

## 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 3, 2023: July 1 to September 30, 2023
Date this Form was Completed:	10/6/2023

#### 2. Brief Description of Achievements **Quarter 3, 2023: July 1 to September 30, 2023**

##### Task 1: Technical Advisory Committee and Project Administration

Percent of Task Completed:	64%
Deliverable(s)	1A: Minutes from TAC Meeting #3. 1B: Q2 2023 Progress Report (completed). Progress report and invoice for Q2 2023.
Description of your Achievements:	Convened TAC meeting on August 1. Project management, budget tracking, and team coordination.

##### 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:	99%
Deliverable(s)	3A: Draft Technical Memo of Published O&M Literature Review. 3B: Final Technical Memo of Published O&M Literature Review. Completed literature review of O&M maintenance standards.
Description of your Achievements:	Incorporated answers from Ecology on interview questions about the development of O&M maintenance standards. Completed draft memorandum of literature review findings and send to TAC for review. Revised memorandum per TAC comments and transmitted final in September.

##### Task 4: Interviews of Ecology Staff

Percent of Task Completed:	33%
Deliverable(s)	4B Draft Memo of Ecology Interviews/Questions - incorporated into deliverable 3A 4C Final Memo of Ecology Interviews/Questions - incorporated into deliverable 3B
Description of your Achievements:	Researched historical stormwater manuals for western Washington and associated O&M Maintenance Standards. See notes under Task 3.

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

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Percent of Task Completed: 4%

Deliverable(s) 5A Data Request for Pilot Data Analysis

Description of your Achievements: Began work identifying data needs and coordinating with TAC for data availability.

#### 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.):

None at this time.

#### 5. General Comments:

The Task 4 memo was combined with the Task 3 memo because the outcome of the Ecology interviews was additional literature review.

#### 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