

MONTHLY PROJECT STATUS REPORT

PROJECT: Lower Booker Creek Subwatershed Plan

Engineering Consultant: WK Dickson & Co., Inc.

Consultant Project Manager: Tom Murray

Reporting Month/Year: September 2015 Date Report Submitted: October 15, 2015

Town Project Manager: Sue Burke

DIRECTIONS:

- ▶ **Consultant to submit to the Town by the 15th of each month.**
 - ▶ **Town Project Manager to review, make comments, provide a copy back to consultant, and keep a copy in project files.**
-

SECTION I – SUMMARY OF WORK DONE LAST PERIOD:

	Activity
1	Kickoff meeting on 9/18/15
2	Developed tablet enable stream forms in preparation for stream assessments.
3	Compiled and reviewed available GIS data for Lower Booker Creek subwatershed.
4	Started Gaps Analysis for Lower Booker Creek subwatershed.
5	Reviewed data needs for condition assessment.
6	Reviewed available FEMA hydraulic models for Lower Booker Creek.

SECTION II – SUMMARY OF PUBLIC OUTREACH ACTIVITIES COMPLETED LAST PERIOD:

	Activity
1	Began development of project website.
2	Developed draft survey questionnaire, information cards, and field work signs.
3	

SECTION III – FORECAST OF ACTIVITIES DURING NEXT PERIOD:

	Activity
1	Complete data collection.
2	Continue Gaps Analysis.
3	Begin infrastructure inventory.
4	Survey cross sections.
5	Survey bridges.
6	Begin stream assessments.

7	Complete PIP.
8	Update project website.
9	Facilitate distribution of the survey questionnaire.

SECTION IV – CHANGES IN SCOPE MADE LAST PERIOD:

Changes in scope	
1	N/A

SECTION V – STRUCTURES INVENTORIED: Provide structures inventoried by type for the last period, as well as a total for the project to date.

Structure Type	Number Inventoried During Period	Number Inventoried To Date	Percent of Budgeted Structures Inventoried To Date	Approximate Percentage of Project Area Inventoried to Date
Closed System Structure	0	0	0%	0%
Bridge	0	0	0%	0%
Primary Cross Section	0	0	0%	0%
Secondary Channel Measurement	0	0	0%	0%
BMP Outfall Structure	0	0	0%	0%

SECTION VI – SCHEDULE STATUS: Provide updates to the schedule and attach. Highlight changes to the schedule below

Schedule Changes	
1	No changes to the schedule.
2	
3	

SECTION VII – UNRESOLVED ISSUES: Note unresolved issues requiring action by the Town below. Note if issues require action by a specific date to maintain schedule.

Unresolved Issues	
1	We would like to meet with appropriate Town staff to discuss maintenance records, work orders and general knowledge of the drainage infrastructure in Lower Booker Creek. We would also like to discuss sources of information to estimate the age of infrastructure.
2	We would like to review the available models and study from the Ephesus Church/Fordham SAP.