

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Mobile Business Stormwater Source Control and Coordination

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

1. General Information

Contract Agreement Number:	C2100090
Project Title:	Mobile Business Stormwater Source Control and Coordination
Organization:	King County and Aspect Consulting
Project Manager:	Alison Schweitzer and Todd Hunsdorfer (King County)
Reporting Period:	Quarter 1, 2023: January 1 to March 31, 2023
Date this form was Completed:	4/5/2023

2. Description of Achievements for **Quarter 1, 2023: January 1 to March 31, 2023**

Task 1: Technical Advisory Committee and Project Management

Percent of Task Completed:	55%
Deliverable(s)	1B: Q4 2022 Progress Report (completed)
Description of your Achievements:	Progress report and invoice for Q1 2022. Project management, budget tracking, and team coordination.

Task 2: Survey of Municipal Mobile Business Source Control

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete

Task 3: Business Listing Generation

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete

Task 4: Analysis of Permittee IDDE Data on Mobile Businesses

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete

Task 5: Best Practices Guidance Document for Multi-Jurisdiction Coordination

Percent of Task Completed:	74%
Deliverable(s)	5A Draft Best Practices Guidance document (completed)
Description of your Achievements:	Completed draft Best Practices Guidance document and posted to project Sharepoint. Prepared supporting documents and resources for best practices, including a business listing spreadsheet tool and outreach materials.

Task 6: Mobile Business Source Control Pilot Program in King County

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Mobile Business Stormwater Source Control and Coordination

Percent of Task Completed:	36%
Deliverable(s)	6A Pilot Program Plan (completed) 6B Mobile Business Outreach Materials (in progress) 6C Draft Pilot Program Report (in progress)
Description of your Achievements:	Completed Pilot Program Plan and posted to project Sharepoint. Completed the first outreach item (brochure for mobile auto repair) and planned for Pilot Program participant input to decide two additional outreach item topics. Work during the Pilot Program for coordination, meetings, etc. will largely be billed to task 6C, which is due for completion in fall 2023 after the Pilot Program.

Task 7: Communication Plan

Percent of Task Completed:	18%
Deliverable(s)	None this period
Description of your Achievements:	Work on this task will recommence later in 2023 after the Pilot Program has finished.

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

A couple of tasks have experienced short delays, but the Study is overall on schedule for completion by February 2024 as planned.

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
2A: Draft survey
2B: Final survey
2C: Survey technical memorandum
3A: Draft Business Listing Memorandum
3B: Final Business Listing Memorandum
4A: Draft IDDE report
4B: Final IDDE report
5A Draft Best Practices Guidance document
6A Pilot Program Plan