

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Mobile Business Stormwater Source Control and Coordination

Send progress report to: Brandi Lubliner
Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

1. General Information

Contract Agreement Number:	C2100090
Project Title:	Mobile Business Stormwater Source Control and Coordination
Organization:	King County and Aspect Consulting
Project Manager:	Alison Schweitzer and Todd Hunsdorfer (King County)
Reporting Period:	Quarter 2, 2023: April 1 to June 30, 2023
Date this Form was Completed:	7/10/2023

2. Description of Achievements for Quarter 2, 2023: April 1 to June 30, 2023

Task 1: Technical Advisory Committee and Project Management

Percent of Task Completed:	64%
Deliverable(s)	1A: Prepared for and convened 4th TAC meeting on May 30 (completed) 1B: Q1 2023 Progress Report (completed)
Description of your Achievements:	<ul style="list-style-type: none">• Convened and led 4th TAC meeting and prepared minutes.• Progress report and invoice for Q1 2023.• Project management, budget tracking, and team coordination.

Task 2: Survey of Municipal Mobile Business Source Control

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete.

Task 3: Business Listing Generation

Percent of Task Completed:	100%
Deliverable(s)	3C Contingency for Business Listing Generation (completed)
Description of your Achievements:	<ul style="list-style-type: none">• Reviewed mobile business lists for cities and identified errors in keyword search.• Revised code to correct errors.• Reviewed updated lists for QC and transmitted to Pilot participants.

Task 4: Analysis of Permittee IDDE Data on Mobile Businesses

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete.

Task 5: Best Practices Guidance Document for Multi-Jurisdiction Coordination

Percent of Task Completed:	75%
Deliverable(s)	5B Final Best Practices Guidance document (in progress)
Description of your Achievements:	Made minor edits to draft Best Practices Guidance document based on initial comments and feedback.

Task 6: Mobile Business Source Control Pilot Program in King County

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Percent of Task Completed: 69%

Deliverable(s)
6A Pilot Program Plan (completed)
6B Mobile Business Outreach Materials (in progress)
6C Draft Pilot Program Report (in progress)

Description of your Achievements:

- Prepared for and convened two program meetings for Pilot Program participants on May 8 and June 27.
- Prepared mobile business lists for the 3 additional jurisdictions (Auburn, Bellevue, and Renton) who joined the Pilot Program.
- Communicated directly with Pilot participants to provide guidance and answer questions about mobile business lists, coordinating with peer jurisdictions, and access to Sharepoint.
- Prepared survey for Pilot participants and TAC to decide two remaining outreach brochure topics (landscaping and pressure washing).
- Gathered survey results and summarized them for sharing with TAC and Pilot participants.
- Worked on outreach brochure design and content.
- Began coding and preparation to create a Business Listing Spreadsheet Tool.

Task 7: Communication Plan

Percent of Task Completed: 18%

Deliverable(s) None this period

Description of your Achievements: Work on this task will recommence later in 2023 after the Pilot Program has finished.

4. Potential Future Challenges to Performance (time delays, staff changes, etc.):

- The start of the Pilot Program resulted in a recommendation for a significant expansion of the scope of work for Task 6. This came about due to input from the TAC and Pilot participants and about Program resources needed, and includes the addition of a survey and decision process to decide outreach topics and the associated effort for developing the outreach brochures. A request for the PROC to consider additional funds is forthcoming.
- Additionally, the implementation of the Pilot study has identified a need for a Business Listing Tool to support regional coordination and effective inclusion of mobile businesses in source control efforts. Such a tool would need to be added as a deliverable under the Task 3, the budget for which is expended now including the contingency. This was used for code updates and bug fixing. A request to PROC for additional funding to complete this Tool is being developed.
- A couple of tasks have experienced short delays, but the Study is overall on schedule for completion by February 2024 as planned.

5. General Comments:

6. List the cumulative totals for all "outputs" (numerically measurable accomplishments) under this contract to date:

1A: TAC agendas and minutes: TAC meeting 1, TAC meeting 2, TAC meeting 3
1B: Quarterly progress reports: Q1 2022, Q2 2022, Q3 2022
2A: Draft survey
2B: Final survey
2C: Survey technical memorandum
3A: Draft Business Listing Memorandum
3B: Final Business Listing Memorandum
3C: Contingency for Business Listing Generation
4A: Draft IDDE report
4B: Final IDDE report
5A Draft Best Practices Guidance document
6A Pilot Program Plan