

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:	July - December 2019
Date this Form was Completed:	1/15/2020

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

Task 1: Project Management

Percent of Task Completed:	38%
Deliverable	Biannual Progress Report, slides and meeting notes from 9/15/19 TAC meeting, meeting notes from 11/4/19 Ecology meeting
Description of Achievements:	Provided project management and contract administration support, including project progress monitoring, reporting, and communication. Held a Technical Advisory Committee (TAC) meeting on 9/15/19. Attended a meeting on 11/4/19 with Ecology staff to discuss project progress and findings to date and ERTS.

Task 2: Municipal and State Research

Percent of Task Completed:	92%
Deliverable	Draft and final Technical Interview Discussion Guide, contact list for technical interviews, draft and final State Agency Interview Discussion Guide, contact list for state agency interviews, Draft Interview Summary Report
Description of Achievements:	Prepared a draft and final interview guide for the technical interviews and the state agency interviews (expanded scope of work). Conducted 3 out of 4 scoped phone interviews with technical staff. Conducted 3 phone interviews with state agency staff. Prepared a draft Interview Summary Report compiling the findings to date from the SurveyMonkey (initial) survey, the municipal interviews, the state agency interviews, and the technical interviews.

Task 3: System Research

Percent of Task Completed:	35%
Deliverable	One half of deliverable 3.1 - The technical interviews were completed and consolidated into the Interview summary report. Still outstanding is the service option recommendations
Description of Achievements:	5 interviews with technical staff at 5 different Washington specific agencies. Results from these interviews can be found in the Interview Summary Report required of Task 2.

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

Percent of Task Completed:	10%
Deliverable	
Description of Achievements:	Completed the summary report for Task 2. This will inform a large component of the final report.

Tasks/Milestones not achieved and why:

We were able to secure the 4th interview to complete a portion of Task 3. Due to scheduling complications the interview was conducted through email by providing Ecology with the same questions asked of the 3 other agencies. Then Ecology was able to respond, including multiple viewpoints. The results from that interview are

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

General Comments:

Following the municipal interviews, it was determined that it may be useful to add a few interviews with state agencies regarding a regional spill hotline. The interview discussion guide was reviewed and updated for the state agency interviews. The list of interviewees was finalized in September and the interviews were conducted by Hardwick Research in October and November. Although this deliverable was not included in the initial scope of work, it fit within the existing allotted budget for Task 2.

During the technical interviews, it was determined that an additional meeting with the Department of Ecology would be useful to discuss ERTS. Although this meeting was not included in the initial scope of work, it fit within the existing allotted budget for Task 2.