

## Progress Report Form

### Stormwater Action Monitoring Source ID Study

Send progress report to: Brandi Lubliner  
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#### General Information

Contract / Grant Agreement Number:	C1800172
Project Title:	Regional Spill Reporting Hotline - Feasibility Study
Your Organization:	King County
Your Project Manager:	Todd Hunsdorfer
Reporting Period:	January - June 2020
Date this Form was Completed:	6/19/2020

#### Brief description of Tasks and Deliverable Achievements for current report period.

##### Task 1: Project Management

Percent of Task Completed:	54%
Deliverable:	Biannual Progress Report, meeting notes from 1/14/20 TAC meeting
Description of Achievements:	Provided project management and contract administration support, including project progress monitoring, reporting, and communication. Held a Technical Advisory Committee (TAC) meeting on 1/14/20.

##### Task 2: Municipal and State Research

Percent of Task Completed:	100%
Deliverable:	Draft Interview Summary Report to TAC, Final Interview Summary Report
Description of Achievements:	Prepared a draft and final Interview Summary Report compiling the findings to date from the SurveyMonkey (initial) survey, municipal interviews, state agency interviews, and technical interviews.

##### Task 3: System Research

Percent of Task Completed:	25%
Deliverable:	Draft features matrix template to TAC, meeting notes from 5/14/20 TAC review meeting
Description of Achievements:	Prepared a draft features matrix template for TAC review. Held a TAC review meeting on 5/14/20. Started vendor interviews to fill in content for the draft features matrix.

##### Task 4: Data Analysis, Report, Review Process, and Recommendations

Percent of Task Completed:	17%
Deliverable:	Final Interview Summary Report
Description of Achievements:	Prepared final Interview Summary Report compiling the findings to date from the SurveyMonkey (initial) survey, municipal interviews, state agency interviews, and technical interviews. This content will be integrated into the draft and final report for the project.

#### Tasks/Milestones not achieved and why:

None to report

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

#### General Comments: