Spears	Deputy EMC	Ft. Bend County OEM	832-473-1071	alan.spears@fortbendcounty.tx.gov	AS
Ed Norman	District Coordinator 16D	TDEM	2713-213-7496	edward.norman@dps.texas.gov	EN
Scott Schwalder	Plant Manager Prod. Mgr / SHE	Nalco / Champion	281-263-7401	sschwalder@ecolab.com	SS
Cassie Slater	Operations Manager	Sugar Land Regional Airport	281-275-2058	cslater@sugarlandtx.gov	CS
Pete Munoz		Sugar Land Methodist Hospital		PMunoz@houstonmethodist.org	PM
Sean Sevy		Sugar Land Methodist Hospital		SXSevy@houstonmethodist.org	SS
Eric Tauber	Emergency Services Dir.	Saint Luke's Hospital Sugar Land	281-637-7611	etauber@stlukeshealth.org	ET
Jason Jetton	Facilities Manager	Saint Luke's Hospital Sugar Land	281-637-8035	jjetton@stlukeshealth.org	JJ
Kord Quintero	Operations Manager	Memorial Herman Hospital SL	979-541-6643	Kord.Quintero@memorialhermann.org	KQ
Kalli Clark-Egan	Regional Business Tech	Army Corps of Engineers		Kalli.clark-egan2@usace.army.mil	KCE
Jay Webster	Chief of Law Enforcement /EMC	Brazos River Authority	915-309-8737	jay.webster@brazos.org	JW
Don Naylor		Brazos River Authority	254-761-3138	don.naylor@brazos.org	DN
Judy Lefevers	EMC	Ft. Bend Independent School District		judy.lefevers@fortbendisd.com	JL
Dan Rilley	Warning Cood. Meteorologist	NWS Houston Galveston	281-534-2157	dan.reilly@noaa.gov	DR

Bonnie Garnett
Mike Ferrell



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Name	Title	Organization	Phone	Email	Initials
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Craig Kalkomey District Engineer ~~FB~~ FB LID 2, 10, 11, 14, 17
~~and~~ and
 FOCMD 121 713.825.1158 ~~CS~~ ckalkomey@ljs.com Cuk

Taylor Danesi Environmental manager COSL 281-275-2497 tdanesi@sugarlandtx.gov TD

Lisa Kocich-Meyer Director of Planning COSL 281-275-2311 lkocich-meyer@sugarlandtx.gov

Mohamed Bendjemil - 281-236-9387 mbendjemil@gmail.com MB

• Sharon Shapiro grants officer COSL 281-275-2310 sshapiro@sugarlandtx.gov

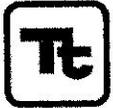
Nicole Solis Asst. Dir. ENS COSL 2291 nsolis@sugarlandtx.gov

• Frank Garza OEM Specialist COSL 281-275-2805 fgarza@sugarlandtx.gov

Jeffrey S. Willis Vice President Page Sutherland Page, Inc. 281-782-8675 jwillis@pagethink.com



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Sean Sevy		Sugar Land Methodist Hospital		SXSevy@houstonmethodist.org	
Eric Tauber	Emergency Services Dir.	Saint Luke's Hospital Sugar Land	281-637-7611	etauber@stlukeshhealth.org	
Jason	Facilities Manager	Saint Luke's Hospital Sugar Land	281-637-8035		
Kord Quintero	Operations Manager	Memorial Herman Hospital SL	979-541-6643	Kord.Quintero@memorialhermann.org	
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Jay Webster	Chief of Law Enforcement /EMC	Brazos River Authority	915-309-8737	jay.webster@brazos.org	
Don Naylor		Brazos River Authority	254-761-3138	don.naylor@brazos.org	
Judy Lefevers	EMC	Ft. Bend Independent School District		judy.lefevers@fortbendis.com	
Dan Riley	Warning Cood. Meteorologist	NWS Houston Galveston	281-534-2157	dan.reilly@noaa.gov	



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