

2/15/19

Spill Hotline Feasibility

Quarterly meeting

Attendance: Ricky Carlos –King County Contracts, Doug Navetski and Todd Hunsdorfer – King County Stormwater, Jenn Schmidt and Rebecca Dugopolski - Herrera

1. Introductions
 - a. Roles and responsibilities
 - i. Rebecca as the PM for Herrera
 - ii. Jenn managing the GIS/Spatial/Technical parts of the research
 - iii. Todd as Program manager for King County
 - iv. Ricky as Contract specialist
2. Contract overview and Highlights (Ricky)
 - a. Ricky reviewed invoicing, scheduling, important items to keep in mind, deadlines
3. Discussion of Scope of Work
 - a. The group reviewed the scope of work and discussed timelines given the delay in the contracting process
 - b. The group discussed the development of the survey questions to gather a baseline understanding of regional desire to explore the feasibility of a spill hotline
4. Wrap up / next steps
 - a. Rebecca and Jenn to develop draft of SurveyMoney
 - b. Doug and Todd to review questions
 - c. Todd to write up draft of FAQs