



Water Management Council Meeting

December 12, 2019 | 10:00 AM
Gateway Area Development District
110 Lake Park Drive | Morehead, Kentucky 40351

Meeting Agenda

- Welcome and Introductions
- Review, Discussion, and Approval of September 24, 2019 Meeting Minutes – *Action Required*
- Review, Discussion, and Approval of New Water and Wastewater Projects – *Action Required*
 - Mount Sterling Water and Sewer 460/Queen Street Waterline Replacement Project (WX21173154)
 - Mount Sterling Water and Sewer Howards Mill Road Water Main Replacement Project – Phase I (WX21173162)
 - Mount Sterling Water and Sewer Howards Mill Road Water Main Replacement Project – Phase II (WX21173163)
 - Mount Sterling Water and Sewer Howards Mill Road Water Main Replacement Project – Phase III (WX21173164)
 - Rowan Water, Inc. Route 32 Waterline Replacement Project (WX21205050)
 - Rowan Water, Inc. US 60 East Replace AC Waterlines (WX21205051)
- Review, Discussion, and Approval of Amended Water and Wastewater Projects – *Action Required*
 - Morgan County Water District KY HWY 191 Waterline Replacement Project Phase 2 (WX21175041)
- Review, Discussion, and Council Endorsement of Project Rankings – *Action Required*
- Guest Speaker – ServLine Presentation by Allie Terrell, Sun Belt Insurance
- Other Business
 - Map Books
 - Water System/Wastewater System Updates
 - Upcoming WMC Meeting (March 31, 2020 @ 12:30 PM)
- Adjournment – *Action Required*

Auxiliary aids and services are available when requested three (3) business days in advance of the meeting.

GATEWAY

AREA DEVELOPMENT DISTRICT

Water Management Council Meeting

September 24, 2019 | 12:30 PM

Meeting Location:
Gateway Area Development District
110 Lake Park Drive
Morehead, Kentucky 40351

Water Management Council Members

Brad Reed, Mount Sterling Water and Sewer
Rick Fletcher, Mount Sterling Water and Sewer
Judge-Executive Wally Johnson, Montgomery County
Jerry Patrick, Rowan Water, Inc.
Phil Adkins, Morehead Utility Plant Board

Mayor Edward Bryant, City of Frenchburg
Judge-Executive Harry Clark, Rowan County
Adrian Hunt, City of West Liberty Water
Ray Adkins, City of West Liberty Water
Travis McKinney, City of Jeffersonville

Guests

Matt Curtis, Bluegrass Engineering
Cherokee Willoughby, Bluegrass Engineering
Anshu Singh, DOW

Paul Nesbitt, Nesbitt Engineering
Ethan Fryman, Kentucky Engineering Group
Mahtaab Bagherzadeh, DOW

Gateway Area Development District Staff

Daniel Ball

Jocelyn Gross

Meeting Notes

Judge-Executive Wallace Johnson called the meeting to order and welcomed those in attendance. All Water Management Council members and guests introduced themselves and their affiliation.

The first item on the agenda was the review and approval of the June 25, 2019, meeting notes.

A motion to approve the minutes was made by Rick Fletcher with a second by Travis McKinney. The motion carried unanimously.

The second item on the agenda was the review, discussion, and Council Endorsement of Water/Wastewater Projects. Two new projects were presented.

Drinking Water Project – New Project

Applicant: Morgan County Water District

Project Title: KY HWY 191 Waterline Replacement Project - Phase 2

Project Number: WX21175041

Estimated Project Cost: \$1,500,000

Description: The KY HWY 191 Waterline Replacement Project – Phase 2 will replace the existing aging (30+ years old) waterlines along KY HWY 191 and Barker Branch Rd with new 4” and 8” PVC piping. This will assist the District in reducing the extremely high water loss they are currently experiencing due to waterline breaks and faulty water meters. In addition to waterline replacement, approximately one third of the Morgan County Water District’s (MCWD) water meters will be replaced and upgraded to the newest transmitter system available.

The waterlines along KY HWY 191 are the oldest in the MCWD water system, significantly contributing to the overall system water loss. The unaccounted-for water problem is exacerbated by the fact that MCWD purchases all the water they sell to their customers. All the water meters in the system have exceeded the utility life expectancy and many are reporting incorrect usage data. Through the implementation of this project, the District will reduce the amount of system water loss, improve the utility infrastructure, and have more reliable and accurate meter readings.

Drinking Water Project – New Project

Applicant: Morgan County Water District

Project Title: KY HWY 191 Waterline Replacement Project - Phase 3

Project Number: WX21175042

Estimated Project Cost: \$1,500,000

Description: The KY HWY 191 Waterline Replacement Project – Phase 3 will replace the existing aging (30+ years old) waterlines along KY HWY 191, HWY 1162, Stintson Br, Morris Cemetery Rd, Co Rd 1000, Cr 1221, and Big Staff Branch Rd with new 3”, 4”, 6” and 8” PVC piping. This will assist the District in reducing the extremely high water loss they are currently experiencing due to waterline breaks.

The waterlines along KY HWY 191 are the oldest in the MCWD water system, significantly contributing to the overall system water loss. The unaccounted-for water problem is exacerbated by the fact that MCWD purchases all the water they sell to their customers. Through the implementation of this project, the District will reduce the amount of system water loss and improve the utility infrastructure.

A motion to accept the new projects was submitted by Rick Fletcher with a second by Travis McKinney. The motion carried unanimously.

The fourth item on the agenda was the Review, Discussion, and Council Endorsement of Ranking Criteria. Ms. Jocelyn Gross presented the ranking criteria in the meeting packet. The Project Ranking Methodology contains a Tier I project sponsorship process and a Tier II project sponsorship process. As Ms. Gross explained, each utility will receive two Tier I project sponsorships. Projects sponsored in Tier I will be ranked and awarded points based

on the sub-categories that comprise the Project Impact and Project Status categories. Utilities having both water and wastewater infrastructure will receive two project sponsorships per regulatory framework (water and wastewater), regardless of the number of systems. A utility's sponsorship may be applied to any like regulatory framework (water or wastewater project) in the region, or it can go unused. Utilities will notify Gateway ADD staff of the project(s) they wish to sponsor for Tier I prior to each utility's respective Planning Unit Ranking Meeting. Gateway ADD staff will review Tier I projects and award points based on the Project Impact and Project Status criteria. A project's Cost per Connection will be the tiebreaker. To assign additional points during the prioritization process to adjust Planning Unit and Regional priorities, each Planning Unit (county) will receive one Water and one Wastewater Turbo-Boost worth ten points each, and a defined number of Water and Wastewater Boost(s), based on the number of Sponsorships each Planning Unit receives, worth five points each. A maximum amount of ten Boost points per project is allowable (one Turbo-Boost or up to two Boosts). Boosts will be applied to projects at the Planning Unit Ranking Meetings. Projects identified and approved by the WMC members, for each respective Planning Unit, as having the greatest need and impact on both a local and regional level receive Boosts. If a utility, or designee, is not present during the Planning Unit Ranking Meeting where Boost points are assigned, that utility's project(s) will not be eligible for a Boost(s).

During the Tier II project sponsorship process, each utility will have the option to submit additional projects that were not sponsored in Tier I to the Tier II ranking process. Tier II projects are scored by the utility's WMC representative at the Planning Unit Ranking Meeting using the Regional Needs Assessment and Scope of Impact (New Connections, Underserved, and Other) ranking guides and a Cost per Connection tiebreaker. Tier II projects are not eligible for Boosts.

The Planning Unit Ranking Meetings will be comprised of WMC members, or designee, for each respective Planning Unit. The meetings will occur at the County Judge-Executive's office. The purpose of the Planning Unit Ranking Meetings is to discuss the needs and goals of the Planning Unit, review Tier I Sponsorships, assign Boosts to Tier I projects, and prioritize Tier II projects. Robert's Rules of Order shall govern all questions of the parliamentary proceedings of the Planning Unit Ranking Meetings. A quorum of the Planning Unit Ranking Meetings is defined to mean at least two of the WMC members are present for that respective Planning Unit.

Judge-Executive Harry Clark suggested including income thresholds in the ranking methodology. The Water Management Council came to a consensus that Gateway ADD Staff will develop a proposal for incorporating income thresholds in the ranking methodology and present it during the County Ranking Meetings.

A motion to accept the Project Ranking Methodology and to incorporate the income thresholds into the Project Ranking Methodology was submitted by Mayor Edward Bryant with a second by Travis McKinney. The motion carried unanimously.

Guest Speaker Ms. Anshu Singh from Kentucky Division of Water spoke about the upcoming 2021 CWSRF and DWSRF Call for Projects. Projects must be submitted by December 16, 2019. Projects are submitted through WRIS Project Profiles. Projects are scored and ranked based on information provided in the WRIS Project Profile. In order to score high, project profiles should be completed and contain as much relevant information as possible. Utilities wishing to submit projects to the Call for Projects should contact Gateway ADD Staff as soon as possible.

In other business, there were updates on the following:

- Planning Unit (County) Ranking Meetings – Gateway ADD Staff will be contacting utilities to schedule Planning Unit Ranking Meetings in the upcoming weeks.
- RCAP Water/Wastewater Operator Training on October 24, 2019.

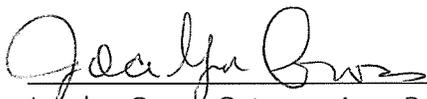
- Water System/Wastewater System Updates:

City of Frenchburg	<ul style="list-style-type: none"> • City of Frenchburg is preparing to bid a wastewater project.
Cave Run Water Commission	<ul style="list-style-type: none"> • Cave Run Water Commission is preparing to relocate a section of the transmission line for the Menifee County Elementary School Project. Also, work will be completed on the booster pump on Amos Ridge.
City of Jeffersonville	<ul style="list-style-type: none"> • City of Jeffersonville is in the process of completing the US 460 line relocations.
Mount Sterling Water and Sewer	<ul style="list-style-type: none"> • Mount Sterling Water and Sewer is completing work on South Maysville/Queen Street. Also replacing turbidity meters.
Rowan Water, Inc.	<ul style="list-style-type: none"> • Rowan Water, Inc. is planning to bid a radio read meter replacement project soon.
Morehead Utility Plant Board	<ul style="list-style-type: none"> • Morehead Utility Plant Board's wastewater project in the MMRC industrial park and Bullfork has been submitted to DOW for review. The MMRC tank is scheduled to be cleaned soon.

- Ms. Mahtaab Bagherzadeh, Licking River Basin Coordinator, announced that the Licking River Basin meeting on October 30, 2019 at the Extension Office in Clark County.
- Next meeting will be on December 10, 2019. (Rescheduled for December 12, 2019.)

With no further business, the meeting was adjourned.

These minutes are respectfully submitted by:



Jocelyn Gross, Gateway Area Development District

12/11/19

Date

Drinking Water Project – New Project

Applicant: Mount Sterling Water and Sewer

Project Title: 460/Queen Street Waterline Replacement Project

Project Number: WX21173154

Estimated Project Cost: \$150,000

Description: The proposed project will replace approximately 1,200 LF of aging 8" water main that has contributed to past maintenance issues. Additionally, it is expected that this project will help to improve water service to the proposed project area.

Drinking Water Project – New Project

Applicant: Mount Sterling Water and Sewer

Project Title: Howards Mill Road Water Main Replacement Project Phase 1

Project Number: WX21173162

Estimated Project Cost: \$310,000*

Description: Howards Mill Road water main replacement project, three phases which will replace 10,174' of 1968 10" cast iron water main along with various valves and fittings. This section of main has increasingly become a maintenance problem, averaging 2 breaks per year. The designed life expectancy of this main has been shortened by extremely high pressures, 160 psi and presences of rock coupled with substandard bedding. This main provided water service to 54 customers, 3 of which are high profile, the Mt. sterling Water treatment plant, the Bath County Water District and Jeffersonville Water.

Phase I

3, 800 feet

Line size: 8" D.I. replaces 10" C.I. 1968 Transmission Main

*Budget estimated based on \$80/foot.

Drinking Water Project – New Project

Applicant: Mount Sterling Water and Sewer

Project Title: Howards Mill Road Water Main Replacement Project Phase 2

Project Number: WX21173163

Estimated Project Cost: \$310,000*

Description: Howards Mill Road water main replacement project, three phases which will replace 10,174’ of 1968 10” cast iron water main along with various valves and fittings. This section of main has increasingly become a maintenance problem, averaging 2 breaks per year. The designed life expectancy of this main has been shortened by extremely high pressures, 160 psi and presences of rock coupled with substandard bedding. This main provided water service to 54 customers, 3 of which are high profile, the Mt. sterling Water treatment plant, the Bath County Water District and Jeffersonville Water.

Phase II

3,774 feet

Line size: 8” D.I. replaces 10” C.I. 1968 Transmission Main

*Budget estimated based on \$80/foot.

Drinking Water Project – New Project

Applicant: Mount Sterling Water and Sewer

Project Title: Howards Mill Road Water Main Replacement Project Phase 3

Project Number: WX21173164

Estimated Project Cost: \$210,000*

Description: Howards Mill Road water main replacement project, three phases which will replace 10,174’ of 1968 10” cast iron water main along with various valves and fittings. This section of main has increasingly become a maintenance problem, averaging 2 breaks per year. The designed life expectancy of this main has been shortened by extremely high pressures, 160 psi and presences of rock coupled with substandard bedding. This main provided water service to 54 customers, 3 of which are high profile, the Mt. sterling Water treatment plant, the Bath County Water District and Jeffersonville Water.

Phase III

2,600 feet

Line size: 8” D.I. replaces 10” C.I. 1968 Transmission Main

*Budget estimated based on \$80/foot.



Drinking Water Project – New Project

Applicant: Rowan Water, Inc.

Project Title: KY 32 Waterline Replacement

Project Number: WX21205050

Estimated Project Cost: \$500,000 (Construction Only)

Description: This project will replace approximately two miles of an existing transmission waterline located on KY 32. The existing 6-inch and 10-inch Ductile Iron waterline will be replaced with 16-inch Ductile Iron. The existing line is aging, corroded, pitted, and has repeated leak issues.

Drinking Water Project – New Project

Applicant: Rowan Water, Inc.

Project Title: US 60 East ACP Waterline Replacement

Project Number: WX21205051

Estimated Project Cost: \$750,000 (Construction Only)

Description: This project will replace approximately five miles of existing asbestos cement pipe waterlines located on US 60 East in Rowan County. Existing lines will be replaced with 6-inch and 10-inch PVC.

Drinking Water Project – Amended Project

Applicant: Morgan County Water District.

Project Title: KY HWY 191 Waterline Replacement Project - Phase 2

Project Number: WX21175041

Estimated Project Cost: \$3,000,000 (Increase from \$1,500,000)

Description: The KY HWY 191 Waterline Replacement Project – Phase 2 will replace the existing aging (30+ years old) waterlines along KY HWY 191 and Barker Branch Rd with new 4” and 8” PVC piping. This will assist the District in reducing the extremely high water loss they are currently experiencing due to waterline breaks and faulty water meters. In addition to waterline replacement, approximately one third of the Morgan County Water District’s (MCWD) water meters will be replaced and upgraded to the newest transmitter system available.

The waterlines along KY HWY 191 are the oldest in the MCWD water system, significantly contributing to the overall system water loss. The unaccounted-for water problem is exacerbated by the fact that MCWD purchases all the water they sell to their customers. All the water meters in the system have exceeded the utility life expectancy and many are reporting incorrect usage data. Through the implementation of this project, the District will reduce the amount of system water loss, improve the utility infrastructure, and have more reliable and accurate meter readings.

Scope of Work Added to Description (From WX21175042):

The KY HWY 191 Waterline Replacement Project – Phase 3 will replace the existing aging (30+ years old) waterlines along KY HWY 191, HWY 1162, Stintson Br, Morris Cemetery Rd, Co Rd 1000, Cr 1221, and Big Staff Branch Rd with new 3”, 4”, 6” and 8” PVC piping. This will assist the District in reducing the extremely high water loss they are currently experiencing due to waterline breaks.

The waterlines along KY HWY 191 are the oldest in the MCWD water system, significantly contributing to the overall system water loss. The unaccounted-for water problem is exacerbated by the fact that MCWD purchases all the water they sell to their customers. Through the implementation of this project, the District will reduce the amount of system water loss and improve the utility infrastructure.

Wastewater & Drinking Water Advisory Councils to Meet

ON DECEMBER 9, 2019
BY KYDEP
IN UNCATEGORIZED

FRANKFORT, Ky. (Dec. 9, 2019) – A joint meeting of the Kentucky Wastewater & Drinking Water Advisory Councils will meet Thursday, Dec. 19, 2019, at 1 p.m. in the Kentucky Infrastructure Authority Conference Room at 100 Airport Road, Frankfort, KY. The public is invited to attend.

Agenda

- Introductions and welcome – Division of Water Director (Peter Goodmann)
- Announcements
- Review agenda
- Joint WWAC & DWAC September 2019 meeting minutes
- Sub-committees assignments & action items
 - Nutrients (Brian Bingham)
 - Small systems (Gary Larimore)
 - Compliance (Sarah Gaddis)
 - Compliance/regulations (Kim Padgett)
 - Source water protection (Matt Glass)
 - WWAC
 - DWAC

- Joint sub-committee: water reuse (Annette DuPont-Ewing)
- Joint sub-committee: infrastructure sustainability (Donna McNeil)
 - Asset management workgroup

- Joint sub-committee: operator recruiting & development (Amanda LeFevre)
- Joint sub-committee: water loss (Jory Becker)

- Sub-committee assignments
- EPA's nutrient survey information
- Public water and wastewater infrastructure task force update
- Significant non-compliance
- Legionella conversation
- Other issues from council members & staff
- Public comments (at discretion of chair)
- Next meeting – March 10, 2020

####



Community Water System Emergency Response Plan

Template and Instructions

Introduction

This template, developed by the U.S. Environmental Protection Agency (EPA), assists water utilities with developing an Emergency Response Plan (ERP) in accordance with America's Water Infrastructure Act of 2018 (AWIA) Section 2013. The Act requires community water systems serving populations greater than 3,300 to develop or update an ERP that incorporates findings of their risk assessment.

An ERP describes your utility's strategies, resources, plans, and procedures to prepare for and respond to an incident, natural or man-made, that threatens life, property, or the environment. Incidents can range from small main breaks or localized flooding to large scale hurricanes, earthquakes or system contamination, among other examples.

When an incident occurs that requires response, you will need to activate the procedures and protocols described in your ERP. This can include implementing personnel emergency roles and responsibilities, standing up your utility's Incident Command System (ICS) structure, recalling personnel on vacations, and notifying external agencies such as your local emergency management agency, police, fire department, and state regulatory agency.

As you respond to an incident, you should immediately begin documenting your decisions, actions, and expenditures. This step is important for justifying incident costs and potentially seeking reimbursement once the incident is resolved. Good incident documentation involves creating a paper trail for receipts, records, photographs, and personnel timesheets. Access both the Federal Emergency Management Agency (FEMA) [Public Assistance Program](#) and EPA's [Fed FUNDS](#) websites for guidance on documenting incident costs.

How to Use this Template

Use this template as a starting point in building an ERP that meets AWIA requirements. Since each water utility has unique challenges in managing and operating its incident response, you may want to include additional sections with information tailored to your utility's needs. You may also use a completely different format, such as a state regulatory agency or water association template. Irrespective of what format you use, **you must ensure that your ERP addresses all of the ERP criteria as outlined in AWIA Section 2013:**



AWIA ERP Criteria

Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system

Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water

Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers

Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system



Before beginning your ERP, save the ERP template to your computer, delete the EPA cover page from the template, and follow the steps below to gather the key information you'll need to develop or update your ERP:

1. **Conduct a risk and resilience assessment (RA):** the findings and countermeasures identified in your RA, which is required under AWIA for community water systems serving greater than 3,300 persons, will enhance the effectiveness of your ERP and must be incorporated. For example, your RA may identify hurricanes as a significant risk for your utility and outline cost-effective countermeasures to lower your risk. Your ERP, grounded in the results of the RA, then describes the processes and procedures that can be implemented to mitigate hurricane impacts (e.g., flooding) to your utility. See EPA's online [Vulnerability Self-Assessment Tool](#) for more information on conducting a RA.
2. **Identify state regulatory requirements:** many states have specific regulatory requirements for ERP content and provide their own ERP templates. However, your utility is responsible for checking with your state to be sure that any state-provided templates also meet the AWIA ERP requirements, as outlined in this template.
3. **Identify and integrate local plans:** your ERP should dovetail with other emergency plans in your community as much as possible. These may include county emergency operations plans, hazardous materials (Hazmat) response plans, or local hazard mitigation plans.
4. **Coordinate with LEPCs and response partners:** AWIA Section 2013(a)(c) requires that community water systems, to the extent possible, coordinate with their existing Local Emergency Planning Committee (LEPC) when preparing or revising their ERP. EPA's [Local Emergency Planning Committees](#) website can help you identify your LEPC. Partnering with stakeholders like LEPCs allows all parties to understand response processes and procedures used during a drinking water incident.
5. **Plan for resources:** the resources (i.e., personnel, equipment, supplies, and facilities) your utility owns or has access to will influence how you develop your ERP procedures. Resource Typing, defined as categorizing by capability the resources requested, deployed, and used in incidents, is a key activity in identifying resource gaps. You will need to partner with your local emergency management agency and regional mutual aid partners to develop strategies to obtain needed equipment and resources that you do not own, or that are not readily available. See the American Water Works Association (AWWA) Water Sector Resource Typing document for more information.

To meet AWIA certification requirements, you must maintain a copy of your ERP for five years after the certification date. Since your ERP may contain sensitive information, it should be stored safely and securely. Consider storing one copy on site and one copy off site in case you are unable to access your offices or facilities during an incident. You may also store an electronic copy on a shared drive or other digital platform (protected by a firewall) easily accessible by your utility personnel. Similarly, up-to-date plans and schematics of your treatment and distribution systems, as well as current operations manuals, could be maintained and kept in at least two secure locations.

Your ERP should be viewed as a living and evolving document with established maintenance guidelines for routine and non-routine updates, the circumstances under which the updates will occur, and the personnel or departments responsible for the updates. ***AWIA requires that utilities serving a population of 3,300 persons or more review and, if necessary, update their ERP at least once every five years, within six months of the utility reviewing and, if necessary, updating its RA.*** Utilities must submit new certification statements to EPA after each required ERP update.

Lastly, once your ERP is complete, consider training your utility personnel and response partners on its contents and their individual roles and responsibilities. Conducting periodic trainings for both senior and new personnel helps ensure that your ERP procedures will be effectively implemented during actual response. Tabletop exercises are an effective means to practice and test your response procedures – access EPA's [Tabletop Exercise Tool](#) website to learn how.

How to Certify your AWIA-Compliant ERP

Community water systems serving populations greater than 3,300 must certify to U.S. EPA that they have completed an ERP that incorporates findings of the RA conducted under AWIA Section 2013(a) and meets the criteria outlined under AWIA Section 2013(b). U.S. EPA strongly recommends you electronically submit your community water system's ERP certification statement by clicking [here](#). Alternate certification statement submittal options are accessible by clicking [here](#).

AWIA requires you to submit only a certification of completion of an RA and an ERP; therefore, do not submit the RA and ERP documents to U.S. EPA.

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