

Progress Report

Invoice Period: April 1 through June 30, 2024
Progress Report No.: 02
Herrera Invoice No.: 56742

Project Name:	Stormwater Action Monitoring BMP Study
Start Date:	February 22 nd 2024
End Date:	February 28 th , 2025
Total Budget:	\$77,000
Client Contract No.:	2050031 / HER.008
Herrera Project No.:	19-07202-013
Client Project Manager:	Don McQuilliams
Herrera Project Manager:	James Packman
Herrera Project Accountant:	Charlie Maloof

Summary of Activities Performed this Period

TASK 001 – TAC AND PROJECT MANAGEMENT

- Project management and billing review for Quarter 2.
- Invoice and progress report for Quarter 1.

TASK 005 – PILOT DATA ANALYSIS

- Completed assembly of database of BMP O&M pilot data.
- Began data QC checking and data analysis.

TASK 006 – WHITE PAPER

- No activity this period.

TASK 007 – COMMUNICATION PLAN

- No activity this period.

Issues of Note

- None this period.

Out of Scope Activities

- None this period.

Description of Overall Progress

As of June 30, 2024 (the close of this billing cycle), Herrera has billed 21 percent of the contract project budget (\$77,000). Expenditures are commensurate with progress on deliverables.

Summary of Activities to be Performed

In Quarter 3 of 2024, the following activities are anticipated:

- Prepare the draft pilot data analysis report.
- Send draft pilot data analysis report to the TAC for review.
- Schedule fourth TAC meeting.

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Stormwater BMPs Maintenance Conditions Evaluation

Send progress report to: Chelsea Morris
Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

1. General Information

Contract Agreement Number: C2200131
Project Title: BMPs Maintenance Conditions Evaluation
Organization: City of Bellevue and Herrera Environmental Consultants
Project Manager: Don McQuilliams (Bellevue)
Reporting Period: Quarter 2, 2024: April 1 to June 30, 2024
Date this Form was Completed: 6/30/2024

2. Brief Description of Achievements Quarter 2, 2024: April 1 to June 30, 2024

Task 1: Technical Advisory Committee and Project Administration

Percent of Task Completed: 83%
Deliverable(s) 1B: Q1 2024 Progress Report (completed).

Description of your Achievements: Prepared progress report and invoice for Q1 2024.
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: 101%
Deliverable(s) None this period

Description of your Achievements: Task complete.

Task 4: Interviews of Ecology Staff

Percent of Task Completed: 33%
Deliverable(s) None this period

Description of your Achievements: Task complete.

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies
Stormwater BMPs Maintenance Conditions Evaluation

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

Percent of Task Completed: 56%

Deliverable(s) 5B: Draft Technical Memorandum of Pilot Data Analysis (in progress)

Description of your Achievements: Standardized BMP maintenance data and compiled it into a database.
Began data QC and analysis.

Task 6: White Paper

Percent of Task Completed: 0%

Deliverable(s) None this period

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

Task 7: Communication Plan

Percent of Task Completed: 20%

Deliverable(s) None this period

Description of your Achievements: Next task activity expected in September 2024.

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

None this period.

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, Q4 2023, Q1 2024.
- 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
- 5A: Data request memorandum and spreadsheet template
- 7A: Initial Study Schedule; Updated Study Schedule