



2825 Eastlake Ave. E., #300  
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Tel 206-267-1400, Fax 206-267-1401

## Status Report

### Stormwater Source Control Data Assessment For Ecology RSMP

Contract No. 2015-192

Effective Dates: 7/17/2015 to 9/30/2016

Invoice and status report period: August 2016 (7/30/16-8/26/16) for invoice no. 90439.013

See attached table for status of project deliverables.

#### Task 2.0 Compile Survey Results

- Deliverable 2.0 Completed Survey results
  - Finished reviewing survey results in preparation for data request.
  - Prepared survey results summary tables.
- Upcoming Activities
  - Transmit compiled survey responses to Ecology as deliverable 2.0. Per the scope of work, deliverable 2.0 will include survey responses and raw data files received from permittees.
  - Finish and transmit data request to permittees.

#### Task 3.0 Create Database, Review Data, Update Data Analysis Procedure

- Deliverable 3.1 Draft Technical Memo
  - Prepared data request memo for obtaining source control data from permittees.
  - Identified final list of desired data fields based on survey responses and prepared definitions list of data fields to accompany data request memo.
  - Sent draft data request and draft database template to the project TAC and Ecology on August 15 for review and comments.
  - Revised data request and database template per comments from TAC and Ecology.
  - Sent final version of data request memo and database template to Ecology on August 24 for distribution to permit managers and permittees.
- Deliverable 3.2 Access Database
  - Prepared spreadsheet database template to accompany data request memo.
- Upcoming Activities
  - Analyze data and prepare draft technical memo summarizing data received as deliverable 3.1.
  - Receive and organize source control data submitted by permittees. Prepare complete database with all permittee data as deliverable 3.2 and update draft technical memo as deliverable 3.3.

#### Task 6.0 Coordinate Technical Advisory Committee (TAC)



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- Deliverable 6.2 Agenda and Minutes of Second TAC meeting.
  - Communicated updated project schedule with TAC.
  - Coordinate TAC review of draft data request.
  - Communicated with selected TAC members and Ecology regarding attrition of TAC members and new liaison to Ecology.
- Upcoming Activities.
  - Plan for next TAC meeting, which is anticipated to occur in early to mid-December. The agenda and minutes from the second TAC meeting will be transmitted as deliverable 6.2.

#### Task 7.0 Compile, Review, & Evaluate Illicit Discharge Detection and Elimination Data from Permittees

- Deliverable 7.5 Complete IDDE Database
  - Finished standardizing IDDE incident data from permittees.
- Deliverable 7.6 Draft Report of IDDE Data Evaluation
  - Coordinated with project statistician for final review of IDDE database.
  - Communicated with project statistician for data analysis of IDDE data based on metadata summary memo from 1/8/16 and feedback from Source ID committee from meeting on 12/15/15.
  - Began preliminary data analysis of IDDE data.
  - Prepared preliminary report outline for draft report of IDDE data analysis.
- Upcoming Activities
  - Transmit IDDE incident database to Ecology as deliverable 7.5.
  - Analyze IDDE data and write draft report summarizing results (deliverable 7.6).

#### Task 8.0 Manage Project

- Deliverable 8.11 Eleventh Month Status Report
  - Wrote memo with request for project extension and budget addendum. Transmitted memo to Lakewood on August 8.
  - Deliverable 8.11 (June invoice and status report) was transmitted in early July.
- Deliverable 8.12 Twelfth Month Status Report
  - Reviewed project billings for August in preparation for invoicing.
  - Deliverable 8.12 (July invoice and status report) was transmitted in early August.
  - This invoice and status report represent deliverable 8.13 for the August billing period per the revised project schedule.
- Upcoming Activities
  - Review monthly billings, verify invoice charges, and write status reports.

ECOLOGY RSMP

STORMWATER SOURCE CONTROL ASSESSMENT 2015-2016

DELIVERABLE TRACKING LIST

DATE TRANSMITTED BY CARDNO TO LAKEWOOD	DELIVERABLE	SUBMITTED BY LAKEWOOD TO ECOLOGY	ECOLOGY APPROVAL	NOTES
8/17/2015	1.1 Description of TAC and list of TAC members.	x	x	email from Brandi on 10/6/15
10/2/2015	1.2 Draft study design and data analysis plan.	x	x	email from Brandi
10/2/2015	1.3 Draft survey and cover letter.	x	x	email from Brandi
3/2/2016	1.4 Revised study design and data analysis plan.	x	x	email from Brandi on 3/4/16
3/2/2016	1.5 Final survey and cover letter.	x	x	email from Brandi on 3/4/16
	2. Completed survey results in spreadsheet format with list of survey respondents and a copy of the raw data files transmitted by permittees (digital copy of permittee datasets).			
	3.1 Draft technical memo about the data review process, the database, and the updated data analysis procedures.			
	3.2 Access database.			
	3.3 Final technical memo.			
	4. Technical memo with preliminary graphs, tables, and diagrams summarizing the data analysis results.			
	5.1 Draft report.			
	5.2 Final report.			
Agenda 10/2/15, Minutes 10/16/15	6.1 Agenda and minutes for first TAC meeting.	x	x	email from Brandi
	6.2 Agenda and minutes for second TAC meeting.			
	6.3 Agenda and minutes for third TAC meeting.			
	6.4 Agenda and minutes for fourth TAC meeting.			
12/1/2015	7.1 Preliminary database composed of permittee data not requiring entry by hand and with data gaps from initial permittee submittal of IDDE data.	x	x	email from Brandi on 12/7/15
12/1/2015	7.2 Draft memo from data compilation and initial review.	x	x	email from Brandi on 12/7/15
n/a	7.3 Meeting with SIDIR subgroup.	n/a	n/a	attendance at meeting on 12/15/15
1/8/2016	7.4 Final memo from data compilation and initial review.	x	x	email from Brandi on 1/12/16
	7.5 Complete database including data entered by hand and additional data provided by permittees from data gaps request.			
	7.6 Draft report on data evaluation.			
	7.7 Final report on data evaluation.			
	7.8 Presentation at workshop or SWG meeting.			
9/14/2015	8.1. 1st status report.	x	x	email from Brandi on 10/6/15
10/12/2015	8.2. 2nd status report.	x	x	email from Brandi on 10/20/15
11/16/2015	8.3. 3rd status report.	x	x	email from Brandi on 11/17/15
12/7/2015	8.4. 4th status report.	x	x	email from Brandi on 12/14/15
1/8/2016	8.5. 5th status report.	x	x	email from Brandi on 1/21/16
2/12/2016	8.6. 6th status report.	x	x	email from Brandi on 2/19/16
3/7/2016	8.7. 7th status report.	x	x	email from Brandi on 3/17/16
4/4/2016	8.8. 8th status report.	x	x	email from Brandi on 4/21/16
5/5/2016	8.9. 9th status report.	x	x	email from Brandi on 5/25/16
6/6/2016	8.10. 10th status report.	x	x	email from Brandi on 6/27/16
7/5/2016	8.11. 11th status report.	x	x	email from Brandi on 8/1/16
8/5/2016	8.12. 12th status report.	x	x	email from Brandi on 8/26/16