

# TECHNICAL MEMORANDUM

**Date:** December 16, 2024  
**To:** Brandi Lubliner, City of Tacoma  
**Copy to:** Chelsea Morris, Washington State Department of Ecology  
**From:** Dylan Ahearn, Herrera Environmental Consultants, Inc.  
**Subject:** Communication Plan for Characterization of Stormwater Transport of Contaminants of Emerging Concern in Western Washington

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## Introduction

The *Characterization of Stormwater Transport of Contaminants of Emerging Concern in Western Washington project* (Project) began in October 2024. The primary goal of the Project is to build a dataset of Contaminants of Emerging Concern (CEC) concentrations associated with the following land uses: Industrial, Commercial, High Density Residential, Highway, and Low Density Residential. A secondary goal is to make this information widely available for Washington State Permittees to use in their modeling and pollutant management efforts. Finally, through the collection of flow-weighted composite samples and sediment samples, the Project team will compare contaminant changes over a period of time at the locations that were also monitored during the 2007–2012 NPDES Permit cycle.

This communication plan (plan) was designed to identify how project communications will occur by creating a project schedule, sharing updates as the project progresses, advertising key project deliverables, and making data widely available.

## Project Team Members

The project team consists of City of Tacoma staff, a Technical Advisory Committee (TAC), and a consultant team led by Herrera Environmental Consultants (Herrera). Table 1 summarizes the roles and responsibilities of the project team members in relation to project deliverables.

**Table 1. Key Personnel and Roles.**

Organization	Personnel	Role	Responsibilities-Deliverables
City of Tacoma	Brandi Lubliner	Project Lead	Coordinates grant with Ecology. Directs the consultant team
	Monica Herbert	Laboratory Coordinator	Coordinates lab analyses and sub labs. Creates lab report deliverables
	Steve Shortencarrier	City of Tacoma Field Lead	Leads collection of samples in Tacoma and records field data deliverables for Tacoma
Herrera Environmental Consultants	Dylan Ahearn	Project Manager and Principal-In-Charge	Reviews deliverables before dissemination
	James Packman	Assistant Project Manager	Coordinates with Project Lead and manages the consultant team and deliverables
	Stacy Luell	Assistant Project Manager	Supports Project Manager and reviews deliverables
	Nicholas Harris	King County Field Lead, Technical Lead	<ul style="list-style-type: none"> <li>Leads collection of samples in King County and records field data deliverables for King County</li> <li>Leads development of data dashboards</li> </ul>
	Sam Nilsson	Clark County Field Lead Technical Support	<ul style="list-style-type: none"> <li>Leads collection of samples in Clark County and records field data deliverables for Clark County</li> <li>Compiles CEC database deliverable</li> </ul>
	Nikki VandePutte	Technical Support	<ul style="list-style-type: none"> <li>Leads development of QAPP deliverable</li> <li>Reviews and manages chemistry data</li> </ul>
	Rebecca Stebbing	GIS Analyst	Compiles and analyzes GIS data
University of Washington Tacoma	Ed Kolodziej	CEC Expert	Directs CEC lab analyses
	Kaylee Martin	Pierce County Field Lead	<ul style="list-style-type: none"> <li>Leads collection of samples in Pierce County and records field data deliverables for Pierce County</li> <li>Performs review of CEC literature</li> </ul>
Aspect Consulting	Bryan Berkompas	Snohomish County and City of Seattle Field Lead	Leads collection of samples in Snohomish County and Seattle and records field data deliverables for Snohomish County
Department of Ecology	Chelsea Morris	Project Manager	<ul style="list-style-type: none"> <li>Manages the grant</li> <li>Verifies deliverable requirements are being met</li> </ul>

Table 2 lists the members of the TAC.

<b>Table 2. Technical Advisory Committee (TAC).</b>		
<b>Member</b>	<b>Affiliation</b>	<b>Email</b>
Ani Jayakaran	Washington State University – Puyallup	<a href="mailto:anand.jayakaran@wsu.edu">anand.jayakaran@wsu.edu</a>
Bob Hutton	Clark County	<a href="mailto:Bob.Hutton@clark.wa.gov">Bob.Hutton@clark.wa.gov</a>
Brad Archbold	Washington State Department of Transportation	<a href="mailto:ArchboB@wsdot.wa.gov">ArchboB@wsdot.wa.gov</a>
Brandi Lubliner	City of Tacoma	<a href="mailto:BLubliner@cityoftacoma.org">BLubliner@cityoftacoma.org</a>
Carla Milesi	Center for Urban Waters	<a href="mailto:milesi@uw.edu">milesi@uw.edu</a>
Carol Falkenhayn Maloy	Pierce County	<a href="mailto:carol.falkenhaynmaloy@piercecountywa.gov">carol.falkenhaynmaloy@piercecountywa.gov</a>
Curtis Nickerson	City of Redmond	<a href="mailto:cnickerson@redmond.gov">cnickerson@redmond.gov</a>
Dana DeLeon	City of Tacoma	<a href="mailto:ddeleon@cityoftacoma.org">ddeleon@cityoftacoma.org</a>
David Batts	King County	<a href="mailto:David.Batts@kingcounty.gov">David.Batts@kingcounty.gov</a>
Dylan Ahearn	Herrera	<a href="mailto:dahearn@herrerainc.com">dahearn@herrerainc.com</a>
Ed Kolodziej	University of Washington – Tacoma	<a href="mailto:koloj@uw.edu">koloj@uw.edu</a>
James Packman	Herrera	<a href="mailto:jpackman@herrerainc.com">jpackman@herrerainc.com</a>
Jennifer Arthur	City of Seattle	<a href="mailto:Jennifer.Arthur@seattle.gov">Jennifer.Arthur@seattle.gov</a>
Jim Crawford	King County	<a href="mailto:Jim.Crawford@kingcounty.gov">Jim.Crawford@kingcounty.gov</a>
John Herrmann	Snohomish County	<a href="mailto:John.Herrmann@co.snohomish.wa.us">John.Herrmann@co.snohomish.wa.us</a>
Meredith Evans Seeley	Virginia Institute of Marine Sciences	<a href="mailto:Meredith.Seeley@vims.edu">Meredith.Seeley@vims.edu</a>
Win Cowger	Moore Institute of Plastic Pollution Research	<a href="mailto:wincowger@gmail.com">wincowger@gmail.com</a>

## Target Audience and Distribution List

The primary target audience for this project is Phase I and II municipal stormwater permittees in western Washington. Table 3 includes an initial summary of groups that are anticipated to be interested in the deliverables prepared for this project.

Table 3. Distribution List.		
Group/Listserv Name	Contact(s)	Email
Stormwater Work Group	Madison Rose Bristol, Department of Ecology	<a href="mailto:madison.bristol@ecy.wa.gov">madison.bristol@ecy.wa.gov</a>
Stormwater Action Monitoring Group	Chelsea Morris, Department of Ecology	<a href="mailto:morr461@ecy.wa.gov">morr461@ecy.wa.gov</a>
Central NPDES Permit Coordinators Forum	Laurie Larson-Pugh, Washington Stormwater Center	<a href="mailto:laurie.larson-pugh@wsu.edu">laurie.larson-pugh@wsu.edu</a>
West Sound Stormwater Managers Coordination Group	To be determined	To be determined
South Sound Phase II Coordinators Group	Kevin Brennan, City of Tacoma Paul Marrinan, City of Puyallup	<a href="mailto:KBrennan@cityoftacoma.org">KBrennan@cityoftacoma.org</a> <a href="mailto:PMarrinan@ci.puyallup.wa.us">PMarrinan@ci.puyallup.wa.us</a>
North Sound Coordinators Forum	Brooke Ensor, City of Marysville	<a href="mailto:BEnsor@marysvillewa.gov">BEnsor@marysvillewa.gov</a>
Eastern Region Stormwater Coordinators Group	Brian Morgenroth, City of Walla Walla	<a href="mailto:bmorgenroth@wallawallawa.gov">bmorgenroth@wallawallawa.gov</a>
Ecology regional permit coordinators	Leah Shamlean, Ecology Colleen Griffith, Ecology Roger Chang, Ecology Angela Vincent, Ecology Graham Simon, Ecology Jefferson Davis, Ecology	<a href="mailto:leah.shamlean@ecy.wa.gov">leah.shamlean@ecy.wa.gov</a> <a href="mailto:colleen.griffith@ecy.wa.gov">colleen.griffith@ecy.wa.gov</a> <a href="mailto:roger.chang@ecy.wa.gov">roger.chang@ecy.wa.gov</a> <a href="mailto:angela.vincent@ecy.wa.gov">angela.vincent@ecy.wa.gov</a> <a href="mailto:graham.simon@ecy.wa.gov">graham.simon@ecy.wa.gov</a> <a href="mailto:jefferson.davis@ecy.wa.gov">jefferson.davis@ecy.wa.gov</a>

## Communication Activities and Timeline

Communication with permittees and other interested parties will primarily occur through email. Major deliverables, such as the QAPP, Fact Sheets, Scope of Work, Presentations, and Final Report, will be posted to the Washington State Department of Ecology Stormwater Action Monitoring [SAM website](#). In addition, both an internal data dashboard and a public-facing data dashboard will be generated. During the project, the internal data dashboard will be used for communication of data with Ecology, the City of Tacoma, and the consultant team. In order to create a portal for data viewing and download for the public, the external data dashboard will be deployed at the end of the project. This dashboard will be linked on the SAM webpage.

Dissemination of project deliverables and proposed timelines are listed in Table 4.

**Table 4. Project Deliverables.**

<b>Task</b>	<b>Schedule</b>
<b>Task 1: Project Management and Technical Advisory Committee</b>	<b>October 2024 – December 2027</b>
Deliverables D1.1-D1.4 & D1.9-D1.12: Invoice and progress reports	Semi-annually
Deliverables D1.5-D1.8 & D1.13-D1.16: TAC meeting minutes	After each of the eight TAC meetings
<b>Task 2: Planning for Monitoring</b>	<b>December 2024 – March 2025</b>
Deliverable D2.1: GIS Analysis	December 2024
Deliverable D2.2: Equipment Inventory	January 2025
Deliverables D2.3 & D2.4: Draft and Final QAPP	March 2025
<b>Task 3: Review of CEC Literature and Available Data</b>	<b>March 2025 – June 2025</b>
Deliverable D3.1: CEC Database	March 2025
Deliverables D3.2 & D3.3: Draft and Final Literature Review	June 2025
<b>Task 4: Sample Collection and Monitoring</b>	<b>March 2025 – March 2027</b>
Deliverable D4.1: Site Installation Documentation	March 2025
Deliverables D4.2 & D4.5: Sampling event summaries (water quality)	December 2025 & March 2027
Deliverables D4.3 & D4.6: Sampling event summaries (sediment)	December 2025 & March 2027
Deliverables D4.4 & D4.7: Lab Reports	December 2025 & March 2027
<b>Task 5: Data Management and Analysis</b>	<b>October 2024 – November 2027</b>
Deliverables D5.1 & 5.6: QA Worksheets for Sampling Events	December 2025 & March 2027
Deliverable D5.2: Data dashboard (internal)	October 2024 – March 2025
Deliverables D5.3, D5.4, & D5.5: Data dashboard (public)	November 2027
<b>Task 6: Communication Plan and Reporting</b>	<b>November 2024 – December 2027</b>
Deliverable D6.1: Schedule and Communication Plan	November 2024
Deliverable D6.2: Draft Report	October 2027
Deliverable D6.3: Final Report	December 2027
Deliverable D6.4: EIM Data Submittal	December 2027
Deliverable D6.5: Three Presentations to SWG, permittees, and TBD	October 2027 – December 2027
Deliverable D6.6: SAM fact sheet content	November 2027