

## 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)
<b>Reporting Period:</b>	<b>Quarter 3, 2023: July 1 to September 30, 2023</b>
Date this Form was Completed:	10/6/2023

#### 2. Description of Achievements for **Quarter 3, 2023: July 1 to September 30, 2023**

##### Task 1: Technical Advisory Committee and Project Management

Percent of Task Completed:	80%
Deliverable(s)	1A TAC Meeting #5 (in progress) 1B Q2 2023 Progress Report
Description of your Achievements:	Progress report and invoice for Q2 2023. Scoped and sent amendment request to PRO-C for additional funding. Amendment approved and contracted during September and incorporated into budget. Planned for and scheduled TAC meeting #5 for December 15. 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:	87%
Deliverable(s)	3C Keyword Spreadsheet Tool for Mobile Business Listing (in progress, new deliverable)
Description of your Achievements:	Continued work on spreadsheet tool after approval of amendment by PRO-C. Work included revising draft tool after testing during the Pilot Program.

##### 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:	82%
Deliverable(s)	5B Final Best Practices Guidance document (in progress)
Description of your Achievements:	Began revising Best Practices Guidance document based on TAC and Pilot participants' comments.

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

Percent of Task Completed: 62%

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

Description of your Achievements: Prepared for and convened the final program meeting for Pilot Program participants on August 31. Provided support to Pilot participants during Program, including with business lists, facilitating communications among jurisdictions, and Sharepoint access. Prepared survey for Pilot participants about their experience in the program. Continued work on outreach brochures. Prepared for writing draft Pilot Program Report with reviewing survey results and case studies submitted.

#### Task 7: Communication Plan

Percent of Task Completed: 20%

Deliverable(s) None this period

Description of your Achievements: Work on this task will recommence later in 2023 after the Pilot Program report is completed.

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

No issues at this time.

#### 5. General Comments:

Thank you PRO-C for approving our amendment request!

#### 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, Q1 2023, Q2 2023, Q3 2023  
2A: Draft survey  
2B: Final survey  
2C: Survey technical memorandum  
3A: Draft Business Listing Memorandum  
3B: Final Business Listing Memorandum  
4A: Draft IDDE report  
4B: Final IDDE report  
5A Draft Best Practices Guidance document  
6A Pilot Program Plan  
7A: Updated schedule  
7D: Presentation to local group