



DEPARTMENT OF
ECOLOGY
State of Washington

IAA No. C2100090

INTERAGENCY AGREEMENT (IAA)

BETWEEN

THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

KING COUNTY

THIS INTERAGENCY AGREEMENT (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and King County hereinafter referred to as the "COUNTY" and “CONTRACTOR,” pursuant to the authority granted by state law and King County Charter Section 120.

THE PURPOSE OF THIS AGREEMENT is to implement a source identification and effectiveness study through the regional stormwater monitoring program that provides National Pollutant Discharge Elimination System (NPDES) Municipal permittees with regional information to help improve their understanding of and coordination of mobile business source control programs.

WHEREAS, ECOLOGY has legal authority (RCW 90.48 and WAC 173-220) and KING COUNTY has legal authority (King County Code Title 9) that allows each party to undertake the actions in this agreement.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1) SCOPE OF WORK

The COUNTY shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, *Statement of Work and Budget*, attached hereto and incorporated herein.

2) PERIOD OF PERFORMANCE

The period of performance of this IAA shall commence on **July 1, 2021**, or date of final signature, whichever comes later, and be completed by **December 30, 2023**, unless terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3) COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based agreement, under which payment is based on the successful completion of expected deliverables.

The source of funds for this IAA is **General Fund/ Private-Local account for Stormwater Action Monitoring**. Both parties agree to comply with all applicable rules and regulations associated with these funds.

The parties have determined that the cost of accomplishing the work identified herein will not exceed dollars **\$244,734**, including any indirect charges. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, *Statement of Work and Budget*. ECOLOGY will not make payment until it has reviewed and accepted the work.

ECOLOGY may, at its sole discretion, terminate or suspend this Contract, or withhold payments claimed by the CONTRACTOR for services rendered, if the CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

4) BILLING AND PAYMENT PROCEDURE

Payment requests shall be submitted on state form, Invoice Voucher A19-1A. Invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related costs (see Appendix A *Statement of Work and Budget* - Task 1, and Budget Detail by Task sections). Attach supporting documentation to the invoice.

Send invoices to:

<p>State of Washington Department of Ecology Attn: Brandi Lubliner P.O. Box 47600 Olympia, WA 98504-7600</p>

Payment requests shall be submitted semi-annually. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment, CONTRACTOR must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. For questions about the vendor registration process, contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

5) ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6) ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

7) ASSURANCES

Parties to this Agreement agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

8) CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9) DISPUTES

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

10) FUNDING AVAILABILITY

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the CONTRACTOR through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the CONTRACTOR. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

11) GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be the Superior Court for Thurston County.

12) INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

13) ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement, number C2100090.
- d. Appendix A, *Statement of Work and Budget*.
- e. Any other provisions or term of this Agreement, including materials incorporated by reference or otherwise incorporated.

14) RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These materials shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other materials relevant to this Agreement must be retained for six years after expiration of this Agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Each party will utilize reasonable security procedures and protections for all materials related to this Agreement. All materials are subject to state public disclosure laws.

15) RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

16) RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "work made for hire" as defined by the United States Copyright Act, Title 17 U.S.C. section 101 and shall be owned by state of Washington. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, and register these items, and the ability to transfer these rights.

17) SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

18) SUBCONTRACTORS

CONTRACTOR agrees to take complete responsibility for all actions of Aspect Consulting, hereinafter referred to as the "Subcontractor", used under this Agreement for the performance. When federal funding is involved there will be additional contractor and subcontractor requirements and reporting.

Prior to performance, all subcontractors who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Provide such information to ECOLOGY's Agreement manager.

19) SUSPENSION FOR CONVENIENCE

ECOLOGY may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the CONTRACTOR a minimum of seven (7) calendar days before the suspension date. CONTRACTOR shall resume performance on the first business day following the suspension period unless another day is specified in writing by ECOLOGY prior to the expiration of the suspension period.

20) TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

21) TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement without cause upon thirty (30) calendar day prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

22) WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a written amendment to this Agreement signed by an authorized representative of the parties.

23) AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications, notifications, and billings questions regarding the performance of this Agreement. The parties agree that if there is a change in representatives, they will promptly notify the other party in writing of such change, such changes do not need an amendment.

The ECOLOGY Representative is:	The KING COUNTY Representative is:
Name: Brandi Lubliner, P.E. Address: P.O. Box 47600 (standard mail) 300 Desmond Dr. SE (UPS or FedEx) Olympia, WA 98504-7600 Phone: 360-407-7140 Email: Brandi.Lubliner@ecy.wa.gov	Name: Alison Schweitzer Address: 201 S. Jackson, Suite 5600 Seattle, WA, 98104 Phone: 206-263-6917 Email: Alison.schweitzer@kingcounty.gov

24) ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties below, having read this Agreement in its entirety, including all attachments, do agree in each and every particular as indicated by their signatures below.

State of Washington
Department of Ecology

King County

By:

By:

Signature Date

Signature Date

Heather R. Bartlett

Print Name:

Deputy Director

Title:

APPENDIX A STATEMENT OF WORK AND BUDGET

Mobile Businesses, Stormwater Source Control, and Multi-Jurisdiction Coordination

Project Purpose

The purpose of this project is to create and advance resources available to municipal stormwater source control programs to address several issues related to mobile businesses. As a subset of commercial enterprises, mobile businesses have unique challenges related to stormwater and pollution prevention due to their mobile nature and working at dispersed sites in multiple jurisdictions. This project will develop and test new tools and guidance to support municipal stormwater permittees in identifying, inspecting, and coordinating on source control and mobile businesses. The outcomes of the project will support Washington State municipal stormwater permittees (Permittees) of the National Pollutant Discharge Elimination System (NPDES) Phase I and Phase II Municipal Stormwater Permits, specifically compliance with Section S5.C.8 Source Control for Existing Development.

Background

This scope of work was developed from a proposal that addressed two questions from the Stormwater Action Monitoring (SAM) Priority Topic List in the request for proposals (RFP), specifically Topics 17 and 23¹.

Topic 17 will be addressed by surveying Permittees and identifying potential barriers for proper waste handling by mobile businesses, and also by developing improved tools for inventorying mobile businesses. Topic 23 will be addressed by reviewing Illicit Discharge Detection and Elimination (IDDE) data on mobile businesses, and by using the business inventory tools and a best practices guidance document developed for effective multi-jurisdiction coordination and enforcement of mobile businesses stormwater issues.

Study Design

The design of this project is to develop and test new tools and guidance for municipal stormwater source control programs. With the goal of providing useful information to Permittees to address Priority Topics 17 and 23, the tools, guidance, and data analysis will be developed with the input and guidance from a Technical Advisory Committee (TAC).

¹ 17. What additional regional or statewide regulatory systems or approaches would likely support local government oversight of mobile businesses that discharge waste to the MS4?

17.1. How can the business licensure process and requirements support proper waste handling?

17.2. What are barriers to proper handling of waste?

23. Evaluate the IDDE data reported by permittees and gather additional information needed to identify mobile and other multi-jurisdictional business' violations, to support coordinated and effective multi-jurisdiction enforcement.

A data search and sorting process will be developed to help Permittees identify businesses in their jurisdiction, with an emphasis on mobile business identification. A best practices guidance document will also be developed for multi-jurisdiction coordination on source control of mobile businesses. The business listing process and guidance document will be tested via a pilot project with source control programs at several jurisdictions in south King County, and the results and lessons learned will be applicable to all Permittees to help begin, update, or improve their source control programs.

Target dates for project deliverables are noted in the task descriptions below. The project schedule is based on an assumed start of work in September 2021 and completion by December 30, 2023.

Task 1.0: Technical Advisory Committee and Project Management

As the first task, the TAC will be convened to go over the project scope, schedule, and goals. During the development of the proposal, several TAC members representing Phase I and Phase II jurisdictions were identified and are listed below. Additional TAC members will be identified as part of this task, and we will seek to include representatives from Ecology's [Pollution Prevention Assistance](#) (PPA, formerly called the Local Source Control Partnership) program, the Washington Stormwater Department of Revenue, and the Northwest Marketing Association. Five TAC meetings are planned, as listed below, that will include reviewing project deliverables and discussing technical approaches and information that will inform the project products.

Technical Advisory Committee identified during proposal:

- Todd Hunsdorfer, King County
- Alison Schweitzer, King County
- James Packman, Aspect Consulting
- Laura Haren and Heather Martin, City of Kent
- Ben Parrish, City of Covington
- Lisa Werre, City of Sammamish*
- Ken Waldo, City of Redmond
- Larry Shaffner, Thurston County
- Bob Patterson, Clark County
- Nikki Guillot, City of Vancouver
- Heidi Siegelbaum, Washington Stormwater Center

* tentative commitment

Planned TAC meetings:

1. Kick off; draft survey questions (task 2)
2. Survey findings (task 2); review business list generation draft memo (task 3); review IDDE data analysis draft memo (task 4)
3. Review draft best practices guidance document (task 5)
4. Review pilot program planning document and outreach materials (task 6)

5. Review pilot program draft report (task 6)

Project administration is also part of this task and will include quarterly invoices and progress reports, general communications, and contract administration. Invoicing will follow Ecology’s invoice requirements for SAM project and will indicate project progress and status of deliverables.

Task 1 Deliverable	Cost	Target Date
1A-TAC #1 Meeting Minutes	\$2,674	November 2021
1B-TAC #2 Meeting Minutes	\$2,674	April 2022
1C-TAC #3 Meeting Minutes	\$2,674	August 2022
1D-TAC #4 Meeting Minutes	\$2,674	November 2022
1E-TAC #5 Meeting Minutes	\$2,674	August 2023
1F-Quarterly Progress report	\$2,671	January 14, 2022
1G-Quarterly Progress report	\$2,671	April 14, 2022
1H-Quarterly Progress report	\$2,671	July 14, 2022
1I-Quarterly Progress report	\$2,671	October 14, 2022
1J-Quarterly Progress report	\$2,671	January 14, 2023
1K-Quarterly Progress report	\$2,671	April 14, 2023
1L-Quarterly Progress report	\$2,671	July 14, 2023
1M-Quarterly Progress report	\$2,671	October 14, 2023
1N-Quarterly Progress report	\$2,671	January 14, 2024
Task 1 total	\$37,409	

Note: quarterly progress reports include project administration activities

Task 2.0: Survey of Municipal Mobile Businesses Source Control

This task will survey Western Washington Permittees on their stormwater source control and illicit detection discharge elimination (IDDE) program practices. The survey will focus on how Permittees identify, track, and coordinate on source control efforts at mobile businesses. Survey questions will be developed to:

- a) Build off of the Business Inspection Group (BIG) [program report](#) from January 2020, which includes relevant questions about mobile businesses, and the report’s follow-up survey planned as part of another concurrent SAM study being conducted by the Washington Stormwater Center (WSC).
- b) Understand how jurisdictions create their business lists for their source control programs.
- c) Identify ways that jurisdictions can work together on source control and tracking mobile businesses.
- d) Gather information from jurisdictions about barriers to compliance and proper waste handling for the variety of potential pollution-generating practices done by mobile businesses.

- e) Investigate and understand:
 - a. Additional regional or statewide regulatory systems or approaches that could support local government oversight of mobile businesses that discharge waste to the municipal separate storm sewer system (MS4);
 - b. How the business licensing process and requirements can support proper waste handling; and
 - c. What the barriers are, from the municipal government perspective, to properly handling waste from mobile businesses.

The goal response rate is 70-75% of the 95 Western Washington Permittees for this survey. Ecology may choose to invoke S8.B.3, requiring Permittees to provide information as requested by this SAM project. The survey will be sent to Permittees through a variety of email listservs that may include, but are not limited to the WSC Municipal Permittee Bulletin, the BIG listserv, the SAM listserv, the Stormwater Work Group (SWG) listserv, and through the Phase I and Phase II Permittee coordinator groups. The TAC will also provide further guidance on additional platforms to share this survey.

The draft survey will be reviewed by the TAC during its first meeting and then finalized to send out to Western Washington Permittees. After survey results have been received and compiled, a technical memorandum will be prepared, summarizing the findings from the survey. The findings will be discussed at the second TAC meeting.

Task 2 Deliverable	Cost	Target Date
2A-Draft survey	\$5,533	November 30, 2021
2B-Final survey	\$1,490	December 31, 2021
2C-Technical memorandum of survey results	\$9,131	February 28, 2022
Task 2 total	\$16,154	

Task 3.0: Business Listing Generation

The business listing and data organizing process will capture listings from state and local business licensing records, from proprietary geographical databases, such as ESRI business data or Google Places, and from online business review websites, such as Yelp. A process and workflow will be developed to multi-reference the data sources and create a list of likely mobile businesses by geographic area. The draft memorandum for the business listing generation will be discussed at the second TAC meeting.

Based on preliminary investigation during the proposal into the data available, the business lists are expected to include legal business name, doing business as (DBA) name, contact information, and North American Industry Classification System (NAICS) and Standard Industrial Classification (SIC) industry classification codes. A data match score will be created to indicate likelihood of the business or property having pollutant generating activities. The geographical scope of the data gathering will be determined as part of the task based on data available, and

it will include at least part of south King County to help with the pilot program planned in task 6.

A procedure for sorting and parsing of data will also be developed based on a crosswalk prepared to match common mobile business types, such as carpet cleaners, with the logical NAICS codes, such as 561740 for “Carpet and Upholstery Cleaning Services” or keyword mentions of the service provided in business review data. In this example, a list of carpet cleaners can be generated that may include mobile carpet cleaners who aren’t included in state or local business licensing lists.

The deliverable from this task is a technical memorandum describing the development, testing, and sorting procedures for developing a list of mobile businesses with likely pollutant-generating activities. The procedure will be used to support the pilot program planned in task 6 and can also be used by Permittees to create, add, or update to their own inventory lists to meet permit requirements.

*This task includes a 10 percent contingency that may be used to support the development of the business listing, sorting, and ranking process. The contingency would be used if an effort, in addition to what’s planned, is needed due to the uncertain type, quality, and format of business data that may be available. If the contingency funds are needed, it will be discussed with the TAC and documented in writing based on progress during the task once the data are obtained and reviewed.

Task 3 Deliverable	Cost	Target Date
3A-Draft technical memorandum of business listing generation process	\$34,309	April 30, 2022
3B-Final technical memorandum of business listing generation process	\$4,610	June 30, 2022
Task 3 total	\$38,919*	

Task 4.0: Analyze Permittee IDDE Data on Mobile Businesses

This task will build off a previous SAM study that evaluated IDDE data reported by Permittees in 2014.² The data analysis for this project would be on data from 2020 as reported by Permittees. The data review would focus on identifying the types and sources of pollutants generated by mobile businesses as well as the inspection frequency and technical assistance provided by Permittees to mobile businesses.

The IDDE data for this analysis will be from what was submitted in Western Washington Permittee annual reports for calendar year 2020. IDDE records will be downloaded from the Water Quality Permitting and Reporting Information System (PARIS) system. The period of data to be requested (calendar year 2020) coincides with when Phase II Permittees are required to

² Illicit Discharge Detection and Elimination Regional Data Evaluation for Western Washington, Ecology SAM Source Identification project, City of Lakewood and Aspect Consulting, 2016-2017

begin reporting IDDE data using the new reporting format in the current permit (Appendix 14 of the Phase I Municipal Stormwater Permit and Appendix 12 of the Phase II Municipal Stormwater Permit). The updated IDDE data reporting format under the current permit will support a reasonably small effort to analyze the data since they were reported according to standardized data fields and response options.

The analysis of IDDE data will support the business listing effort in task 3 for identifying what mobile businesses and IDDE incidents are already captured in municipal IDDE efforts. The results of the data analysis will be prepared in a report with an accompanying database of mobile business IDDE incidents. The database will be provided as supporting material for the data analysis and not intended for ongoing use. The draft report will be reviewed by the TAC as part of its third meeting.

Task 4 Deliverable	Cost	Target Date
4A-Draft report and database of IDDE data analysis on mobile businesses	\$27,208	March 31, 2022
4B-Final report and database of IDDE data analysis on mobile businesses	\$6,875	April 30, 2022
Task 4 total	\$34,083	

Task 5.0: Best Practices Guidance Document for Multi-Jurisdiction Coordination

This task will create a guidance document with best practices for multi-jurisdiction coordination of source control activities and mobile businesses. The document will use information from a variety of sources—including the outcomes of the project survey in task 1—and will include instructions for using the business listing tool, key take-aways from the BIG program report as they apply to mobile businesses, technical assistance information from the PPA program, and outreach material examples targeted to mobile business types and activities. The document will contain recommended best practices on how jurisdictions can work together and share data on mobile businesses, from identification to inspection and from technical assistance to corrective action. The draft best practices document will be reviewed by the TAC as part of its third meeting, and the final best practices document will be prepared later after completion of the pilot study (see Task 6) to incorporate lessons learned.

Task 5 Deliverable	Cost	Target Date
5A-Draft best practices guidance document	\$27,328	August 31, 2022
5B-Final best practices guidance document	\$8,675	October 31, 2023
Task 5 total	\$36,003	

Task 6.0: Mobile Business Source Control Pilot Program in South King County

This task will develop and implement a pilot program in south King County to test the business listing process developed in task 3 and use the best practices guidance document developed in task 5. The outreach materials developed for mobile businesses in the best practices guidance

will be used for the pilot program and customized per the specific marketing programs of the jurisdictions participating in the pilot program.

The period of the pilot program is six months, planned for January 2023 through June 2023 and will coincide with the deadline for Permittees to begin implementing source control programs—January 2023. This timing will allow for jurisdictions to participate in the pilot program as an integrated part of their source control programs, be they starting new or continuing from existing. The pilot program is designed to capture information and case studies of how Permittees identify and inspect mobile businesses, coordinate to offer technical assistance, and follow-up on environmental compliance issues across jurisdictional boundaries. A planning document and outreach materials for the pilot program will be reviewed by the TAC as part of its fourth meeting to develop the specific methods and identify measurable goals. This pilot program and associated deliverables will help Phase II Permittees build their business inventories and source control programs.

During the pilot program, we will convene the participating jurisdictions to meet four times to facilitate multi-jurisdiction coordination, review status of joint source control efforts per the draft best practices guidance document, and discuss mobile businesses examples that can be used as case studies to represent the results of the program. At the end of the pilot program, participating jurisdictions will be surveyed to identify the program outcomes and lessons learned, the results of which will be incorporated into a report on the pilot program. The TAC will review the draft pilot project report as part of its fifth meeting.

As of now, we have interest in participation in the pilot program from the cities of Kent and Covington and tentative interest from the cities of Des Moines, Maple Valley, Enumclaw, and Renton. Other south King County jurisdictions will be contacted at the beginning of this task to invite them to participate in the pilot program.

Task 6 Deliverable	Cost	Target Date
6A-Pilot program plan	\$8,564	October 31, 2022
6B-Outreach materials for mobile businesses	\$8,059	November 30, 2022
6C-Draft report of pilot program	\$36,924	August 31, 2023
6D-Final report of pilot program	\$9,765	September 30, 2023
Task 6 total	\$63,312	

Task 7.0: Communication Plan

The communication plan for this project includes timely sharing of milestones and deliverables with Ecology and Permittees. The project schedule submitted in the proposal will be updated when the project begins and again after one year at the approximate project midpoint in May 2022. Communication of the project results will include two presentations—one to the Stormwater Work Group and a second to a local group, such as a regional NPDES coordinators’ forum or a local conference. This presentation will be recorded. In addition, a fact sheet will be

prepared at the end of the project for which the project team will provide the text and images and Ecology staff will format and finalize the fact sheet using their template.

Task 7 Deliverable	Cost	Target Date
7A-Project schedule	\$2,371	October 31, 2021 and December 31, 2022
7B-Presentation to Stormwater Workgroup	\$6,536	November 30, 2023
7C-Fact Sheet contents	\$3,096	December 31, 2023
7D Presentation to local group or conference	\$2,959	November or December, 2023
Task 7 total	\$14,962	

Budget Detail by Task

The budget may be shifted between tasks, with pre-approval from Ecology, but the total budget may not be exceeded without an approved amendment from Ecology. Invoices must provide documentation on what is included in the indirect rate prior to reimbursement.

	Salaries	Benefits	Aspect Consulting (sub-contractor)	Indirect	Total Task
Task Number and Name					
1 Technical Advisory Committee and Project Management	\$4,384	\$1,678	\$29,080	\$2,267	\$37,409
2 Survey of Municipal Mobile Businesses Source Control	\$807	\$302	\$14,630	\$415	\$16,154
3 Business Listing Generation	\$441	\$167	\$38,083	\$228	\$38,919
<i>Task 3 contingency*</i>	<i>\$44</i>	<i>\$17</i>	<i>\$3,808</i>	<i>\$23</i>	<i>\$3,892</i>
4 Analyze Permittee IDDE Data on Mobile Businesses	\$578	\$221	\$32,985	\$299	\$34,083
5 Best Practices Guidance Document for Multi-Jurisdiction Coordination	\$807	\$302	\$34,479	\$415	\$36,003
6 Mobile Business Source Control Pilot Program in South King County	\$1,613	\$622	\$60,241	\$836	\$63,312
7 Communication Plan	\$578	\$221	\$13,864	\$299	\$14,962
Total Costs	\$9,252	\$3,530	\$227,170	\$4,782	\$244,734

* Contingency is discussed in Task 3.