



**PALM BEACH COUNTY  
LOCAL MITIGATION STRATEGY  
STEERING COMMITTEE  
MINUTES**



**February 10, 2021  
9:00 a.m. to 10:00 a.m.  
Palm Beach County EOC – Teleconference/WebEx**

**I. Dial-in Information**

- Web Ex Meeting: LMS Steering Committee  
Date and time: Wednesday, February 10, 2021
- To join the meeting via computer/laptop:
  - <https://pbc-gov.webex.com/pbc-gov/j.php?MTID=maee44df530bb8564f0cc97aeec093c93>
- Call in numbers (for voice call only, no video):
  - 1-904-900-2303
  - 1-844-621-3956 (toll free)
  - Meeting Number (access code): 180 095 6943
  - Meeting password: 539JysqXkVB (it won't usually ask for this)

**II. Call to Order – Welcome and Introductions/Roll Call – Ralph Wall, Chairperson**

9:01 Shane continues roll call. Had 8 members join as of 9:05 to begin meeting.  
9:07 Shane completes roll call.

- |                                |                                   |
|--------------------------------|-----------------------------------|
| • Andrea Dobbins – Present     | • Jongelene Adams – Not present   |
| • Angela Prymas – Present      | • Ken Roundtree – Not present     |
| • Carlos Cedeno – Present      | • Laura Corry – Present           |
| • David Rotar – Not present    | • Nicole Coates – Not present     |
| • Debbie Manzo – Not present   | • Ralph Wall – Present            |
| • Doug Wise – Present          | • John James – Present            |
| • Elizabeth Perez – Present    | • Jeremy McBryan – Not present    |
| • Jeff Iudicello – Not present | • Jacquelyn Anderson B. – Present |
| • John Garofalo – Not present  | • Shane Ratliff – Present         |

**III. Discussion regarding Spring PPL Submission Period – Ralph Wall, Chairperson**

**Ralph:** Do we have dates yet Shane?



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**Shane:** I have not picked them yet. I wanted to discuss with everyone, and if they were able to submit between the beginning of March and late April. A lot of you are on the review team as well, and I wanted to make sure that it wouldn't interfere with the review process.

**Ralph:** I think the committee should get back to business as usual.

**Carlos:** Yes, I agree

**Shane:** Me too. Everything went well in the fall even with reviewing virtually. The reviewers have to review remotely on WEB EOC anyway. They are able to score and rank from anywhere in the world. To get 1 or 2 projects will behoove us. Not sure if there will be a NOFA on Isaias. If there is we will make sure all the municipalities have an opportunity to submit projects and money for that if they do come out.

**Ralph:** We had a member talk about eliminating the cost benefit analysis for the submission form. I am not for that. I think it's just about following simple instructions. The one on our form is very simplified. The one that is used at the state is a little more complex. I think it should remain on our submission.

**Carlos:** The one reason people struggle is the basic equation. Once you get into the project they will have a lot of questions on the submission.

**Shane:** This was brought up a few years ago if we should be doing it then, the state says we shouldn't do it because they would be denying a lot of the projects that are being submitted. I think it's a good screening tool. I know it's very basic. Once it goes to the state, they whip the numbers to try to help you. If you are that far off, you shouldn't be applying anyway.

**Ralph:** Let's go ahead and pick dates.

**Shane:** I am interviewing to replace Joe's position.

**Ralph:** Shane, do you have dates handy from the past and their time frames?

**Shane:** We open it up and it's usually the last two weeks in March. And about three weeks in April for the review committee. And we meet at the end of April. We meet at the beginning of May and so it's about a 6 week process.

If we were going to open it March 22<sup>nd</sup> to April 2<sup>nd</sup> that's two full weeks. And then the reviewers would be able to get it on April 5<sup>th</sup> through April 23<sup>rd</sup> (that's 3 weeks for all the reviews to take place). That would mean the week of April 26<sup>th</sup> or the week of May 3<sup>rd</sup> (we meet the second Wednesday for Steering Committee). That gives us two weeks for April 26<sup>th</sup> to May 6<sup>th</sup> for us to meet in person. That will give me or the new LMS person two days for the steering committee meeting.

**Ralph:** After we end the submission period, it did take a few minutes to get us going because the county takes some time to review and then it comes back to us.



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**Shane:** Yes the county takes 2 days or so to review all the submissions to make sure it even qualifies. We could move it back to April 7<sup>th</sup>

**Ralph:** March 22<sup>nd</sup> and go through April 2<sup>nd</sup>. Then you guys review it by April 7<sup>th</sup>

**Shane:** Yes that gives us April 5<sup>th</sup> and 6<sup>th</sup> to get it reviewed

**Ralph:** So that gives us two or three weeks?

**Shane:** We will go through the 23<sup>rd</sup> to review

**Ralph:** The 26<sup>th</sup> through May 7<sup>th</sup>, we would schedule our meeting

**Shane:** Yes, I would email the review team and pick a date to meet for with the review

**Ralph:** When is our next work group meeting?

**Shane:** June 9<sup>th</sup>

**Carlos:** I think that's a good timeframe for us to get everything together. I think it's a good idea.

**Angela:** I think it's nice that we are trying to go back to normal. All sounds good.

**Ralph:** One thing we can do, we can let everyone know they don't have to wait till March 22<sup>nd</sup> to submit something to the website. Those are the specific dated but if someone is ready they can submit before that.

**Shane:** Our next working group meeting is March 10<sup>th</sup> and we can discuss it during that meeting as well.

**Ralph:** We can tell them the dates and that they don't have to wait until the 22<sup>nd</sup> to submit

**Ralph:** Do we have a consensus: Yes (no one opposed).

**IV. Hazard Identification Risk Assessment/Consequence Analysis (HIRA/CA) – Shane Ratliff, PBC DEM**

**Shane:** We have discussed in the past that the HIRA/CA should be updated every 2 to 3 LMS cycles. The last update was 2013. The 2015 and 2020 was built off that. We had a grant come up and I went ahead and put in that the HIRA/CA be updated through that grant. The project has been subcontracted by the winning bidder to Sentinel Solutions in Orlando. I have been working with them for the past 6 weeks, to get that updated. When it's done, I've told them we want a presentation where they share all updates and let us know if there are any changes in there. That will be the week of Tuesday March 2<sup>nd</sup>. That's only going to be for the Revisions Subcommittee. That's the one that does revisions in the LMS because they will take the data and put it in the 2025 LMS. So adding another 120 pages doesn't make a differences. Consequences will be broken down by municipality (about 40). It will be an extra 120 pages that will break down the data. So it will be easier to understand. It will help municipalities to be able to



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have that kind of data they can extrapolate out of that to help them build whatever they're working on.

**Ralph:** Do these municipalities have direct input? Are the consultants reaching out to these municipalities?

**Shane:** I don't think they're doing that because of the time frame and with the grant timeframe we don't have the time to get that done, where they can reach out to every municipality and get a reply back in time. We are using a professional company.

**Ralph:** What's the first real opportunity the municipalities will have to see these will be the LMS?

**Shane:** It will be next year.

**Ralph:** Between the time this thing is published and next year, could we get the municipalities the product so they can review?

**Shane:** Yes we can send them the finished project for sure so they can start reviewing.

**Ralph:** Yes, I think they might like to see it so they can start reviewing it. Thank you Shane. I'm glad you took the initiative to get that done.

V. **Revisions Subcommittee – Ralph Wall, Chairperson**

**Ralph:** Are there any questions?

**Angela:** Do we have time to get the flood exercise done this year?

**Shane:** Yes the Corps of Engineers finally settled on April 29<sup>th</sup>. The USACE are doing it on that day. They do not want the cities participating on their exercises because it's too many people trying to do it. I'm actually on their planning committee for this year. We are going to do the Corps exercise and then turn right back around after that we will do a webinar and take 15 to 20 minutes to do a kick off and the others will do theirs locally, just like we did last year.

**Ralph:** When are we going to advise everyone that this will get done because we coordinate with the county here at the city to get this done?

**Shane:** I haven't put that much into it yet, they just gave us this date last week. The date has changed 6 times. They've told us it won't change again, but we can't be too sure. My thoughts are that if we do it like we did it last year doing it from 8am to noon. Then we can schedule ours later around 1pm that day. Thursday April 29<sup>th</sup> at 1pm. We will put it together based on the USACE's exercises from that day. I do know they are very pleased that the two reaches will be finished in 2022 and the most risky part of the lake that could break would be on the other side of the lake in Clewiston next to their offices. That's the next section they will be working on. I will have to do some work, it will be a couple of weeks before I even get to look at it.

**Ralph:** That was a good question Angela. Thank you.



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**Shane:** The same committee that developed the last LMS should be the only committee to do the next LMS. It has to be the same committee or subset of that committee. We kept saying that would be the working group. We decided as the steering committee that the revisions subcommittee is that committee which is a subset of the steering committee who will handle it. But we have lost two members (Ed at South Bay and Rebecca Harvey down in Boynton). They are no longer involved.

**Angela:** Rebecca I think would still like to be involved. I am always in the meeting and we are very busy. So there was no need for two of us to be in the meeting at the same time. The fire marshal was also working with us.

**Shane:** She was on the HVA subcommittee

**Angela:** We would love for us to be more involved. I can ask Rebecca if she would like to be involved in the committee.

**Ralph:** That would be great. She's a great part of the team.

**Shane:** The only members right now are Ralph Wall, Ken Roundtree, Carlos Cedeno, and David Rotar (*note, this was an errant statement, D Rotar was not on the subcommittee, it was Steve Misshula who is the Chair*) (we had Ed and Rebecca). If Rebecca still wants to be involved that's great, but we still need to replace Ed. We need the steering committee to decide who they want for the replacement.

**Angela:** We have been working with Liz Perez with many issues. If Liz would like to join we would love it or if she could suggest someone...

**Liz:** If you need someone I can or Stephanie Dunham can be on the committee. We can help or I can ask around and see who we can recruit.

**Angela:** Liz's expertise are great. We are happy to have her.

**Liz:** It's mutual Angela

**Shane:** Liz is a member of the steering and so it would be appropriate for her to be involved. I don't know who Stephanie is and so don't know if it's appropriate for her to be on the committee.

**Ralph:** Stephanie is with collective water, she asks a lot of questions. She works with Liz

**Shane:** I just want to make sure when they ask where we appointed this person from we can tell them they were somewhat involved with LMS.

**Ralph:** I will say someone who's working with collective water, they are very involved. If Liz can be present that would be great. If Liz can't be there then perhaps Stephanie can step in for her

**Angela:** Maybe Liz can have a backup and maybe I can make a motion to approve. I am making a motion for Stephanie to be a backup for Liz. I need someone to second it.



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**Shane:** They didn't meet last year and it needs to be done at least four times a year. Even if it's a 15 minute WebEx. We get points for the frequency of meetings.

**Ralph:** I don't want to leave points on the table. We need to tell them we need to have the meetings. We don't want to lose points that are easily available to us. So you're saying we have missed a few meetings?

**Shane:** Yes, we have but we can get the four in this year.

**Ralph:** So let's go ahead and activate that so we can get at least 4 this year.

**Angela:** So how did we leave this? Is Stephanie going to be the backup for Liz?

**Ralph:** Is she going to be a backup in the steering committee or the revision one?

**Angela:** Yes, all of the above

**Ralph:** Liz what is your input?

**Liz:** I am happy to serve

**Ralph:** Okay, then I will second the motion

**Shane:** What is Stephanie's last name? Dunham? Stephanie Dunham will be the appointed back up for Liz for the steering committee or the revision committee if Liz is unable to be at either. Who will second?

**Ralph:** I second. (9:47 am)

**Shane:** Any opposed? No one opposed. **MOTION PASSES**

VI. **Palm Beach County Verification Visit (2/1/21) Lessons Learned– Shane Ratliff, PBC DEM**

**Shane:** I think most of you knew that we had our visit. It was on Feb 1<sup>st</sup>. It went from about 1pm to 6pm. If you remember, I sent out a progress report for 510 for flood planning that has to be written and submitted for the governing body (which is the steering committee for the LMS). That states what incidents we had this year, and other several different things. Joe did one for 2018 and 2019 and I did one for 2020. The first thing he asked for when we got to 2020, he asked for the floodplain progress report since Activity 510 had already been scored back in March 2020. So that was a lesson learned. I had all the paperwork ready, but all he wanted was those two things. Also, there were some things that we can pick up some more points on going forward. Activity 330 (I am going to put something about this on the working LMS meeting, it will help people with doing things they might not currently be doing). We have always done the OP activity 330 work sheet. We haven't submitted anything for FRP (Flooding Response Preparations plan) there is a worksheet that goes along with it. We take info out of the FRP and take points out for it. We assign which of the FRP items meets this criteria and submit it that way. We can't get more than 50 points but that's still 50 points if we do it. Just so you all know tropical storm Eta, we said it would be a rain event not a wind event, we spoke to our director and we pulled



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the FRP and wrote it into our message that we did in that public message. So we can say that the FRP has been used in 2020 and I have a video as proof that we did use the information. All the different messages from the FRP and now we have actually made a conscious effort to use info from the FRP. There are all kinds of things we can do with the messages through social media, through media... If we are doing messaging on TV we can pull info right out of the FRP and it will garner us 50 more points.

We also found in activity 350 you get credit for the flood protection library. Our library has a FEMA flood library. It's online based. It's 23 or 27 pamphlets and books that are flood related through the library. We have to document that and we screen shot it to get points for it. I put together all the documents, included notes that tells them what it is. I circled what they have to click. It shows them the CEMP, and all the other info that is in there and available in the library. This includes what comes up with the search results. We will get it updated to 2020 from 2015. The counties flood page can be used by the cities as well. All the sub elements are outlined. We have linked real time gauge availability to the public (we get points for showing this). We get credit for telling people what their evacuation and flood zones are (get credit under 352 and 610 for that). Links takes you to SFL water gauges for real time info. All the other links are links that will give us points. Links to FEMA, we get points for that. So we went through all of the information to get more points. One thing I didn't know about until Doug let me know; the flood elevation certificates have been available for a little bit now. If you go on my geo map and click on the elevation layer you can click on the dots and you can get all the info and the elevation cert. We have memos that shows the building department has reviewed the documents and so it validates the accuracy and we also get more points for that. We can actually prove that our ECs are now online. When we mentioned that during the visit, he was very impressed. Another thing we can do on the city level to make sure that the ISO don't short you points from activity to another, if we had a PPI in one activity, I took it and highlighted and dropped it in the other activity and so they have to see it and this way we can get credit for it in both places. It may have just been how it was presented in the past that we didn't get credit for it. But if you stick a document in there that shows this goes back to the other one, we will get a credit for it in both parts.

That's just some lessons learned. I want to do a lessons learned section in the next meeting. We need to get it all done by March 3<sup>rd</sup>. We received our 30 day letter and so we will get it all to him by then.

**VII. Questions/Comments – Ralph Wall, Chairperson**



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No questions...

**Shane:** Did everyone get email about G214 course? If there is anyone who is new or needs a refresher they should take the course.

**Laura:** I wanted to share with everyone that today will be the last meeting with you. After 32 years, I have decided to retire. The district will name a replacement for my position and they will be replacing me in the committee. I've enjoyed working with you all and I wish everyone the best.

**Angela:** Good luck Laura

**Shane:** We are going to miss you Laura

**Laura:** My husband retired over a year ago and now he wants his wife to retire with him. Looking forward to more travel and activity time. Ty for all you've done for water management and for me

**Shane:** Thank you for so much and for serving and for anything we needed from SFWMD, especially getting the LMS adopted.

**Laura:** That was a heavy lift that we both lived through. Because of that my regional reps are using that same info so they don't have to go through all the hoops we had to go through.

NO OTHER COMMENTS

VIII. **Next Meeting: May 12, 2021 at 9:00am, Virtual**

**10:10 AM Meeting adjourned.**

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