

PROJECT TITLE & LOI#

Annual Report Questions for Improved Regional Learning and Permittee Efficiency – LOI 2023-10

PROJECT PURPOSE

Relevant permit condition: Section S9 for Reporting Requirements.

Priority topic: #14 for improving future permit annual report questions.

The purpose of this proposed Study is to improve the annual reporting questions associated with the stormwater management program (SWMP) of the NPDES municipal stormwater permits, specifically the questions about illicit discharge detection and elimination (IDDE) and source control. The need to improve some of the annual report questions was identified in a 2022 [white paper by an Annual Reporting Ad Hoc permittee committee](#) that provided input to Ecology on the [2024 permit reissuance process](#). Based on the 2022 white paper recommendations, and the Study Team’s experience reporting and analyzing annual report data, the annual report questions on IDDE and source control could be revised to learn more about regional stormwater pollution and to identify opportunities for adaptive stormwater management without increasing the effort by permittees to answer the questions.

The proposed Study’s Technical Advisory Committee (TAC) represents Phase I and II permittees in western Washington. TAC members include permittees from northern (City of Bellingham) to southern Washington (Clark County), and from both sides of Puget Sound (King, Kitsap, Pierce and Snohomish Counties).

The outcomes from this Study will potentially have significant impacts on what questions permittees in western Washington are asked to report. Because annual reporting is a core activity of the permits and affects all municipal stormwater permittees, this Study will greatly inform future permit requirements and program implementation and improvement.

The outcomes will also be transferable to other NPDES permittees since many permits across the state require regular reporting on some of the same or similar IDDE and source control information as the western Washington municipal stormwater permits. In addition to western Washington stormwater permittees benefiting from this study’s outcomes, other stormwater permittees may benefit, including especially the Phase II municipal stormwater permit for eastern Washington, industrial stormwater general permits, secondary and co-permittees, and other permits with annual reporting requirements.

PROJECT DESCRIPTION / SCOPE OF WORK

Project Description

We propose to review and quantify annual report data for the IDDE and source control permit sections, including analysis of narrative questions. This will allow us to evaluate the updated IDDE reporting schema, which took effect during the current permit cycle, and evaluate reporting for source control programs, which began for Phase II permittees in 2023. We will evaluate one or two years of data (starting with 2023 annual reports), depending on when the study begins.

APPLICANT INFORMATION

Bob Bernhard, Supervisor
Source Control and IDDE Programs
King County Stormwater Services
rbernhard@kingcounty.gov
(206) 263-8979

Bob Bernhard
Authorized to Legally Bind Project Lead

We will also conduct interviews with Ecology permit writers and permit coordinators about their needs for regional learning and permit annual reporting. The interview outcomes will be used with the data analysis findings and the 2022 [white paper](#) recommendations to develop revised annual report questions for IDDE and source control. The revised questions will focus on simplifying data reporting to work better with permittee data management systems and support regional data analysis.

Project Goals

1. Review and quantify annual report data for the IDDE and Source Control permit sections, including analysis of narrative questions.
2. Develop suggested data analysis goals and methods for annual report data.
3. Analyze annual report data and identify issues, challenges, and potential data gaps that limit analysis.
4. Provide suggested revised annual report questions with standardized or quantified answer options. The revised questions will seek to:
 - ✓ Be more compatible with permittees existing data management and software
 - ✓ Simplify wording to get simpler answers, for example, split multiple-choice questions into sub-questions
 - ✓ Evaluate what information is truly needed and helpful for permit compliance, regional learning, and adaptive management for stormwater

Scope of Work

Task 1. Project Management and Technical Advisory Committee

- TAC development and meetings
- Team coordination
- Project administration and invoicing
- 2.25-year study period, expected to begin in January 2025
- ✓ **Deliverable 1A: TAC meeting minutes**
- ✓ **Deliverable 1B: Quarterly progress reports**

Task 2. Data Acquisition and Database Preparation

- Acquire annual report data with Ecology’s help from the Permitting and Reporting Information System (PARIS)
 - One or two years of data after Phase II source control programs begin in 2023
 - ◆ *Two or more years of data will aid with trend analysis over time*

- Clean up data and prepare for analysis
- Quantify narrative answers
- Create database of annual report data
- ✓ **Deliverable 2A: Database with annual report data reviewed and quantified**

Task 3. Data Analysis and Limitations Assessment

- Analyze annual report data using database created in Task 2
- Graph and tabulate data to assess regional trends
- Assess limitations in analysis due to data quality, gaps, or other issues
- ✓ **Deliverable 3A: draft technical memorandum summarizing data analysis and limitations**
- ✓ **Deliverable 3B: final technical memorandum summarizing data analysis and limitations**

Task 4. Survey and Interviews

- Develop survey for Phase I and II western Washington permittees
- Publish survey and collect responses
- Analyze survey results and prepare memorandum of survey findings
- Develop interview questions for Ecology staff about the annual report questions
- Perform interviews with Ecology staff
- Prepare memorandum of the interviews' findings
- ✓ **Deliverable 4A: survey for permittees**
- ✓ **Deliverable 4B: survey findings memorandum**
- ✓ **Deliverable 4C: Ecology interview questions**
- ✓ **Deliverable 4D: interviews memorandum**

Task 5. White Paper

- Develop revised annual report questions with recommendations for standardized answers

- Develop recommended guidance for how to answer annual report questions
- Summarize findings of study
- ✓ **Deliverable 5A: draft white paper**
- ✓ **Deliverable 5B: final white paper**

Task 6. Communication Plan

- Develop communication plan and study schedule
- Coordinate grants and reporting
- Prepare fact sheet for Study
- Present findings from Study three times, including at a meeting of the Stormwater Work Group (SWG) and at a meeting of municipal stormwater permittees
- ✓ **Deliverable 6A: study schedule**
- ✓ **Deliverable 6B: presentation to SWG**
- ✓ **Deliverable 6C: presentation to municipal stormwater permittees**
- ✓ **Deliverable 6D: 2-page fact sheet**

PROJECT TEAM

We are currently recruiting for and assembling the TAC for the Study. The initial list of TAC members is provided in Table 1 and includes Phase I and II permittees across the western Washington region.

Table 1. Technical Advisory Committee Roles and Affiliations

Name	Email	Affiliation	Role
Bob Bernhard	rbernhard@kingcounty.gov	King County	Lead Agency and TAC member
James Packman	jpackman@aspectconsulting.com	Aspect Consulting	Technical Lead and TAC member
Keunyea Song	keunyea.song@piercecountywa.gov	Pierce County	TAC member
Bill Leif	B.Leif@co.snohomish.wa.us	Snohomish County	TAC Member
Aaron Burkhart	akburkhart@cob.org	City of Bellingham	TAC member
Sarah Olson & Jeff Goodwin	solson@co.kitsap.wa.us jgoodwin@kitsap.gov	Kitsap County	TAC member
Bob Patterson & Rod Swanson	Bob.patterson@clark.wa.gov ; Rod.Swanson@clark.wa.gov	Clark County	TAC member

TAC members' responsibilities are expected to include attending five meetings over the course of the Study and reviewing key deliverables. Tentative TAC meetings are listed below and includes mention of the key deliverables to be reviewed by the TAC. The meeting dates will be determined during the Study.

- Meeting 1.** Kickoff, overview of the study goals and objectives and the 2022 Ad Hoc white paper
- Meeting 2.** Review of draft Data Analysis & Limitations technical memorandum (deliverable 3A)
- Meeting 3.** Discussion of data analysis findings and review of survey questions (deliverable 4A)
- Meeting 4.** Review of survey memo (deliverable 4B) & Ecology interviews questions (deliverable 4C)
- Meeting 5.** Review of draft White Paper (deliverable 5A)

Study Lead and the Study Team



Agency Sponsor & Study Lead

Bob Bernhard

Source Control & IDDE Programs
Supervisor, King County
Stormwater Services

Bob Bernhard supervises King County's Source Control and IDDE programs. Bob has approximately 10 years of experience in both fields, having worked in source control and IDDE for three Phase I Municipal Stormwater Permittees (Broward County, FL; Snohomish County, WA; and King County, WA). Bob's expertise includes assessing commercial, industrial, and agricultural facilities for compliance with source control best management practices; investigating surface water and stormwater quality concerns; developing and implementing sampling and analysis plans for surface water quality assessment; and managing source control and IDDE programs. Bob has also led interdisciplinary and interjurisdictional agency coordinated projects (e.g., Pollution Identification and Correction).



Consultant & Study Technical Lead

James Packman, PMP

Associate Hydrologist,
Aspect Consulting, LLC

James Packman is an Associate Hydrologist at Aspect Consulting with over 24 years of professional experience and a Master of Science in Forest Engineering from the University of Washington. James specializes in assessing hydrologic processes to manage surface water flow and discharge, measuring and evaluating water and sediment quality, and managing complex water quality projects. His expertise includes designing and implementing source control and IDDE programs for NPDES permittees, assessing and evaluating best management practices (BMPs), and measuring pollutant loading to receiving waters.

James is also an experienced SAM study researcher who has completed four previous SAM studies, three of which he served as principal investigator and technical lead. Two of those studies included data evaluation tasks that are directly relevant to this Study: A 2017 evaluation of 2014 IDDE and business inspection data (with the City of Lakewood), the results of which were the basis for the current permit IDDE reporting schema; and a current SAM study with King County on mobile businesses and source control, which included evaluation of IDDE data from 2020.

James will lead the Study Team to complete the technical work of the study, including data analysis and as the lead author of the White Paper.

PROJECT MANAGEMENT STRATEGY

Our project management strategy includes proactively coordinating the Study Team for task work, tracking and reporting progress, and administrative oversight.

Team coordination for this Study will occur in several ways, including via meetings, emails, SharePoint document sharing, and phone calls. The scope of work will define expectations and unique study needs, and coordination with the Study Team throughout the Study will ensure work is done per the scope, schedule, and budget.

The Study Team will track both labor effort and expenditures monthly, and project controls will be used to monitor the progress against the budget at the subtask level. In addition, a study schedule will be established and updated during the Study, and progress tracking will include schedule monitoring.

As the lead agency, the County has a dedicated contract administrator and accounting staff to ensure invoicing and other administrative project management activities are handled consistently and in a timely manner to support the study's schedule and contract requirements.

PROJECT BUDGET AND SCHEDULE

Project Budget

The budget for the Study is provided in Table 2, and a cost is provided for each deliverable. The cost estimate captures the scope as outlined above, and the labor estimate is based on our experience with this type of data analysis on previous SAM studies. This includes studies where annual report data were reviewed, cleaned up, and standardized for analysis (captured in Tasks 2 and 3), the effort for which represents the time-consuming process of going through narrative annual report questions and quantifying the answers for the 100+ municipal stormwater permittees in western Washington.

Table 2. Cost Estimate

Tasks	Deliverable	Estimated Costs			
		Labor	Expenses	King County	Total
Task 1) PM and Technical Advisory Committee	D1A TAC meetings	\$11,188	\$0	\$0	\$11,188
	D1B Quarterly progress reports & invoices	\$22,038	\$0	\$5,509	\$27,547
Task 2) Data Acquisition and Database Preparation	D2A Database	\$91,736	\$0	\$0	\$91,736
Task 3) Data Analysis and Limitations Assessment	D3A Draft technical memorandum	\$69,276	\$0	\$0	\$69,276
	D3B Final technical memorandum	\$9,018	\$0	\$0	\$9,018
Task 4) Survey and Interviews	D4A Develop survey for permittees	\$6,055	\$0	\$0	\$6,055
	D4B Survey memorandum	\$32,580	\$0	\$0	\$32,580
	D4C Interview questions for Ecology	\$9,360	\$0	\$0	\$9,360
	D4D Interviews memorandum	\$21,932	\$0	\$0	\$21,932
Task 5) White Paper	D5A Draft white paper	\$55,441	\$0	\$0	\$55,441
	D5B Final white paper	\$9,390	\$0	\$0	\$9,390
Task 6) Communication Plan	D6A Schedule	\$3,856	\$0	\$0	\$3,856
	D6B Presentation to SWG	\$8,694	\$0	\$0	\$8,694
	D6C Presentation to other group	\$4,180	\$0	\$0	\$4,180
	D6D 2-pg Fact Sheet	\$4,092	\$0	\$0	\$4,092
TOTAL		\$358,836	\$0	\$5,509	\$364,345

Project Schedule

The expected Study duration is two years and one quarter (27 months) from contract execution. A preliminary schedule is provided below in Table 3; for purposes of this proposal, a start date of January 1, 2025, is assumed.

Table 3. Schedule

Tasks and Deliverables	Approximate Schedule
Task 1) Project Management and Technical Advisory Committee	
D1A TAC meetings	Jan 2025 – Dec 2026, exact schedule TBD
D1B Quarterly progress reports and invoices	Jan 2025 – Dec 2026, quarterly
Task 2) Data Acquisition and Database Preparation	
Acquire annual report data	Jan 2025
Cleanup data and prepare for analysis	Jan 2025 – Feb 2025
Quantify narrative answers	Mar 2025 – May 2025
D2A Database	Jun 2025
Task 3) Data Analysis and Limitations Assessment	
Data analysis	Jul 2025 – Sep 2025
Tabulating and graphing data	Jul 2025 – Sep 2025
Assess data limitations	Jul 2025 – Sep 2025
D3A Draft technical memorandum	Oct 2025 – Dec 2025
D3B Final technical memorandum	Dec 2025
Task 4) Survey and Interviews	
D4A Develop survey for permittees	Jan 2026 – Feb 2026
Publish survey, collect responses, and analyze results	Mar 2026 – Apr 2026
D4B Survey memorandum	May 2026
D4C Interview questions for Ecology	Jun 2026
Interviews with Ecology	Jul 2026 – Aug 2026
D4D Interviews memorandum	Sep 2026
Task 5) White Paper	
Develop revised annual report questions	Oct 2026 – Nov 2026
Develop guidance for answering questions	Oct 2026 – Nov 2026
D5A Draft white paper	Nov 2026
D5B Final white paper	Dec 2026
Task 6) Communication Plan	
D6A Schedule	Feb 2025 and Feb 2026
D6B Presentation to SWG	1st quarter 2027
D6C Presentation to other group	1st quarter 2027
D6D 2-pg Fact Sheet	Jan 2027

APPENDIX A

Letters of Commitment



King County

Water and Land Resources Division

Department of Natural Resources and Parks
King Street Center
201 South Jackson Street, Suite 5600
Seattle, WA 98104-3855

206-477-4800 Fax 206-296-0192

TTY Relay: 711

May 30, 2023

Brandi Lubliner
Stormwater Action Monitoring Coordinator
Washington State Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Subject: Letter of Commitment for SAM Study Proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*

Dear Ms. Lubliner:

On behalf of King County, I am pleased to confirm our commitment to the SAM Study proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*. In support of this study, King County is pleased to participate as a member of the Technical Advisory Committee (TAC), and this letter affirms that intention and indicates our commitment to the objectives of the study.

The project represents a timely opportunity to evaluate key annual report questions and data and to carry forward some of the recommendations from the [Annual Report Ad Hoc Committee who issued a white paper in 2022](#). The analysis and deeper probing this study proposes will result in further clarified recommendations for better questions, better annual report data, and greater efficiency for permittees in preparing their annual reports.

We are excited to participate in this study and help the western Washington stormwater permittee community take another step on the path of adaptive stormwater management. By improving the quality and usefulness of annual report data—as well as making annual reports easier to prepare for the permittees—this study will result in improved regional learning for stormwater management.

Sincerely,

Bob Bernhard
Source Control Program Manager
King County, Stormwater Services Section



May 10, 2023

Brandi Lubliner
Stormwater Action Monitoring Coordinator
Washington State Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Subject: Letter of Commitment for SAM Study Proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*

Dear Ms. Lubliner:

On behalf of Aspect Consulting LLC (Aspect), I am pleased to confirm our commitment to the SAM Study proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*.

The project presents a timely opportunity to evaluate key annual report questions and data and to carry forward some of the recommendations from the [Annual Report Ad Hoc Committee who issued a white paper in 2022](#). The analysis and deeper probing this study proposes will result in more detailed recommendations for better annual report questions. Those questions, if carried forward by Ecology, will improve the response efficiency for permittees and improve the quality and usefulness of the data submitted in annual reports.

In support of this study, Aspect is partnering with King County and will help implement the technical work of the study as a consultant. This letter affirms that intention and indicates our commitment to the objectives of the study.

As a consultant who has led previous SAM studies evaluating annual report data, we are excited to help the western Washington stormwater permittee community take another step on the path of quality annual report data that is more consistent and easier to analyze. As a key element for making informed resource decisions, better annual report data will support better stormwater management.

Sincerely,

A handwritten signature in blue ink that reads "James J. Packman". The signature is fluid and cursive, with a long horizontal stroke at the end.

James J. Packman
Associate Hydrologist
Aspect Consulting, LLC



Public Works Department
City of Bellingham

May 31, 2023

Brandi Lubliner
Stormwater Action Monitoring Coordinator
Washington State Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Subject: Letter of Commitment for SAM Study Proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*

Dear Ms. Lubliner:

On behalf of the City of Bellingham, I am pleased to confirm our commitment to the SAM Study proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*. In support of this study, the City of Bellingham is pleased to participate as a member of the Technical Advisory Committee (TAC), and this letter affirms that intention and indicates our commitment to the objectives of the study.

The project represents a timely opportunity to evaluate key annual report questions and data and to carry forward some of the recommendations from the [Annual Report Ad Hoc Committee who issued a white paper in 2022](#). The analysis and deeper probing this study proposes will result in further clarified recommendations for better questions, better annual report data, and greater efficiency for permittees in preparing their annual reports.

We are excited to participate in this study and help the western Washington stormwater permittee community take another step on the path of adaptive stormwater management. By improving the quality and usefulness of annual report data—as well as making annual reports easier to prepare for the permittees—this study will result in improved regional learning for stormwater management.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Burkhart".

Aaron Burkhart

NPDES Permit Coordinator

City of Bellingham

Engineering

104 W. Magnolia Street, Suite 109
Bellingham, WA 98225
Phone: (360) 778-7900
Fax: (360) 778-7901
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Natural Resources

104 W. Magnolia Street, Suite 109
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Operations

2221 Pacific Street
Bellingham, WA 98229
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Email: pw@cob.org



CLARK COUNTY WASHINGTON

www.clark.wa.gov

PUBLIC WORKS
CLEAN WATER

1300 Franklin Street
PO Box 9810
Vancouver, WA 98666-9810
564.397.4345

May 24, 2023

Brandi Lubliner
Stormwater Action Monitoring Coordinator
Washington State Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Subject: Letter of Commitment for SAM Study Proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*

Dear Ms. Lubliner:

On behalf of Clark County Public Works Clean Water Division, I am pleased to confirm our commitment to the SAM Study proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*. In support of this study, the Clean Water Division is pleased to participate as a member of the Technical Advisory Committee (TAC), and this letter affirms that intention and indicates our commitment to the objectives of the study.

The project represents a timely opportunity to evaluate key annual report questions and data and to carry forward some of the recommendations from the [Annual Report Ad Hoc Committee who issued a white paper in 2022](#). The analysis and deeper probing this study proposes will result in further clarified recommendations for better questions, better annual report data, and greater efficiency for permittees in preparing their annual reports.

We are excited to participate in this study and help the western Washington stormwater permittee community take another step on the path of adaptive stormwater management. By improving the quality and usefulness of annual report data—as well as making annual reports easier to prepare for the permittees—this study will result in improved regional learning for stormwater management.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Davis". The signature is fluid and cursive.

Brent Davis
Interim Clean Water Division Manager
Clark County Public Works Clean Water Division



For other formats, contact
the Clark County ADA Office

Voice 564.397.2322
Fax 360.397.6165

Relay 711 or 800.833.6388
Email ADA@clark.wa.gov



KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP1: 360.337.5777 | KITSAPGOV.COM

May 23, 2023

Brandi Lubliner
Stormwater Action Monitoring Coordinator
Washington State Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Subject: Letter of Commitment for SAM Study Proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*

Dear Ms. Lubliner:

On behalf of Kitsap County Public Works, I am pleased to confirm our commitment to the SAM Study proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*. In support of this study, Kitsap County Public Works is pleased to participate as a member of the Technical Advisory Committee (TAC), and this letter affirms that intention and indicates our commitment to the objectives of the study.

The project represents a timely opportunity to evaluate key annual report questions and data for the illicit discharge detection and elimination and Source Control permit sections and to carry forward some of the recommendations from the [Annual Report Ad Hoc Committee who issued a white paper in 2022](#). The analysis and deeper probing this study proposes will result in further clarified recommendations for better questions, better annual report data, and greater efficiency for permittees in preparing their annual reports.

We are excited to participate in this study and help the western Washington stormwater permittee community take another step on the path of adaptive stormwater management. By improving the quality and usefulness of annual report data—as well as making annual reports easier to prepare for the permittees—this study will result in improved regional learning for stormwater management.

Sincerely,

Aislin Gallagher
Stormwater Monitoring and Outreach Manager
Kitsap County Public Works, Stormwater Division
agallagher@kitsap.gov
(360) 337-7295

May 31, 2023

Brandi Lubliner
Stormwater Action Monitoring Coordinator
Washington State Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Subject: Letter of Commitment for SAM Study Proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*

Dear Ms. Lubliner:

On behalf of Pierce County, I am pleased to confirm our commitment to the SAM Study proposal on *Annual Report Questions for Improved Regional Learning and Permittee Efficiency*. In support of this study, Pierce County is pleased to participate as a member of the Technical Advisory Committee (TAC), and this letter affirms that intention and indicates our commitment to the objectives of the study.

The project represents a timely opportunity to evaluate key annual report questions and data and to carry forward some of the recommendations from the [Annual Report Ad Hoc Committee who issued a white paper in 2022](#). The analysis and deeper probing this study proposes will result in further clarified recommendations for better questions, better annual report data, and greater efficiency for permittees in preparing their annual reports.

We are excited to participate in this study and help the western Washington stormwater permittee community take another step on the path of adaptive stormwater management. By improving the quality and usefulness of annual report data—as well as making annual reports easier to prepare for the permittees—this study will result in improved regional learning for stormwater management.

Sincerely,

Keunyea Song, PhD
Water Quality Engineer
Pierce County, Planning and Public Works

From: [Gallardo, Angela](#)
To: [Bernhard, Robert](#)
Subject: FW: SAM Study Proposal _ Annual Report Questions
Date: Friday, May 19, 2023 12:48:50 PM

From: Leif, William <B.Leif@co.snohomish.wa.us>
Date: Monday, April 17, 2023 at 12:58 PM
To: Gallardo, Angela <agallardo@kingcounty.gov>, Keunyea Song <keunyea.song@piercecountywa.gov>
Subject: RE: SAM Study Proposal _ Annual Report Questions

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Angela and Keunyea –

I can't take this on, but I'm happy to support Angela / KC by being on the TAC.

Thanks

Bill

Bill Leif, P.E. | Environmental Programs Compliance Specialist
[Snohomish County Conservation and Natural Resources](#) | Surface Water Management
3000 Rockefeller Ave, M/S 607 | Everett, WA 98201
O: 425-388-3148 messages only | Cell: 425-367-1962 | b.leif@snoco.org
REMOTE WORK OFFICE HOURS: Mon-Fri, 8:00 a.m. to 5:00 p.m.
IN-OFFICE HOURS: None
(he, him, his)

NOTICE: All emails and associated files sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

From: Gallardo, Angela <agallardo@kingcounty.gov>
Sent: Tuesday, April 11, 2023 6:51 AM
To: Keunyea Song <keunyea.song@piercecountywa.gov>; Leif, William <B.Leif@co.snohomish.wa.us>
Subject: Re: SAM Study Proposal _ Annual Report Questions

CAUTION : This email originated from outside of this organization. Please exercise caution with links and:

attachments.

Hi Keunyea,

I heard Mindi took the position at the Port. Bill I'll give you first dibs on the project. We should have a full staff at KC starting in May so we can probably take it if you can't Bill.

Angela

From: Keunyea Song <keunyea.song@piercecounitywa.gov>

Date: Monday, April 10, 2023 at 2:30 PM

To: Bill Leif <B.Leif@co.snohomish.wa.us>, Gallardo, Angela <agallardo@kingcounty.gov>

Subject: SAM Study Proposal _ Annual Report Questions

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Hi Bill and Angela,

With Mindi Kellar's (Permit Annual Report person) departure from Pierce County, Pierce County can not lead the SAM Annual Report related study.

So this study needs a new permittee lead entity.

This study aims to improve and streamline annual report questions by reviewing current annual report data. See attached Letter of Interest.

Actual work will be done by Aspect Consulting- James Packman who has many years' experience running SAM study.

The permittee lead is the project manager and require mostly administrative work and time.

I know both of you are very busy, but was wondering if any of you or your group were interested in leading and supporting this study?

Thank you

Keunyea Song PhD, EIT

Water Quality Engineer| Surface Water Management

Pierce County, Planning and Public Works

(253) 798-4565