

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Stormwater BMPs Maintenance Conditions Evaluation

Send progress report to: Brandi Lubliner
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1. General Information

Contract Agreement Number: C2200131
Project Title: BMPs Maintenance Conditions Evaluation
Organization: City of Bellevue and Aspect Consulting
Project Manager: Don McQuilliams (Bellevue)
Reporting Period: Quarter 4, 2023: October 1 to December 31, 2023
Date this Form was Completed: 1/4/2024

2. Brief Description of Achievements **Quarter 4, 2023: October 1 to December 31, 2023**

Task 1: Technical Advisory Committee and Project Administration

Percent of Task Completed: 69%
Deliverable(s) 1B: Q3 2023 Progress Report (completed).
Description of your Achievements: Prepared progress report and invoice for Q3 2023.
Managed project, tracked budget, and coordinated team.

Task 2: Survey of Permittees on BMP Maintenance

Percent of Task Completed: 98%
Deliverable(s) None this period
Description of your Achievements: Task complete.

Task 3: Research of Published BMP Maintenance Data

Percent of Task Completed: 100%
Deliverable(s) 3B: Final Technical Memo of Published O&M Literature Review.
Description of your Achievements: Revised final literature review memorandum per Ecology comments, and transmitted updated final deliverable.

Task 4: Interviews of Ecology Staff

Percent of Task Completed: 33%
Deliverable(s) None this period
Description of your Achievements: Task complete.

Task 5: Pilot Data Analysis of Permittee O&M Data

Percent of Task Completed: 21%

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Deliverable(s) 5A: Data Request of Three TAC Permittees (in progress)
5B: Draft Technical Memorandum of Pilot Data Analysis (in progress)

Description of your Achievements: Identified candidate TAC Permittees for data request for Pilot.
Met with Pilot participants (Bellevue, Redmond, Tacoma) and discussed Pilot Data Analysis needs and available BMP maintenance data.
Developed draft memorandum and spreadsheet template for data request.

Task 6: White Paper

Percent of Task Completed: 0%

Deliverable(s) None this period

Description of your Achievements: Task due to begin in January 2024.

Task 7: Communication Plan

Percent of Task Completed: 20%

Deliverable(s) None this period

Description of your Achievements: Next task activity expected in early 2024

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

Change in subcontract 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.
- 1B: Quarterly progress reports: Q1 2022, Q2 2022, Q3 2022, Q4 2022, Q1 2023, Q2 2023, Q3 2023.
- 2A: Final Survey
- 2B: Survey Memo
- 3A: Draft Memo on O&M Literature Review of Maintenance Standards
- 3B: Final Memo on O&M Literature Review of Maintenance Standards
- 4A: Ecology Interview Questions
- 4B: Ecology interviews draft memo - combined with deliverable 3A
- 4C: Ecology interviews final memo - combined with deliverable 3B
- 7A: Initial Study Schedule; Updated Study Schedule