

## 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 4, 2023: October 1 to December 31, 2023**  
Date this Form was Completed: 1/4/2024

#### 2. Description of Achievements for Quarter 4, 2023: October 1 to December 31, 2023

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

Percent of Task Completed: 91%  
Deliverable(s) 1A TAC Meeting #5  
1B Q3 2023 Progress Report  
Description of your Achievements: Prepared progress report and invoice for Q3 2023.  
Convened TAC meeting #5 on December 15.  
Managed project, tracked budget, and coordinated with project team.

##### 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: 88%  
Deliverable(s) 3C Spreadsheet Tool for Mobile Business Listing (completed)  
Description of your Achievements: Completed revisions to spreadsheet tool.

##### 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: 86%  
Deliverable(s) 5B Final Best Practices Guidance document (in progress)

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Description of your Achievements: Revised the draft Best Practices Guidance document based on TAC and Pilot participants' comments.

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

Percent of Task Completed: 89%

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

Description of your Achievements: Reviewed and summarized survey results from Pilot Program participants.  
Finished and transmitted draft outreach brochures for review by the TAC, Pilot participants, King County, and Ecology.  
Wrote draft Pilot Program report and transmitted for review by the TAC and Pilot participants.

#### 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 early 2024.

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

Change in subcontractor staff.

#### 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, TAC meeting 4, TAC meeting 5  
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  
6B Draft outreach brochures  
6C Draft Pilot Program Report  
7A: Updated schedule  
7D: Presentation to local group