

APPENDIX D

Flood Hazards Mitigation Plan Annual Progress Report Template

Thurston County Staff will convene an annual meeting with the Flood Planning Committee to evaluate progress on the plan and identify appropriate revisions. A sample progress report template is provided to document this process.

- D-1: Flood Hazards Mitigation Plan Annual Progress Report Template

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Thurston County, WA Flood Hazard Mitigation Plan Annual Progress Report

Reporting Period: *(Insert reporting period)*

Background

Thurston County developed a flood hazard mitigation plan to reduce risk from flooding by identifying resources, information, and strategies for risk reduction. To prepare the plan, Thurston County organized resources, assessed risks from flooding, developed planning goals and objectives, reviewed mitigation alternatives, and developed an action plan to address probable impacts from floods. Stafford Act. The plan can be viewed on-line at:

<http://www.co.thurston.wa.us/planning/natural-res/natural-floodplan-update.htm>

Summary Overview of the Plan's Progress: The performance period for the Hazard Mitigation Plan became effective on October 1, 2017, with the final approval of the plan by FEMA. The initial performance period for this plan will be 5 years, with an anticipated update to the plan to occur before October 1, 2022. As of this reporting period, the performance period for this plan is considered __% complete. The Flood Hazard Mitigation Plan has targeted 32 flood hazard mitigation initiatives to be pursued during the 5-year performance period. As of the reporting period, the following overall progress can be reported:

- __ out of __ initiatives (__%) reported ongoing action toward completion.
- __ out of __ initiatives (__%) were reported as being complete.
- __ out of __ initiatives (___%) reported no action taken.

Purpose

This report provided an annual update on the implementation of the action plan identified in the Thurston County Flood Hazard Mitigation Plan. The objective is to ensure that there is a continuing and responsive planning process that will keep the Thurston County Flood Hazards Mitigation Plan responsive to the needs and capabilities of Thurston County and stakeholders. This report discusses the following:

- Flood events that have occurred within the last year
- Changes in risk exposure within the planning area (all of Thurston County)
- Mitigation success stories
- Review of the action plan
- Changes in capabilities that could impact plan implementation
- Recommendations for changes/enhancement.

The Flood Planning Committee

The Flood Planning Committee (FPC), made up of stakeholders within the planning area, reviewed and approved this progress report at its annual meeting held on <insert date> It was determined through the

plan’s development process that the FPC will remain in service to oversee maintenance of the plan. At a minimum, the FPC will provide review and oversight on the development of the annual progress report. FPC membership will be maintained by Thurston County staff and will be documented in the progress reports. For this reporting period, the FPC membership shown in Table 1.

TABLE 1. FLOOD PLANNING COMMITTEE MEMBERS		
Name	Title	Affiliation

Flood Events within the Planning Area

During the reporting period, there were __ flood events in the planning area that had a measurable impact on people or property. A summary of these events is as follows:

- _____
- _____

Changes in Risk Exposure in the Planning Area

(Insert brief overview of any flood event in the planning area that changed the probability of occurrence of flooding as presented in the flood hazard mitigation plan)

Mitigation Success Stories

(Insert brief overview of mitigation accomplishments during the reporting period)

Review of the Action Plan

Table 2 reviews the action plan, reporting the status of each initiative. Reviewers of this report should refer to Chapter 3 in the Flood Hazards Mitigation Plan for descriptions and details of each mitigation initiative and the prioritization process.

Address the following in the “status” column of the following table:

- Was any element of the initiative carried out during the reporting period?
- If no action was completed, why?
- Is the timeline for implementation for the initiative still appropriate?
- If the initiative was completed, does it need to be changed or removed from the action plan?

TABLE 2. ACTION PLAN MATRIX				
Action Taken? (Yes or No)	Time Line	Priority	Status	Status (X, O,✓)
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	
Initiative # __ —			[description]	

**TABLE 2.
ACTION PLAN MATRIX**

Action Taken? (Yes or No)	Time Line	Priority	Status	Status (X, O,✓)
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Initiative #__ —			[description]	
Completion status legend: ✓ = Project Completed O = Action ongoing toward completion X = No progress at this time				

Changes That May Impact Implementation of the Plan

(Insert brief overview of any significant changes in the planning area that would have a profound impact on the implementation of the plan. Specify any changes in technical, regulatory and financial capabilities identified during the plan’s development)

Recommendations for Changes or Enhancements

Based on the review of this report by the Hazard Mitigation Plan Steering Committee, the following recommendations will be noted for future updates or revisions to the plan:

- _____

- _____
- _____
- _____
- _____
- _____

Public review notice: *The contents of this report are subject to public disclosure. Copies of the report are provided to the Thurston County Board of County Commissioners and is posted on the Thurston County Flood Hazards Mitigation Plan website. Any questions or comments regarding the contents of this report should be directed to:*

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