December 13, 2017
9:00 a.m. to 10:00 a.m.
Village of Wellington/Village Hall Council Chambers
12300 Forest Hill Blvd, Wellington, FL 33414

Attendance:
Palm Beach County
Town of Lake Park
Village of Royal Palm Beach
Palm Beach Gardens
Village of Palm Springs
Lake Clarke Shores
Juno Beach
South FL Water Management District
Town of Briny Breezes
Cloud Lake
Boynton Beach Utilities
City of Delray Beach
Palm Springs
North Palm Beach County Improvement District
Village of Wellington
Lantana
City of Belle Glade
Indian Trail Improvement District
City of Greenacres
Palm Beach Shores
City of West Palm Beach
Town of Jupiter
Town of Haverhill

I. **Call to Order – Welcome and Introductions – Ralph Wall, Chairperson**
   - Agency representation will be reflected in meeting notes
      o Meeting began at 9:03

II. **Last Working Group Meeting (June 2017) – Ralph Wall, Chairperson**
   - Meeting minutes can be found at
     http://discover.pbcgov.org/publicsafety/dem/Sections/Planning-Local-Mitigation-Strategy.aspx
      o There were no questions regarding minutes from the last meeting
   - There was no meeting in September due to Hurricane Irma.

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III.   **Number of Members on Working Group Distribution List (from the Steering Committee)– Ralph Wall, Chairperson**
- Currently, the list is difficult to manage because there are too many alternates and multiple primary members from some.
  - Attendees to meetings are signing in but that does not make one a member or alternate
  - Due to this the list has grown and it needs to be limited to members and their alternates
- Each LMS member municipality/agency must email or contact the LMS Coordinator with an updated list of one (1) primary and up to two (2) alternates.
  - Shane has discussed this with many municipalities already
  - Those who have not updated with Shane need to contact him to give the primary and alternate members for each municipality

IV.   **Update of Projects on PPL (from the Steering Committee 5/17 and 11/17) – Ralph Wall, Chairperson**
- Update your project status by contacting the LMS Coordinator. Projects five (5) years old or older are currently being identified, and per the LMS they will be removed and you will have to resubmit your project for the PPL.
  - If your project is 5 years or older and it is still active you must update it or it will also be removed
  - Shane sent an email to everyone who has a project on the list requesting the status of the project
  - Seven projects have been deleted with six of the projects already completed
  - Many agencies had submitted duplicate projects
  - Inform Shane of any projects that were completed or are not valid

V.   **Suggested process updates and changes (from the Steering Committee) – Ralph Wall, Chairperson**
- Current LMS states municipality/agency must attend <u>all</u> Working Group meetings, or a combination of Working Group, Steering, and other sub-committee meetings, but no less than two Working Group Meetings per year
  - Attendance of each agency is being recognized in order to receive funding from FEMA

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- Approximately half of municipalities are eligible for project funding based on this calculation
- Steering Committee has asked that for the LMS2020, process changes be made to be very specific about attendance requirements for Working Group, Steering, etc.
- CRS Activity 510 says that any municipality using the LMS as a Floodplain Management Plan must have one of their 2 representatives attend every general meeting (that is the Working Group), and it must be documented in order to get points for their CRS ratings (that is the sign-in sheets we provide).
    o As discussed in other committee meetings members are not attending the required meetings
- Revisions Subcommittee was given a list of suggested changes at their 8/30 meeting, and has begun the process of revising the LMS for the 2020 update.
    o The current LMS is very vague with attendance and this will be clarified and adhered to with LMS2020
    o The Revisions Subcommittee is working with the LMS Coordinator to obtain the meeting requirements and they will be included in the LMS2020
    o We will keep everyone updated on this process

VI.   **Clarification from FDEM – Shane Ratliff, LMS Coordinator**
- All LMS Members, no matter their affiliation (municipality, special taxing district, agency, etc.) must "adopt" the LMS in order to get projects on the PPL or apply for Federal funding (County departments are covered by the BCC adoption).
    o Proof in the form of a letter by the agency or their attorney will need to be provided that the affiliate adopted the LMS
    o The LMS2020 will be adopted in 2019

VII.   **November 2017 PPL Approved by Steering Committee – Ralph Wall, Chairperson**
- This was sent to all Working Group members on 11/8/17
- You can view the current PPL at http://discover.pbcgov.org/publicsafety/dem/PDF/FINAL-2017-11-08-LMS-PPL.pdf. There were 12 new projects added to the PPL in this submission period.
- Do not use WebEOC® to view the PPL at this time, the PPL on our website is the official PPL adopted by the Steering Committee.

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WebEOC's LMS Boards are currently being upgraded. You will see a more streamlined, user-friendly LMS Board in the spring.
- o Information obtained from the committees is being used to update WebEOC. It is being implemented on the LMS board.
- o The update will look different, be more user friendly and it will be more efficient in evaluating projects which now takes two weeks. Applications and score sheets will be together and in order
- o Many questions were based on Miami-Dade's LMS. Many of the questions we do not use so they were removed or reworded
- o The system was allowing ties on projects. The software didn't allow decimal points and was rounding off scores incorrectly. Within the next few months it will be able to recognize decimal points to the two-hundredths (two decimal points).
- o The system is currently being tested and will be available by April at the latest

VIII. **Presentation: "How to submit a more complete project for the PPL (and boost your ranking)" – Shane Ratliff, LMS Coordinator**
- o This presentation is attached
- o There were many questions regarding this including at today's meeting from Juno Beach
- o As projects go down in ranking there are ways to boost them back up in priority. You can go into the LMS and update the project say if the pricing has gone up. Shane will assist anyone who needs help with updating or resubmitting their project. The project can then be resubmitted and reevaluated.
- o When a submission is done on grants.gov you need to contact Shane so he can get the letter of support that will be signed off by Chairperson Ralph Wall. This will be included with your final package to FEMA
- o There is currently a guide for completing the PPL submission form. A new one will be done in April once WebEOC is updated
- o For the BCA you must show the formula for how you obtained your number

IX. **Upcoming Hurricane Irma HMGP funding opportunity – Shane Ratliff, LMS Coordinator**
- • FEMA is anticipated to send out a NOFO (Notice of Funding Opportunity) for Hurricane Irma HMGP funding availability, likely in the

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first quarter of 2018. Typically, they give approximately 3-4 months for the application period.
- If you have a project on the PPL now, you should already be gathering information needed for a federal grant application.
- There will be a significant amount of "Tier 1" funds for Palm Beach County in this NOFO (likely to be at least 14 million and as much as 28 million), so you are encouraged to apply for the funding, to make sure we use all the funds that will be set aside for PBC. If you do not, it will go to Tier 2, in which any affected county can compete for the funds.
- LMS Coordinator will send you the NOFO with the information as soon as it is released by FEMA to the State and Counties.

X.   **Housekeeping items – Shane Ratliff, LMS Coordinator**
- Reached out to City of Westlake to invite to LMS Working Group, if anyone knows Westlake officials, please encourage them to join
  - Shane has reached out to the Mayor of Westlake twice and has had no response
- WebEOC LMS Board Upgrade project – After taking feedback from members and committees, the LMS Boards are currently being upgraded to be more user-friendly and more streamlined for submitting projects, scoring of projects, and keeping a historical record of all projects submitted/completed/deleted. Please do not log into WebEOC's LMS Boards until further notice, as it is under construction.

XI.   **Questions/Comments – Ralph Wall, Chairperson**
  - There were no questions or comments

XII.   **Upcoming Meeting Schedule – Will continue on 2ⁿᵈ Wednesdays quarterly through 2018**
- We need LMS member municipalities/agencies to volunteer to host upcoming meetings. We have no meeting sites selected for June, September, and December of 2018. Contact the LMS Coordinator ASAP with a location, street address, and to get A/V requirements.

XIII.   **Next Meeting: March 14, 2018, City of Boynton Beach Intracoastal Park Event Room, 2240 N Federal Highway, Boynton Beach, FL 33435, 9 a.m.**
  - Wellington has agreed to host December 2018 meeting

XIV.   **Adjournment**
  - Meeting adjourned at 9:54

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