



SAM Quarter 4 Oct.-Dec. 2022 Report

Project Title: Developing and Refining Source Control Inspection Program for Business

Contract Agreement Number: C2100050
Organization: WSU
Project Manager: Laurie Larson-Pugh
Project Timeline: October 1, 2021, to December 31, 2023
Date this Form Completed: 10/7/2022

Brief Description of Achievements for October 1 – December 31, 2022

Task 1: Project Management

Percent of Task Completed: 65%
Deliverable: 1.1 Quarterly Status Reports
Description of Achievements:

Completed quarterly reporting. Meetings with the consultant to review schedules, deliverables, and invoicing. Prepare additional funding proposal due to in-kind services needing to be fulfilled and request for funding for additional in-person training sessions.

Task 2: Information Search

Percent of Task Completed: 100%
Deliverable(s): 2.1 Summary of municipal and organization interviews, 2.2 BIG report review summary of information gap findings, 2.3 Online directory list/Library of agencies online resource materials/tools.

Description of Achievements:

Completed September 30, 2021.

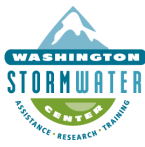
Task 3: Online Guidance Manual

Percent of Task Completed: 100%
Deliverable(s): 3.1 draft priority sections, 3.2 Draft Priority Sections, 3.3 Final TAC approved manual, 3.4 Communication plan

Description of Achievements:

3.1, 3.2, and 3.3 were Completed June 30, 2022
3.4 Communication Plan presentations by consultant or project manager at regional stormwater groups: Project updates and introduce tools and resources available on the website.

- South Sound Phase II Group (10/13/22)
- West Sound Group (11/7/22)
- North Sound (11/8/22)
- Stormwater Work Group (11/16/22)
- APWA (11/18/22)
- Central NPDES group (10/20/22 & 12/15/22)
- Business Inspection Group (10/4/22 & 12/20/22)
- Training registration announcements published in Sept. and Oct. 2022 municipal bi-weekly bulletins and sent to Business Inspection Group listserv.



Task 4: Business Inspection Training

Percent of Task Completed: 80%

Deliverable(s): 4.1 Draft training outline/agenda and curriculum (completed Sept. 2022),

Description of Achievements:

4.2 Develop approved training materials and on-line training tool

- Draft education and outreach materials (3 flyers and 3 business letter templates) sent to TAC for review (10/12/22)
- Posting business letter templates (English) and training materials with Guidance Manual resources (11/9/22)
- Analysis survey and developed three draft educational documents for TAC review in Oct. 2022.
- Revised draft education and outreach materials (3 flyers for Business Owners and 5 half sheets for Employees/Contractors) sent to TAC for review (12/7/22)
- Draft outline for online training modules sent to TAC and Ecology for review (12/13/22)
- Translating/transcreating business letter templates
- Adapting training materials for online training module
- Uploaded additional training materials to chapters 4, 5, and 8 of manual on website (11/3/22)

4.3 Implement 4 trainings sessions and capture video recordings

- Partnered with four Phase II jurisdictions (Bremerton, Centralia, Skagit County, and Federal Way) to host the October 2022 in-person training sessions. The training sessions had nearly 90-95% attendance.
- Prepare materials and supplies for in-person training sessions
- Facilitate in-person training in Bremerton (10/6/22)
- Facilitate in-person training in Centralia (10/11/22)
- Facilitate in-person training in Skagit County (10/19/22)
- Facilitate in-person training in Federal Way (10/25/22)
- Posting 3 case study videos to Washington Stormwater Center YouTube channel and linking to Chapter 8 Guidance Manual resources (12/16/22)

Tasks/Milestones not achieved and why:

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

King County cannot provide videography services to record the training presentations. The required technical staff was not available to record the training sessions. The consultant completed the zoom recording for the training classroom sections. They required additional funding to complete the training field sessions. A proposal requesting additional funding was provided to the SAM coordinator for review and committee approval.

General Comments:

Upon completion of the four in-person business inspection training sessions, it was determined that there was a need for additional training sessions. Several jurisdictions were in the process of hiring source control inspectors that would require this training.