



Clallam County Board of Health

Agenda for February 17, 2026 1:30 – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street, Port Angeles, WA 98362

Board of Health Meeting – Available in person or virtually:

- **Zoom (audio only):** Call +1 253-215-8782, Meeting ID **935 7343 5754**, Passcode **095863**
- **Zoom (video):** [Join here](#) with the same ID and Passcode
- **Live stream:** clallamcountywa.gov/meetings

Public comment/questions: Clerk of the Board 360-417-2276 or email nan.furford@clallamcountywa.gov

1. **Call to Order**
2. **Roll Call**
3. **Request for Modifications/Approval of Agenda**
4. **Approval of Draft Meeting Minutes for October 21, 2025 and January 20, 2026**
5. **Public Comment for Agenda Items – *Please limit comments to three minutes***
6. **Health Officer: Infectious Disease Update**
7. **Program Updates/Informational Reports**
 - Harm Reduction Presentation – Dr. Berry & Staff
8. **Discussion Items**
 - Environmental Health Fee Schedule Update – Staff
9. **Board of Health Presentations**
10. **Board of Health Public Hearings**
11. **Environmental Health Director**
12. **HHS Director**
13. **Action Items: Election of Chair and Vice-Chair 2026**
14. **Future Agenda Items**
15. **Updates & Announcements**
16. **Public Comment – *Please limit comments to three minutes***
17. **Adjournment**

Next Meeting: March 17, 2026

Board of Health Members: Chair, Mike French, Vice-Chair, Shahida Shahrir, Tia Skerbeck, Dr. Paul Cunningham, Pete Tjemslund, Mark Ozias, and Randy Johnson

Health & Human Services Staff: Dr. Allison Berry, Health Official; Kevin LoPiccolo, Director; Jenny Oppelt, Deputy Director; Jennifer Garcelon, Environmental Health Director; Nan Furford, Clerk of the Board

DRAFT MEETING MINUTES
OCTOBER 21, 2025



CLALLAM COUNTY BOARD OF HEALTH

AGENDA of October 21, 2025 @ 1:30 – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street

Port Angeles, WA 98362

Meeting was held via Zoom (Video conference)

REGULAR MEETING OF THE CLALLAM COUNTY BOARD OF HEALTH

Call to Order: The meeting was called to order at 1:33 p.m.

Roll Call: Members present were Chair, Mike French; Commissioner Randy Johnson; Commissioner Mark Ozias; Vice-Chair, Shahida Shahrir; Community Stakeholder, Dr. Gerald Stephanz; Jamestown S’Klallam Tribe, Paul Cunningham; Lower Elwha Klallam Tribe, Tia Skerbeck; Health Officer, Dr. Allison Berry; HHS Director, Kevin LoPiccolo; HHS Deputy Director, Jennifer Oppelt; Environmental Health Director, Jennifer Garcelon

Members absent: City Council Member Representative, Jeff Gingell

Request for Modifications/Approval of Agenda

Motion by Commissioner Ozias, seconded by Gerald Stephanz, to approve the agenda. Motion carried unanimously.

ACTION TAKEN: Agenda approved.

Approval of Draft Meeting Minutes for September 16, 2025

Motion by Commissioner Johnson, seconded by Gerald Stephanz, to approve the minutes. Motion carried unanimously.

Public Comment:

None

Health Officer – Infectious Disease Update

Dr. Berry reported increased respiratory illness. COVID-19 rates, emergency room visits, and hospitalizations are decreasing regionally and statewide; vaccine availability is one of the drivers of reduced severity. Discussion followed.

Influenza and RSV activity remains low locally and statewide. Discussion followed.

Dr. Berry noted concerns about potential cuts to WIC had eased and benefits will continue. However, SNAP benefits are expected to end at the end of October. SNAP recipients include 53% families with children and 38% elderly or disabled individuals. Discussion followed.

Old Business and Information Items:

None.

Discussion Items:

1. Board of Health – Term Expirations

Terms for Gerald Stephanz, Tia Skerbeck, and Paul Cunningham expire on 12/31/2025. Members were asked to notify Kevin LoPiccolo if they wish to be reappointed for another three-year term. The City Government position will rotate to a representative from the City of Sequim; Kevin will reach out accordingly. Dr. Berry shared that the Washington State Board of Health has asked local boards to open positions to all tribes, as Clallam County does, and requested feedback on local experience.

Board of Health Presentations:

1. Olympic Region Clean Air Agency (ORCAA) – Jeff Johnston.

Jeff Johnston, Executive Director, presented an overview of the Olympic Region Clean Air Agency. Discussion followed.

2. Opioid Settlement Funding For Harm Reduction Health Center - Staff

Jenny Oppelt reviewed funding and shared data. HHS requested \$50,000 for January–June 2026 to support the Harm Reduction Health Center until longer-term funding and priorities are established. Discussion followed.

Motion: Paul Cunningham moved to ask the County Commissioners to support \$50,000 from the Opioid Relief Fund for January 2026 through June 2026 for supplies for the Harm Reduction Health Center as it currently exists. Seconded by Dr. Gerald Stephanz. Motion carried unanimously. Commissioner Ozias noted that, once the requested report is reviewed, the Board of Health may choose to continue funding as decided or take alternative action.

Board of Health Public Hearings:

None.

Environmental Health Director - Jennifer Garcelon

Jen Garcelon reported two upcoming “Septic 101” classes—one at the Courthouse and another in Sequim on a Saturday. Two new EHS staff will participate in Department of Health Inspector Training next week. For the Food Team, the final large festival of the season was the Fungi Festival; staff will remain busy with routine inspections and new plan reviews. The department continues developing reports and workflows for the database transition and fiscal processes for online payments.

HHS Director – Kevin LoPiccolo

Kevin LoPiccolo expressed appreciation that WIC food benefits will continue. He noted there will be no Board of Health meeting next month and requested cancellation of the December meeting if no urgent items arise. Discussion followed. Jennifer Oppelt announced that the new Public Health Nurse Manager begins on November 3.

Director Kevin LoPiccolo reported that he’s thankful that WIC food benefits will continue. Next month there will be no Board of Health meeting. Kevin asked to cancel the December meeting. If there isn’t an urgent item to discuss, then the meeting could be cancelled. Discussion followed.

Jenny Oppelt noted that the new Public Health Nurse Manager starts November 3rd.

Public Comment

Guy Standley – Noted that while some properties have overgrown brush, he incurs costs for yard waste and dump fees. He asked whether there is a mechanism for low-income residents to access the landfill at least once per year to clean up their property.

Adjournment

The meeting was adjourned at 3:22 p.m.

Next Meeting – January 20, 2026

PASSED AND ADOPTED this _____ day of _____, 2026

CLALLAM COUNTY BOARD OF HEALTH

Mike French, Chair

Allison Berry, MD, MPH, Health Officer

ATTEST:

Nan Furford, Clerk of the Board

DRAFT MEETING MINUTES
JANUARY 20, 2026



CLALLAM COUNTY BOARD OF HEALTH

AGENDA of January 20, 2026 @ 1:30 – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street

Port Angeles, WA 98362

Meeting was held via Zoom (Video conference)

REGULAR MEETING OF THE CLALLAM COUNTY BOARD OF HEALTH

Call to Order: The meeting was called to order at 1:35 p.m.

Roll Call: Members present were Chair, Commissioner Mike French; Commissioner Mark Ozias; Vice-Chair, Shahida Shahrir; Health Officer, Dr. Allison Berry; HHS Deputy Director, Jennifer Oppelt; Environmental Health Director, Jennifer Garcelon

Members absent: Commissioner Randy Johnson; Jamestown S’Klallam Tribe Representative, Paul Cunningham; Lower Elwha Klallam Tribe Representative, Tia Skerbeck and HHS Director, Kevin LoPiccolo

Request for Modifications/Approval of Agenda

A quorum was not present.

ACTION TAKEN: Agenda to be reviewed; no formal action taken.

Approval of Draft Meeting Minutes for October 21, 2025

A quorum was not present.

Public Comment:

Karin Cummins commented on the metrics that were promised and the noise ordinance.

Ed Bowen asked about the flu vaccine and how to get reliable healthcare on the peninsula.

Health Officer – Infectious Disease Update and Interlocal Agreement for Acting Health Officer Coverage

Dr. Berry provided an overview of a proposed interlocal agreement for public health officer coverage among Clallam, Kitsap, Jefferson, and potentially Thurston counties when the Health Officer is unavailable. A draft agreement will be included in a future Board packet.

Dr. Berry presented current surveillance data on COVID-19, influenza, and RSV activity. Discussion followed.

Dr. Berry reported on a measles outbreak in Washington State, tracing back to a South Carolina outbreak. Discussion followed.

Dr. Berry also reviewed updates to the childhood immunization schedule and recent changes. Discussion followed.

Old Business and Information Items:

None.

Discussion Items:

1. Environmental Health Fee Schedule Update - Staff

Environmental Health Director Jennifer Garcelon reported that the last Environmental Health fee update occurred in 2024. She discussed the potential implementation of an annual Consumer Price Index (CPI) adjustment and the addition of GIS or technology-related fees. Discussion followed.

Board of Health Presentations:

1. Status Report on Opioid Gaps - Staff

Moni Madjdi presented findings from the Clallam County Opioid Gaps Report. Discussion followed.

Board of Health Public Hearings:

None.

Environmental Health Director - Jennifer Garcelon

None.

HHS Director – Kevin LoPiccolo

Deputy Director Jennifer Oppelt introduced Chelsea Krouse, newly appointed Public Health Nurse Manager. Ms. Oppelt also noted that Pete Tjemsland attended the meeting online and will serve as the City of Sequim representative, effective at the next meeting.

Action Items: Election of Chair and Vice-Chair 2026

A quorum was not present. No action taken.

Public Comment

None.

Adjournment

The meeting was adjourned at 3:01 p.m.

Next Meeting – February 17, 2026

PASSED AND ADOPTED this _____ day of _____, 2026

CLALLAM COUNTY BOARD OF HEALTH

Mike French, Chair

Allison Berry, MD, MPH, Health Officer

ATTEST:

Nan Furford, Clerk of the Board

MEMORANDUM
EH FEE UPPATE



Clallam County Environmental Health

Clallam County Health & Human Services

Physical: 223 E 4th Street, Room 130, Port Angeles, WA 98362

Mailing: 111 East 3rd Street, Port Angeles, WA 98362

Phone: 360-417-2258 | Email: envirohealth@clallamcountywa.gov

MEMORANDUM

To: Clallam County Board of Health

From: Jennifer Garcelon, Environmental Health Director

Date: February 12, 2026

Subject: Environmental Health Fee Update – February 17, 2026 Board of Health Meeting

Overview

Environmental Health (EH) has initiated the process of updating its fee schedule. The topic was introduced at the January 18, 2026, Board of Health meeting, accompanied by a memorandum outlining the background, methodology, and initial discussion items. At this month's meeting, EH will present additional information and a draft fee schedule incorporating a **2.7% Consumer Price Index (CPI) adjustment** and a **5% Technology Fee**.

Fee Update Process

The 2026 fee update includes the following components:

- Apply an annual CPI increase.
- Evaluate a proposed 5% technology fee.
- Review hourly rates of comparable Local Health Jurisdictions (LHJs).
- Add ordinance language requiring annual CPI adjustments each fall and a full program fee review every three years.
- Make targeted adjustments to specific fees based on program needs.

Annual Consumer Price Index (CPI)

As of January 13, 2026, the U.S. Bureau of Labor Statistics reports a 12-month CPI of **2.7%**. All Environmental Health fees in Schedule 010-A will be increased by this amount, with the exception of the **\$10 Food Worker Card**, which is set by Washington State.

In 2025, EH collected **\$982,497** in program fees, including food establishment permits, onsite septic permits, drinking water laboratory analysis, and the \$13 septic operation and maintenance fee. A 2.7% CPI adjustment is projected to generate approximately **\$26,527** in additional annual revenue.

A draft of Schedule 010-A is attached for review.

Technology Fee Review

Environmental Health increasingly relies on proprietary databases to manage permits, inspections, and compliance activities. To support these systems, EH proposes a **5% technology fee**, consistent with practices in other counties.

Examples include:

- **Whatcom County:** 5% technology fee on all EH permits.
- **Jefferson County:** 5% technology fee on all EH fees except the \$10 Food Worker Card.

EH's current technology costs include:

- **Tyler Enterprise System:**
 - Used for onsite septic, drinking water, and complaint management.
 - Requires individual licenses for staff and contractors.
 - License cost ranges from **\$2,969–\$3,450 per user**.
 - EH currently maintains **13 licenses**.
- **HealthSpace Database:**
 - Used for food permits and inspections.
 - Annual cost is approximately **\$10,000**.

Additional labor and integration costs are associated with system configuration and coordination with other platforms, including onlineRME, the Red-Yellow-Green septic compliance map, and the Do-It-Yourself inspection program.

Review of Hourly Rates Among Comparable LHJs

A review of hourly rates provides context for Clallam County's position relative to other small and mid-sized west-side LHJs (populations under 300,000).

2026 Hourly Rates – Selected LHJs

LHJ	2026 Hourly Rate	2025 Population	Last Updated
Pacific	\$80	23,950	2022
Mason	\$100	67,800	2025
Clallam	\$107	78,650	2024
Jefferson	\$119	33,825	2025
San Juan	\$120	18,550	2025
Grays Harbor	\$120	77,750	2025
Skagit	\$130	134,600	2025
Whatcom	\$139	240,500	2025
Lewis	\$150	85,550	2025
Kitsap	\$150	288,900	2026
Cowlitz	\$160	114,500	2025
Island	\$170	88,700	2026

Among the five counties most comparable in population to Clallam (Mason, Grays Harbor, Lewis, Island, and Cowlitz), the **average hourly rate is \$135**. Clallam's current hourly rate is **\$107**. With the proposed CPI and technology fee, the 2026 hourly rate would be **\$116**, still below the peer average.

Clallam County Code 41.50 – Proposed Ordinance Update

EH recommends adding language to CCC 41.50 to:

- Require **annual CPI-U (West Region)** updates each fall.
- Require a **comprehensive program fee review every three years**.
- Begin the next review cycle in **Fall 2027**.

Proposed language: “Periodic Update of Fee Schedule. The fees established under Fee Schedule 101-A shall be updated annually to reflect changes in the Consumer Price Index (CPI-U), West Region. Specific Environmental Health program fees will be reviewed every three years.”

This change will improve predictability and transparency for permit holders.

Changes to Specific Fees

Food Program – Recurring Temporary Permit (“6-Pack”) The 2024 update introduced a recurring temporary permit category priced at 1.5 times the cost of a single temporary permit. Monitoring these permits has required more administrative time than anticipated, as applicants often do not know all six event dates in advance. EH issues a new permit for each event.

Recommendation: Increase the fee to the cost of **three** temporary permits to reflect actual administrative workload.

Onsite Septic Program

- Rename “**Owner Installed**” to “**Owner Install Fee**” for clarity.
- Remove the **Paper Submission Government Action Fee**, as electronic submission is now required.
- Add an **O&M Site Professional Fee**, consistent with CCC 41.20.

SERVICE	FEE	2.7% CPI	Tech Fee	
General Environmental Health -Administration				
Technical Assistance or Billable Time	\$107	\$110	\$116	per hour
Appeals to the Board of Health for Determination	\$339	\$348	\$366	
Administrative Conference	\$203	\$208	\$219	
Administrative Hearing	\$331	\$340	\$357	
Waiver Request				
Local Code Only	\$169	\$174	\$182	
State Code	\$203	\$208	\$219	
Drinking Water Program and Laboratory Services				
Water Testing				
Bacteria Presence/Absence-24 HR	\$21	\$22	\$23	per sample
Bacteria Presence/Absence-18 HR	\$41	\$42	\$44	per sample
Total Coliform/ <i>E. coli</i> count	\$49	\$50	\$53	per sample
<i>E.coli</i>	\$49	\$50	\$53	per sample
Enterococcus (Beach)	\$49	\$50	\$53	per sample
Bacterial retest	\$21	\$22	\$23	per sample
Fecal coliform	\$55	\$56	\$59	per sample
Nitrate	\$31	\$32	\$33	per sample
After Hours/Weekend Surcharge	\$429	\$441	\$463	
Water Availability (GMA Requirement)				
Public or Private	\$105	\$108	\$113	
Alternative Water System Plan Review (Rainwater Cat	\$300	\$308	\$324	Billed for first 3 hours, then hourly rate
Public Water System Plan Review				
Plan Review	\$107	\$110	\$115	Billed for first 1 hour, then hourly rate
Well Site Inspection	\$417	\$428	\$450	Billed for first 3 hours, then hourly rate
Water System Sanitary Survey				
Private Individual Well	\$363	\$373	\$391	Billed for first 3 hours, then hourly rate
Public Water System	\$690	\$709	\$744	Billed for first 6 hours, then hourly rate
Solid Waste Program				
Plan Review for New Application	\$1,070	\$1,099	\$1,154	Billed for first 10 hours, then hourly rate
Municipal Solid Waste Landfill (MSWLF)				
MSWLF Annual Permit	\$7,935	\$8,149	\$8,557	
MSWLF Closure Permit	\$9,919	\$10,187	\$10,696	
MSWLF Post Closure Permit Annual Fee	\$3,968	\$4,075	\$4,279	
Recycling	\$926	\$951	\$999	
Composting	\$1,852	\$1,902	\$1,997	
Land Application	\$926	\$951	\$999	
Anaerobic Digester	\$926	\$951	\$999	
Energy Recovery and Incineration	\$926	\$951	\$999	
Material Recovery Facility	\$926	\$951	\$999	
Transfer Station (TS)				
TS Handling <5,000 tons/year	\$1,389	\$1,427	\$1,498	
TS Handling >5,000 tons/year	\$3,703	\$3,803	\$3,993	
Piles Used for Storage or Treatment	\$695	\$714	\$749	

Surface Impoundments and Tanks	\$695	\$714	\$749	
Waste Tire Storage and Transportation	\$695	\$714	\$749	
Moderate Risk Waste Handling Facility (MRWF)	\$2,215	\$2,275	\$2,389	
Satellite MRWF	\$417	\$428	\$450	
Limited Purpose Landfill (LPL)				
LPL Annual Permit	\$4,629	\$4,754	\$4,992	
LPL Closure Permit	\$6,613	\$6,792	\$7,131	
LPL Post Closure Permit	\$2,777	\$2,852	\$2,995	
Inert Waste Landfill	\$2,777	\$2,852	\$2,995	
Permit Exempt Facilities Which Require Review	\$370	\$380	\$399	
Other Solid Waste Facilities or Activities	\$107	\$110	\$115	per hour
Late Solid Waste Permit Fee	50% of base			
Penalty Fee of Permitted Facilities	10% of base			
Drug Lab Clean Up-All Activities	\$107	\$110	\$115	per hour
On-site Septic Program				
Site Registration	\$397	\$408	\$428	
Construction Permit				
Individual				
Conventional	\$424	\$435	\$457	
Alternative	\$503	\$517	\$542	
Owner Installed-conventional only	\$569	\$584	\$614	
Commercial	\$569	\$584	\$614	first 350 gal, then \$265 for each additional 350 gal
Community	\$569	\$584	\$614	plus \$265 for each added connection
Repair Permit-Individual, Commercial, or Community	\$264	\$271	\$285	Combine to all repair permits
Tank Placement Only	\$239	\$245	\$258	
Expansion of Existing System	\$384	\$394	\$414	
Vault Toilet or Waterless System	\$264	\$271	\$285	
Re-inspection Fee	\$264	\$271	\$285	
Services				
Operation & Maintenance				
Annual O&M Fee	\$13	\$13	\$14	per septic
System Status Report Review Fees				
Electronic Submission-Gov't Action	\$81	\$83	\$87	
 Paper Submission-Gov't Action	\$98			
Return Fee for Incomplete Report	\$75	\$77	\$81	
Seasonal Water Table Observations	\$535	\$549	\$577	Billed for first 5 hours, then hourly rate
Permit Re-design	\$176	\$181	\$190	
Septic System Decommissioning Certification	\$163	\$167	\$176	
Sewage Installers Certification				
Sewage System Installer Annual Fee	\$440	\$452	\$474	
Site Installer Annual Fee	\$278	\$286	\$300	
Septic Tank Pumpers Certification				
Septic Pumper Annual Fee	\$528	\$542	\$569	
Operation & Maintenance Specialists Certification				
O&M Specialists Fee	\$528	\$542	\$569	

O&M Site Inspector Fee NEW	\$366	\$376	\$395	
Environmental Health Land Use Proposal Fees				
Site Evaluations	\$397	\$408	\$428	
Administrative Fee	\$107	\$110	\$115	
Land Use Technical Review Fee	\$214	\$220	\$231	
Land Division Seasonal Water Table Observation	\$535	\$549	\$577	
Final Plan Review for Signature	\$176	\$181	\$190	
Food and Living Environment Programs				
Annual FSE				
Risk Category 1-All seating	\$294	\$302	\$317	Pre-packaged food only, no food handling. Examples: Commercial Kitchens, Store with milk fridge, Gas Station with TCS foods for sale/customer heats on-site
Risk Category 2				Food is assembled on site for immediate service or display. Hot and cold TCS foods, no cooling or reheating. Espresso with assembled sandwiches, concession stands.
Seating 0-25	\$441	\$453	\$476	
Seating 26-50	\$588	\$604	\$634	
Seating 50+	\$722	\$741	\$779	
Risk Category 3				Food is received, assembled, cooked, cooled, reheated. Any facility cooling foods and reheating for service another day.
Seating 0-25	\$648	\$665	\$699	
Seating 26-50	\$713	\$732	\$769	
Seating 50+	\$764	\$785	\$824	
Catering Added to FSE	\$294	\$302	\$317	
Satellite Kitchens (Schools, etc.)	\$147	\$151	\$159	
Seasonal	50% of Fee			
Mobile Unit/Food Truck	\$441	\$453	\$476	
Temporary Permit				
Temporary Event Risk 1	\$50	\$51	\$54	one event, up to 21 consecutive days
Temporary Event Risk 2 or 3	\$198	\$203	\$214	one event, up to 21 consecutive days
Recurring Temporary Event Risk 1	\$150	\$154	\$162	same menu/staff, up to 6 events per year
Recurring Temporary Event Risk 2 or 3	\$594	\$610	\$641	same menu/staff, up to 6 events per year
Extended Temporary Farmers Market/Demonstrators	\$185	\$190	\$199	
Extended Temporary Farmers Market/Demonstrators	\$278	\$286	\$300	
Large Event Permit (4+ vendors)	\$210	\$216	\$226	
Other Food Fees				
Late Annual Fee 1-30 days after date due	50%			
Late Annual Fee 31+ days after date due	75%			
Temporary Permit Received w/in 10 business days of	50%			
501 (c)(3)	50% of permit fee			
Re-inspection Fee	\$279	\$287	\$301	
Operating without a Permit	2 x annual permit fee			
Food Worker Card	\$10			
Food Worker Card-Copy	\$5			
Plan Review	\$882	\$906	\$951	Billed for first 6 hours, then hourly rate
Change in Menu/Owner	\$214	\$220	\$231	Billed for first 2 hours, then hourly rate

Pre-packaged food only, no food handling. Examples: Commercial Kitchens, Store with milk fridge, Gas Station with TCS foods for sale/customer heats on-site
 Food is assembled on site for immediate service or display. Hot and cold TCS foods, no cooling or reheating. Espresso with assembled sandwiches, concession stands.

Food is received, assembled, cooked, cooled, reheated. Any facility cooling foods and reheating for service another day.

one event, up to 21 consecutive days
 one event, up to 21 consecutive days
 same menu/staff, up to 6 events per year
 same menu/staff, up to 6 events per year

Billed for first 6 hours, then hourly rate
 Billed for first 2 hours, then hourly rate

Living Environment-Pools/Schools				
Swimming Pools/Spas Permit				
Open All Year	\$317	\$326	\$342	
Seasonal	\$231	\$237	\$249	
Each Additional Pool/Spa	\$93	\$96	\$100	
Plan Review	\$107	\$110	\$115	per hour
Schools				
Plan Review	\$321	\$330	\$346	Billed for first 3 hours, then hourly rate
Safety Inspections	\$214	\$220	\$231	Billed for first 2 hours, then hourly rate

[Food Safety Risk Categories based on FDA Food Code 2017, Annex 5, Table 1, Risk Categorizatic](#) per hour