

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 2019
Date this Form was Completed:	6/26/2019

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

Task 1: Project Management

Percent of Task Completed:	22%
Deliverable:	Biannual Progress Report, slides and meeting notes from 6/14/19 TAC meeting
Description of Achievements:	Provided project management and contract administration support, including project progress monitoring, reporting, and communication. Prepared project schedule. Held a kickoff meeting with County and Herrera staff (2/15/19). The project team also formed a Technical Advisory Committee (notes from the first meeting are attached), and held a kickoff meeting (6/14/19) to discuss roles, responsibilities, and deliverables.

Task 2: Municipal and State Research

Percent of Task Completed:	40%
Deliverable:	Final SurveyMonkey questions, final FAQ handout, final contact list for municipal interviews, final interview discussion guide (municipal interviews), slides from Source ID subgroup meeting
Description of Achievements:	Started conducting outreach among spill response practitioners. Prepared a Frequently Asked Questions (FAQ) handout for the project. Drafted and finalized an initial SurveyMonkey survey to identify interview participants and gather an understanding of the issues surrounding the idea of a regional spill hotline. Presented the survey results to the Stormwater Action Monitoring Source ID subgroup (5/7/19) and used the feedback to draft guidance for the interview phase of the project. Prepared a draft and final interview guide for the follow-up municipal interviews. Conducted 10 phone interviews with municipal staff to expand on the information gathered/concerns raised through the initial SurveyMonkey survey.

Task 3: System Research

Percent of Task Completed:	0%
Deliverable:	
Description of Achievements:	

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

Percent of Task Completed:	0%
Deliverable:	
Description of Achievements:	

Tasks/Milestones not achieved and why:

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

General Comments:

The project team decided to delay sending out the initial SurveyMonkey survey until April 1, 2019 to avoid conflict with annual reporting deadlines to the Department of Ecology and hopefully to increase the survey response rate. This delay impacted the Task 2 schedule, but should not impact the overall project schedule.

Limited time was available on the agenda to discuss the Regional Spill Hotline Feasibility Study at the 5/7/19 Source ID subgroup meeting and invite feedback from the Source ID subgroup, so the County decided to move forward with establishing a separate Technical Advisory Committee from the Source ID subgroup. The kickoff meeting with the Technical Advisory Committee was held on 6/14/19.