

ENVIRONMENTAL HEALTH SECTION 2018-2019 WORK PLAN

GOALS FOR 2018	2018 ACCOMPLISHMENTS	GOALS FOR 2019
<u>Administration: Jen Garcelon</u>	Hosted UW Intern Summer 2018	
Continue to monitor State and County budgets as they affect EH programs	Ongoing	Ongoing
Maintain staffing levels	Filled two EHS positions in July and CSS position in September	Maintain staffing levels
Closely track training and travel budgets	Ongoing	Ongoing
Perform staff evaluations as needed	Completed in Dec/Jan	Perform staff evaluations as needed
Continue weekly staff meetings	Completed with few exceptions	Continue weekly staff meetings
Schedule field time with EH staff	Went in the field with Food, Solid Waste and Onsite Programs	Look for opportunities to spend time in the field
Continue to look for staff cross-training opportunities	Staff were trained in lab and pool	Ongoing
Continue to provide information about complex projects to all EH staff	Ongoing at Weekly Staff Meetings	Ongoing
Visit storage area at least once per year	Visited in July 2018	Ongoing
Develop comprehensive grants tracking matrix	Grants tasks diagram for billing purposes developed. OSS grants personnel meet monthly to discuss status of work plan.	Continue regular meetings Put tracking documents on the K:drive Currently called FEATS Reporting in Grants Active on K?
Monitor EH file archiving	Ongoing	Archive files per http://www.sos.wa.gov/archives/
Strengthen all EH enforcement activities working with Code Enforcement and PAO	Worked with PAO on enforcement activities. PAO developed enforcement matrix	Ongoing

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Administrative Support: Jen Garcelon, Karen Whalley, Chelsea Lierly, Adar Feller/Nan Furford</u>		
Need to continue training and cross training on permit tech activities to provide	Worked on cross training	Add Nan to HealthSpace and do food cross training

backup for vacations and emergencies.		
Adar, Chelsea and Karen to continue updating the internal reference book on how to use permit plan and the food database.	Desk operations book is complete for Onsite. New Food Database (HealthSpace)	Utilize desk operations book (including HealthSpace use process) Update as needed
Organization		Organize EH paper and electronic policies and ordinances

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Food/Protection Program: Jessica Pankey/Paul Patrick/Karen Whalley/Hannah Merrill/Andrew Harris</u>	HealthSpace, upgrades to system with SurfacePros, FSAC invitation, InFORM conference, Recovered Food presentation, FDA Standards Program Enrollment	Enforcement Policy, DFDO annual reporting system, Revise Plan Review application, Update communication equipment for safety and efficiency, update website
	Identified “rogue” farmers market event	Gain compliance with the market coordinator in all county related aspects (food safety, onsite, planning, roads)
	Discussed contract work with Jamestown S’Klallam Tribe	Complete contract work with JSKT with assessments for FDA Model Food Code Compliance
	Identified some serious shortcomings in our Plan Review Application	Re-vamp application with focus on Person In Charge roles and responsibilities and include FDA physical facilities as reference
	Identified shortcomings in Temporary Event Application	Re-vamp temp event application
	Enrolled in FDA standards	Work toward standard 3
	Received grant for Category 3 FDA standards for Nashville NEHA conference	Jess attend Nashville NEHA and FDA Standards course
	Attend 4 Food Safety Advisory Council meetings in person and two via phone to represent LHJ’s	Continue with in person attendance for voting and discussion clarity as opposed to via phone.

	Coordinate with Donated Food Distributing Organizations and Donors	Continue to work with food donors and DFDO's
	Trained Hannah in accordance with FDA training requirements	Train Andrew in Food Program
Continue contracting with TPCHD for on-line and monitor. Upgrade everyone in food program to Chrome or VM	Food Worker online training working well Continue to monitor. 3,493 cards issued in 2017, which is the equivalent of 59 FULL classes at the courthouse.	
Provide Food Worker Classes as requested for individual groups. Assess need for a more in depth manager training similar to ServSafe (Jail personnel requests ServSafe and updated food handler training material. Evaluate community need for in-person class schedule. Discuss providing a computer (kiosk) in lobby of courthouse.	Provided Food Worker Classes as requested for individual groups.	Provide Food Worker Classes as requested for individual groups. Consider hosting/facilitating or becoming certified to teach Manager Training course.
Achieve State number of required inspections for food establishments and use quantitative data to determine compliance.	Full time establishments-. If all require two inspections, total routine inspection would = but some only need 1 inspections so we are at > 91% state designated inspections.	Achieve State number of required inspections for food establishments and use quantitative data to determine compliance.
Investigate all complaints in a timely manner	Investigated all complaints in a timely manner	Investigate all complaints in a timely manner
Prioritize Foodborne illness investigations. Respond within 24 hours.	Responded within 24 hours upon receipt of illness complaint Attended InForm/PulseNet conference in San Diego on scholarship from National Environmental Health Association.	Respond within 24 hours upon receipt of illness complaint
Process all Temporary Applications as soon as possible	Processed all Temporary Applications as soon as possible	Process all Temporary Applications as soon as possible
Food program meetings	HealthSpace centered meetings in addition	Schedule meetings for Food Program.

	to food safety meetings as necessary..	Quarterly?
New HealthSpace Food database	Started using new food database HealthSpace exclusively June 2017 1 st Billing run by HealthSpace staff Cleaned-up data imported from Old Food Data Base into HealthSpace	
Continue to work with vendors to permit food establishments without permits. Try to reduce number of establishments or vendors paying late fees.	Continued to work with vendors to permit food establishments without permits	Continue to work with vendors to permit food establishments without permits. Consider approved water system to address limited use food establishments (wineries, grocery stores, bed and breakfasts). Initiated contact (again) with wineries to get tasting rooms into compliance.
Continue to work with local farm and agricultural businesses to coordinate food vendor approval and applications	Worked with local farm and agricultural businesses to coordinate food vendor approval and applications Great relationship with PAFM coordinator, Tyler.	Continue to work with local farm and agricultural businesses to coordinate food vendor approval and applications Continue with Tyler.
Participation in local food groups on food safety	Coordinated with Food Banks and WSU extension for food demo's and temporary food permits (apple sauce), created letter for DFDO organizations	Continue to be a resource for local agencies wanting to follow food safety and support community education about safe food handling
Continue to work with Tribal partners in issuing FWC and inspections, as requested	Worked with tribal partners in Neah Bay to complete inspection training at facilities in Clallam County	Continue to work with Tribal partners in issuing FWC and inspection training, as requested
Develop policies for: <ul style="list-style-type: none"> • risk-based inspection, • enforcement, and • farmers markets • O&M inspections for food permit renews 	Policies collected from adjacent counties, Program Standard group has been helpful.	Develop policies for: <ul style="list-style-type: none"> • risk-based inspection, • enforcement, and • farmers markets • O&M inspections for food permit renews

Attend relevant DOH/FDA training including food workshops, HACCP, Food Processing, bioterrorism, ICS	One Quad county meeting was attended. Fall food safety update attended by both inspectors.	Attend relevant DOH/FDA training – Special Processes at Retail
Have a smooth invoice season; work on incorporating san survey and water tests requirements as part of renewal process	Had a relatively smooth invoice season	Have a smooth invoice season; work on incorporating san survey and water tests requirements as part of renewal process
Continue to work with local and state partners to identify risky suppliers/retailers	Worked with other jurisdictions to identify and assess concerns.	Continue to work with local and state partners to identify risky suppliers/retailers
Work with and educate the Public when possible		Work with Public Health to educate the Public about health issues when possible

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<u>School Safety Program: Jessica Pankey/Andrew Harris</u>	Found appropriate contacts for Indoor Air Quality	Follow up with sequim school
Provide school program assistance when needed	Provided school program assistance when needed. Approved the new Greywolf Elementary classroom addition	Provide school program assistance when needed
Attend annual school health & safety workshops		Attend annual school health & safety workshops

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<u>Water Recreation Facilities: Jess and Andrew</u>		
Inspect pool & spa facilities in accordance with state and county requirements There are 34 pools or spas in Clallam County	Attended one training with Kitsap County	Andrew and Jess become Certified Pool Operators.

Create WRF policy to adopt state code if needed	No action taken	
Attend WRF Workshops	Joined DOH staff during WRF 1	Attend WRF Workshops
Post WRF inspections online	Posted WRF inspections online (?)d	Post WRF inspections online

GOALS FOR 2018	2018 ACCOMPLISHMENTS	GOALS FOR 2019
<u>Drinking Water/ Laboratory program:</u> <u>Sue Waldrip</u>		
Annual Ongoing Goals: Keep backups trained Maintain Accreditation SOP Updates Annual State Training Lab Inventory	2 new people trained; website updated	Update the “How To” desk manuals
Group A surveys – 8 assigned	8 Group A surveys done.	8 Group A surveys assigned; Go with DOH on at least one large system survey
Additional Training	Reading DOH online publications	Additional training: spend day with a well driller; visit Spectra Lab
Permit Plan Water System Case	Worked with Tom to do updates to make this useful; working on maps, Water Resource Map in progress	Help Tom get this done
Website Updates	Minor updates	Work with DCD on water conservation page and emergency management on water purification information; check info on HHS/EH website
Work on land divisions for Environmental Health issues; have Chelsea take on septic review portion	Reviewed all potable water cases for BPT; provide well info to the public; do DCD reviews for LDV’s, and the like	Maintain
Reviewed status of Group B systems,	Group B letters sent Jan 2018	Remove this for 2019
Old Chemicals in Lab	Found MSDS for many of the chemicals	Continue work on appropriate disposal

Policies	Wrote well site approval policy, it became effective 9/1/18	Updated water availability policy to be signed New policy for low hazard food establishments like winery and B&B
Continue to look at emergency water source planning	Nothing happened	Look at this again – especially what do systems do when there is no power; also preparing for drought

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Solid Waste Program: Andy Gosnell</u>	Initiated property cleanups using Code Enforcement abatement fund; moving forward with complaint enforcement	Continue w/complaint enforcement, using new tools as available New permits for Lawson/McKinley
Work w/ permitted SW facilities on compliance issues (PALF, unpermitted sites)	Done; follow up phone calls/emails/site visits completed when compliance issues were noted	On-going; continue working with Ecology on major compliance issues
Conduct inspections at permitted facilities at required intervals	Done; 56 inspections completed in 2018	On-going
Work with WAC 173-304 landfills solid waste permittees, who may apply in post closure who have reached 20 years of monitoring	On-going; re-establishing monitoring at the County-owned Lake Creek Landfill	On-going
Issue new permits as needed	New post-closure permit issued for PALF after bluff stabilization project completed; New permit issued for McKinley Landfill, formerly Lawson Landfill – Nippon Paper	On-going; work on compost facility permitting/permit exemptions as applicable
Work with owners/applicants on new solid waste facilities	None required in 2018	On-going
Update website information	On-going	On-going
Investigate SW complaints	Property cleanups completed; continue work with Code Enforcement	On-going; continue work with Code Enforcement

Provide documentation for CPG apply for new CPG funding 2017-2019	Done in new Ecology Grants and Loans (EAGL) online system; quarterly reports submitted	On-going
Participate in the Solid Waste Advisory Committee (SWAC) and Quad County Meetings	Done; attended relevant meetings and helped with minutes/agenda creation	On-going; Work on CSWMP Update with SWAC
Work w/ Code Enforcement on joint issue sites	Done; major cases included serving our first administrative search warrant on a property with multiple violations	On-going; using Hearings Examiner for easier cases and PAO for more complex ones
Review annual reports and conduct annual permit review of all sw facilities	Done	On-going
Work on CCPW Debris Management Plan	N/A	N/A
Review environmental monitoring reports	Done	On-going
Contribute to State rule revisions	N/A	Continue serving on committees and providing comments on rule revisions
Monitor Ecology's efforts on different clean-ups (i.e., PA Harbor, Rayonier uplands, regional dioxin, regional background)	On-going, attended PA Harbor cleanup meeting in May 2018 Updated our website on cleanups with current information	On-going, as needed
Attend relevant SW trainings-and meetings	Attended quad county meeting, joint solid waste visits with Jefferson County	Obtain MOLO Certification

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Moderate Risk Waste Program:</u> <u>Lindsey Aspelund/Andy Gosnell</u>	Obtained 40-Hour HAZWOPER certification; attended annual MRW Coordinator Meeting	Implement new Secure Medicine Return program w/assistance from Kitsap County
Provide education to the public about MRW and about the MRW facility; distribute brochure in PDN	Continued print and radio advertising; some online newspaper advertising	Find proper media channels to provide MRW education; focus on online ads in the PDN; MRW hours may change
Update website information	Website updates completed; after Ecology updated their website all solid/haz waste	Continue to update the website as needed

	pages were updated	
Create new Secure Med Return webpage	N/A	In progress
Continue SHAs and initial investigations as needed.	2 initial investigations completed	N/A – program funding ended
Continue to flag listed hazardous waste sites in Permit Plan	Done	On-going
Manage and report quarterly to Ecology on MRW CPG and SHA grant	continued quarterly reporting as required and closed out SHA grant	Apply and renew funding for MRW grant
Participate in outreach events Home Show and River Festival	County Fair, August 2018	County Fair 2018
Renew SHA grant	N/A – program funding ended	N/A – Program Funding ended
Complete annual County-wide used oil collection data	Report submitted April 1, 2018	Complete 2018 Used Oil survey results and send to Ecology by April 1, 2019
Partner with other agencies on MRW issues	Done; work with City of PA; work with WSU Extension Office/Master Gardeners	Continue partnerships
Investigate funding possibilities Sheriff's Office drug-take-back program	Med Project submitted revised plan 12/24/18. Plan review completed 2/22/19. Approval letter sent 3/11/19	Install drop-box kiosks and begin operations.
Attend relevant MRW and SHA training, including 8-hr refresher, annual MRW Coordinator, and annual NAHMMA	Attended SHA and MRW annual meetings, Initial Investigation training, and 40-Hour HAZWOPER completed	Attend relevant MRW training, including 8-hr refresher, annual MRW Coordinator, and annual NAHMMA
Update County-wide Hazardous Waste Management Plan Assist update of CSWMP with HWMP	N/A	Update and adhere to HWMP Review and update CSWMP & HWMP
Coordinate MRWF user survey data collection	No user survey data collected in 2018	Start survey data again in 2019

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<u>On-Site Septic System Permit Program:</u> <u>Janine Reed/Andy Perham</u>	Fee Increase implemented Failure tracking becoming more efficient	Reduce backlogged failures Improve complaint tracking
Process and issue actions on permits in a timely way. Goal is to meet WAC requirement of 30 day turnaround time for permitting	Ongoing- Maintained the 30 day window for most of this year. If permits were held up it was usually due to another department waiting for parts	Ongoing- Andrew Gosnell to be trained to take Andy P. position. Have Andy P approved to work part time.
Train Chelsea in tracking pumper records/manifests; send out letters to pumpers who have not submitted manifests and disposal records. Goal is to return to tracking pumpers annually again.	Trained Chelsea & Nan in permit technician duties, including data entry and permit processing	Continue training Nan in Onsite Admin Nan is entering pumping reports Plan to have pumper truck inspection in 2020
Janine and Sue process LDV, BLA, CUP and PRV with DCD in a timely manner, train CSS in LDV and other DCD duties with the goal to assign septic review for LDV to Chelsea by end of 2018	Due to high CSS turnover and general staffing shortages Sue has been helping process LDV, BLA, CUP & PRV cases with DCD	Ongoing with Sue-but hope to hand that over to Nan eventually
Work on new Installer procedure/protocol for calling in starts and notifications for finaling installations.	Had a meeting with installers asking for calls when system is actually installed. For the most part they have not done that. Added activity to begin tracking Start Calls and when system is ready for inspection	Need to re-visit and discuss how to get them to notify us; asking to be CC'd on correspondence with designers or a phone call when system is ready for inspection, add to task lists for tracking
Andy and Janine inspect homeowner installations and difficult site/repair installations. Goal of increasing % of regular installation inspections for 2018	Homeowner inspections all completed. Difficult repairs were inspected when we were available, which was not very often	Increase inspections and continue to do all homeowner installations & difficult repairs
Chelsea and Lindsey to accompany Andy and Janine on field visits for cross training/training if scheduling allows.	Lindsey did some cross training-but Chelsea did not go into the field with us	
Complete annual invoicing for licensees in a timely manner-(invoices sent at 6 weeks prior to end of licensing period).	Annual Invoicing for pumpers, installers, and O&M providers completed	Annual invoicing completed, Nan and Adar did great job. Improve invoicing documents for fall 2019
Andy and Janine to coordinate scheduling for soils and permitting during summer	Done	Andy G in training

busy months.		
Continue to investigate failures and surfacing sewage complaints as a high priority, update complaint response plan, and enhance complaint tracking.	Enforcement tracking procedure becoming more solid – use activities in PP and outlook reminders to help track enforcement. Use PP automated letters and letter templates to speed up letter writing. Use Excel to track enforcement activities for DOH reporting PAO referral process becoming more solid, referred several enforcement case to PAO with some success	Continue to improve on enforcement tracking efficiency. Condense all tracking into one program – use PP only, drop Excel and possibly Outlook. This would be time intensive and may not happen in 2019, but should be a goal moving forward Continue to work with PAO, possibly use Hearings Examiner Discuss forced abatement for egregious septic violations
Onsite training funds made available in 2018 budget process. Send more staff to free soils training provided by DOH	Andy and Janine attended WOSSA (2018) Continue attending LHJ coordinators meetings.	Continue training funding for 2020. Continue to attend free trainings if possible. Janine attend WSEHA in 2019 Plan for Andy and Janine attending WOSSA 2020 Send more staff to free soils training provided by DOH
Ensure FSE renewal permits are not issued without meeting OSS inspection requirements	Worked with Food Program on septic system inspections prior to renewing FSE permit (report used successfully but issues w/HealthSpace)	Work with Food Program on septic system inspections prior to renewing FSE permit, goal is 100% in 2019 (o.O)
Update policies for BOH approval Update sections of 41.20 to reflect Online RME	Continue to bring BOH updated policies.	Continue to work on policies
More effectively and efficiently enforce EH code violations using enforcement templates	Done, with a few successes. Efficiency is difficult when people refuse to come into compliance.	Continue to use enforcement protocol and templates

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<p><u>On-Site Management Plan Implementation:</u> <u>Adar Feller, Jacob Melly, Janine Reed, Andy Perham, Jen Garcelon,</u></p>	<p>Presented Sustainable Funding Option to BOH</p>	<p>Present proposal at BOH May 2019</p>
<p>Continue to pursue stable funding for OSS plan implementation</p>	<ul style="list-style-type: none"> • Reviewed past sustainable funding efforts. • Looked at examples of other Puget Sound LHJ funding models. • Presented sustainable funding options to BOH various times. • Developed concrete proposal for funding O&M. 	<ul style="list-style-type: none"> • Meet with Treasurer to explore O&M fee collection possibility. • Develop draft CCHR update to explicitly make O&M fee supported (w/Prosecutor review). • Discuss O&M fee with Permit Advisory Committee. • Present BOH w/proposed update to CCHR and EH Fee Schedule.
<p>O&M Program</p> <ul style="list-style-type: none"> ○ QC of Onsite database ○ Manage & distribute OSS inspection incentives ○ Continue Public Outreach 	<ul style="list-style-type: none"> ○ In progress, new reports available to assist ○ ~140 inspection rebates/incentives filled in 2018. ○ Held 9 homeowner septic training classes in 2018. Sent letter to owners of “unknowns” in MRA. Continued radio, newspaper, online, and social media advertising of inspection requirements and resources. Direct postcard mailed to MRA highlighting resources at clallam.net/septic. Presence at NPBA expo., KONP Home Show, and River Fest. 	<ul style="list-style-type: none"> • Continue QC, improve database reporting if needed • Make incentives available as grant funding allows. • Figure out how to get contracts in place to cover advertising over multiple years, as funding sources allow. Continue outreach through various media. Hit social media hard. Attend outreach events as available.

<ul style="list-style-type: none"> ○ Holding professional O&M class in fall ○ QA/QC of OSS inspections ○ Submit progress reports ○ Reduce number of “unknown” systems in MRA and Countywide. ○ Increase septic inspection compliance 	<ul style="list-style-type: none"> ○ Hosted one WOSSA class Nov 29th, 2018 ○ Ongoing-continuous ○ FEATS reports, quarterly NEP reports, NTA financial and implementation status reports, and LMP Implementation reports done regularly. ○ Friendly letter helped hit targets for NTA reporting purposes. Remaining “unknown” systems ready to take on with inspection compliance. ○ ~30% compliance in MRA and ~25% compliance Countywide. Inspections happening but more systems also coming online... 	<ul style="list-style-type: none"> ● Hold at least one O&M/Industry workshop/class ● Continue ● Continue reporting as required by funding sources. ● Take on all remaining unknowns in MRA through inspection compliance. ● Reach 100% inspection compliance Countywide by end of 4th quarter.
<p>DIY septic inspection project</p> <ul style="list-style-type: none"> ○ Continue updating DIY Email reminder system ○ Maintain DIY database ○ DIY user tracking ○ Follow-up with DIY class participants 	<ul style="list-style-type: none"> ○ Some of the Reminder errors appear corrected but may need more testing ○ Ongoing ○ Ongoing 	<ul style="list-style-type: none"> ● Work with IT to update or replace DIY Email reminder system as needed (still not working 100%) ● Letters to DIY CERT w/o email who need pro 1st, possible survey of DIY users to ask about their experiences so far (not done in 2018)
<p>QC and correct all SOM case addresses for use in DIY & Permit Plan & onlineRME New ADR case added to Permit Plan also part of QC</p>	<p>Did not complete in 2018 (Tom still had other priorities) ADR cases corrected as found</p>	<p>Complete SOM case address QC project Continue QC of ADR cases</p>
<p>SOM cases updated to include Use Category from Assessor</p>	<p>Not complete due to low priority, manual entry when possible</p>	<p>Waiting for other GIS updates to be complete to make auto update more</p>

		accurate
Improve SOP's for Onsite data entry New Failure / Repair tracking SOP & improvement of O&M inspection report SOP with images	Mostly completed, developed OSS inspection requirements checklist for use with BPT application for message consistency	Update Failure / Repair tracking SOP for new activities and enforcement letters
Continue meeting reporting requirements to DOH and attend LHJ conf. calls	3 LHJ conference calls attended.	Ongoing
<p>Continue improving Permit Plan for EH</p> <ul style="list-style-type: none"> • Create separate case WVR for Waivers & move all existing into new case type • Add related activity link & tracking for expiring repair SEPs • Continue testing and adjusting Failure Notice activities as needed • Work with Tom to develop auto update scripts for SOM case people so letters have correct current address info • Improve related activity function of CRI case for EH use (change in DCD staff means may have to re-design) • Improve related activity function of CMP case for EH use • Work with Tom to provide link to onlineRME inspection reports through e-connect online permit system (says it is possible now) • Add "O&M Contract Received" to SEP case activity & reports or tasks to track • Connect SEP Demo activities to SWR case for auto sign-off 	<ul style="list-style-type: none"> ○ New WVR case added ○ Using Print form for expiring repair SEP notice ○ Added more new failure tracking to SOM ○ SOM case people had one manual update, cannot yet automate ○ CRI case not currently being used by DCD for this purpose ○ Still working out EH use of CMP case needs ○ onlineRME link available on e-connect online permit system ○ SEP case activates updated & menu organized ○ Done 	<ul style="list-style-type: none"> • Update reports to use new WVR case • Fix batch/form for expiring repair SEPs • Continue refining failure tracking • Help Tom find solution to problem with SOM case people update • Update CA Review protocol • Review CMP case use for Onsite, update protocol • Tom to add a mask to remove comments on activities from e-connect online permit system • Update reports using SEP activities • Complete Decommissioning Permit protocol and report for checking SWR case status

<p>Begin Preparation for Tom’s retirement June 2019:</p> <ul style="list-style-type: none"> • Permit Plan • Crystal Reports • onlineRME • GIS 	<ul style="list-style-type: none"> • System Utilities training for adding Activities and Task Lists • Edited Reports for failure notice • Starting to enter & use onlineRME pump reports • Set up new web map project formats 	<ul style="list-style-type: none"> • Need additional System Utilities, Batch & possibly Designer training if Permit Plan continues as County database • Stay involved in search for database replacement • Update Reports & Task Lists as needed • Develop onlineRME import process for pump reports • Complete EH inputs for new web map formats, OSS Status & Water Resources Map
<p>Continue to participate loan program</p>	<p>Clallam County participated Regional OSS Loan Program & Andy B on Craft3 Advisory Board</p>	<p>Jen will participate as needed</p>
<ul style="list-style-type: none"> ○ Pursue remaining unknowns 	<ul style="list-style-type: none"> ○ Friendly letter to property owners resulted in various unknown inspections/locates in MRA. Currently down to ~215 or ~240 depending on database counting method. Various drive-by site visits to sort out whether some parcels actually have a residence or not. Already hit NTA reporting targets and ready to take on remaining unknown in MRA. Effort outside MRA more passive—prioritizing unknowns for incentives, etc. 	<ul style="list-style-type: none"> • Enforce septic inspection compliance on all remaining “unknowns” in MRA.
<ul style="list-style-type: none"> ○ Update website as needed 	<ul style="list-style-type: none"> ○ Several webpage updates in 2018 new Installing Access Risers page ○ Major update to Maintaining Your 	<ul style="list-style-type: none"> • Ongoing • Update other pages as needed

<ul style="list-style-type: none"> ○ Maintain Red to Green OSS Status Map 	<ul style="list-style-type: none"> ○ Septic System page ○ Further updates of OSS Permit & SIR pages ○ Onsite Quick Links template applied to all Onsite pages 	<ul style="list-style-type: none"> ● OSS Status Map converted to ESRI online Map format ● Edit & update Septic System Inspection Status page to reflect new map format & fix all map links
<ul style="list-style-type: none"> ○ Continue to enforce conforming system requirements and inspection requirements in Golden Sands (GS). ○ Continue work in latest PIC Project Focus Area ○ Segmented sampling in Matriotti/Lotzgesell. Some follow-up sampling following corrections in previous focus areas. ○ Implement PIC Plan in new PIC Project area (Meadowbrook Creek/Slough, Matriotti Creek and tribs). 	<ul style="list-style-type: none"> ○ Remaining systems requiring inspection added to Matriotti compliance round. Working on remaining non-conforming systems. Many waiting on cost-share/design. ○ Moving to correction phase in Matriotti/Lotzgesell ○ Detected various “hotspots” in Matriotti/Lotzgesell. Will continue w/some segmented sampling. Still waiting on some corrections in previous focus areas for follow-up sampling ○ PIC Plan underway in new project area. 	<ul style="list-style-type: none"> ● Two primary violations in Golden Sands need to be abated. One primary failure in Meadowbrook Slough needs correction. Keep inspection compliance timelines going ● Stress improvements in Matriotti/Lotzgesell. Riparian buffers and critical areas... ● Address “hotspots.” Continue investigative and follow-up sampling as necessary. ● Shift to correction phase in Matriotti/Lotzgesell. Prepare for future rounds. Select next focus area with project partners through adaptive management.

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<p><u>On-Site O&M/Outreach Program:</u> <u>Janine Reed, Andy Perham, Jacob Melly, Lindsey Aspelund</u></p>		
<p>Hold Septics 101 & 201 classes</p>	<ul style="list-style-type: none"> ○ 3 101 classes in 2018 	<ul style="list-style-type: none"> ● Hold Septic 101 and 201 classes as

(see also Enhanced O&M above)	<ul style="list-style-type: none"> ○ 6 201 DIY classes in 2018 	<p>funds allow</p> <ul style="list-style-type: none"> ● Update 201 presentation?
<ul style="list-style-type: none"> ● New ed./outreach plan ● Create fresh radio/print ads ● Test out online advertising/feedback ● Leverage social media ● Leverage other interested communities 	<ul style="list-style-type: none"> ● Plan in place ● New radio/print ads run ● Used online ads and got view/click reports ● Using social media accounts ● Some neighborhood groups hold community members accountable 	<ul style="list-style-type: none"> ● Get contracts sorted so advertising can happen as funds for various projects become available
<ul style="list-style-type: none"> ● NPBA Expo Feb. 2018 ● KONP Home Show March 2018 ● Riverfest Sept 2018 ● Septic Smart Week Sept 2018 	<ul style="list-style-type: none"> ● Staffed booth along w/PW ● Staffed booth ● Booth and septic model ● Banners/media campaign/ads. 	<ul style="list-style-type: none"> ● Rinse and repeat
Participate in LHJ Onsite and O&M meetings with the State	Attended meetings in 2018	Attend meetings in 2019 as available
<ul style="list-style-type: none"> ○ Track failures found through SOM inspections ○ Continue to work on timely letter writing and follow up 	<ul style="list-style-type: none"> ○ A more consistent tracking method taking shape using PP, Excel, and Outlook ○ Worked with PAO to achieve compliance after EH enforcement protocol. Several cases were referred to PAO allowing for a more fluid procedure 	<ul style="list-style-type: none"> ● Keep up on failures as time allows using database task list and automated/template letters, Outlook reminders ● priority is based on urgency and severity ● Continue to work with PAO and/or hearings examiner
Audits of professionals		Wish list as funding and time allow
Audits of DIY septic owners		Wish list as funding and time allow

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
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<u>Water Quality Program - Clean Water District: Jacob Melly</u>		
Continue to coordinate with partners through the CWWG quarterly meetings	Coordinating quarterly meetings	<ul style="list-style-type: none"> • Continue to coordinate with partners • Facilitate and present at meetings
Look for opportunities to coordinate with Ecology and CWWG partners on adaptive management of Clean Water Strategy	Coordinating with CWWG. May work with Ecology through Centennial Grant for future PIC work.	<ul style="list-style-type: none"> • Coordinate with partners in the Dungeness Watershed • Attend DRMT meetings • Present to groups as needed
Conduct public outreach with CWWG including staffing a booth at Dungeness River Festival	Participated at RiverFest	<ul style="list-style-type: none"> • Dungeness River Fest presence planned for 2019
Report on Shellfish Protection Program to DOH	SPD reporting done for 2018	<ul style="list-style-type: none"> • Complete required Shellfish Protection District Reporting
Continue to advise and support Streamkeepers' programs	Streamkeepers helping with annual trends reporting, PIC Trends Monitoring, and CWWG	<ul style="list-style-type: none"> • Continue to work closely with Streamkeepers program • Streamkeepers assists EH grant projects • Look for further opportunities/projects to take on with Streamkeepers
Enter CWD stream data (from County-Wide grant) into SK database if volunteers available to help	<ul style="list-style-type: none"> ○ Submitted PIC Trends Data to EIM ○ Submitted PIC Segmented Data to STORET ○ (appropriate data also entered into Clallam County Water Resources Database) 	<ul style="list-style-type: none"> • Make sure PIC Trends data get submitted to EIM • Make sure PIC Segmented data get into STORET
<ul style="list-style-type: none"> • Continue outreach in PIC Project Area • Finish door-to-door outreach • Hold ~2 public meetings per year • Look for other outreach 	<ul style="list-style-type: none"> • Ongoing • Knocked on most doors in new area • 1 Meeting in 2018 • Presented to Sequim Science Café, 	<ul style="list-style-type: none"> • Continue visiting parcels in Matriotti area • Septic inspection compliance round in Matriotti area • Get a handle on riparian buffer

<p>opportunities (Master Gardeners presentation, Science Café talks, newspaper article)</p> <ul style="list-style-type: none"> • Possible direct mailings as funding/time allow • Parcel assessments/surveys • Electronic newsletter/mailling list 	<p>open house, League of Women Voters, Master Gardeners, more)</p> <ul style="list-style-type: none"> • Some postcards • Visited most parcels near hotspots • PIC Newsletter 	<p>damage throughout system and try to address with partners/other County departments</p>
GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Pysht Shellfish Water Quality: Jacob Melly</u>		
<p>Continue to monitor sanitary conditions near beach to maintain “approved” status of shellfish growing area</p>	<ul style="list-style-type: none"> ○ Visited nearly monthly during winter months. Visited nearly every two weeks by MRC volunteers concurrent with biotoxin monitoring. 	<ul style="list-style-type: none"> • Keep growing area “approved”

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>BEACH Program: Sue Waldrip/Jacob Melly</u>	Working with HR on volunteer process; No Beach closures	
<ul style="list-style-type: none"> • Renew contract with DOH to monitor 3 beaches • *NOTE MULTIPLE FUNDING SOURCES—KEEP STRAIGHT* • Adjust sampling plan according to contract (add FC/salinity/frequency?) 	<ul style="list-style-type: none"> • Contract renewed • BEACH Act/NEP • Done 	<ul style="list-style-type: none"> • Renew BEACH contract • Monitor/post beaches as needed
<ul style="list-style-type: none"> • Coordinate volunteers, train in new procedures as needed 	<ul style="list-style-type: none"> • Volunteers trained 	<ul style="list-style-type: none"> • Keep volunteers up-to-date • Can we reimburse them for anything?
<ul style="list-style-type: none"> • Follow Washington BEACH Program recommended decision process for notification 	<ul style="list-style-type: none"> • Followed protocol 	<ul style="list-style-type: none"> • Follow recommended decision process and post beaches as needed • Coordinate with partners on press

<ul style="list-style-type: none"> • Post beaches, press releases as needed • Coordinate with City of P.A. as needed—CSO in Harbor area seem to have ceased • Address Sekiu/Clallam Bay CSO as needed 	<ul style="list-style-type: none"> • Posted a couple of “cautions” • Coordinated with City leading up to Polar Bear Dip • Various press releases re:CSOs 	release/beach closure/publicity decisions
Attend annual BEACH program meeting	Jacob attended in 2018	<ul style="list-style-type: none"> • Scheduled March 2019 (Andy G. to attend)
<ul style="list-style-type: none"> • Finalize draft protocol • Create checklist for CSO to accompany protocol/assist in decision-making/response 	<ul style="list-style-type: none"> • Forgot about this • Basically using protocol/decision process 	<ul style="list-style-type: none"> • Continue to use decision process

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Shellfish Biotoxin Monitoring: Jessica Pankey/Paul Patrick/Jacob Melly</u>		Continue
Continue collection at Ediz Hook	Done	<ul style="list-style-type: none"> • Collecting/shipping mussels from Ediz Hook every other week
Post signs as necessary	Done	<ul style="list-style-type: none"> • Post signage as needed based on closures
<ul style="list-style-type: none"> • Collaborate with MRC on biotoxin sampling in western part of County • Look for events/outreach opportunities • Engage PAHS Environmental Science class on field trip to collect samples/lab results/mock management decisions? 	<ul style="list-style-type: none"> • MRC sampled Pillar Point • Shared opportunities with Stream Stewards class • Not done—no follow-through from teacher 	<ul style="list-style-type: none"> • Look for outreach, volunteer recruitment opportunities
Continue Beachwatcher and Dungeness bay volunteer samples	Recruited one new volunteer for west end and two for Sequim	<ul style="list-style-type: none"> • Volunteers assist collection in

		eastern part of County
<ul style="list-style-type: none"> • Communicate results to MRC volunteers upon request • Assist in sampling collection effort as needed • Make mileage reimbursement for volunteers a priority 	<ul style="list-style-type: none"> • Fairly good communication with MRC • Assisted early digs • Reimbursed volunteers for mileage 	<ul style="list-style-type: none"> • Keep volunteers engaged
Create press releases as necessary	Issued four press releases regarding PSP closures	<ul style="list-style-type: none"> • Press releases as needed based on closures
Follow up with biotoxin action as requested by DOH	Began education regarding DSP	<ul style="list-style-type: none"> • Work with DOH/partners on actions related to biotoxin as needed
Complete end of the year reporting by Feb	Done for 2018	<ul style="list-style-type: none"> • Complete annual report

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Puget Sound Partnership: Andy Brastad/Jacob Melly</u>		
<ul style="list-style-type: none"> • EH regularly participates in Strait ERN quarterly meetings • Achieve voting member status 	<ul style="list-style-type: none"> • Ongoing • Voting member status ACHIEVED! 	<ul style="list-style-type: none"> • Use votes wisely
<ul style="list-style-type: none"> • Participate in Strait ERN Technical Task Force Participate in Strait ERN Technical Task Force (TTF) • Work with TTF on NTA development/review 	<ul style="list-style-type: none"> • Participating in TTF • Developed NTAs 	<ul style="list-style-type: none"> • Get NTAs funded

GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
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<u>Bioterrorism/Emergency Management:</u> <u>Andy Brastad/Jen Garcelon</u>		
New process for addressing after hours public health issues in place	Ongoing	Ongoing
Participate in scheduled exercises	Deviant Delectables in May 2018	Ongoing
EH will continue to participate in Emergency Management and Bio Terrorism activities as needed	Ongoing	Ongoing

<u>Vectors: (Sue and others)</u> Rabies	Kept the website updated with information on rabies, and other vector-borne diseases Developed rabies protocol with Public Health.	Keep the website updated – make sure new staff is aware of rabies protocol. Make new list of questions or flow chart to help determine if bat should be sent in. Participate in Webinars, share information
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GOALS FOR 2018	ACCOMPLISHMENTS	GOALS FOR 2019
<u>Groundwater Protection: Jacob?</u>		
OSS and Nitrate Reduction		
Continue getting technical assistance from DOH and Ecology on OSS nitrogen reduction, as needed	Contacted DOE's EAP program for help.	<ul style="list-style-type: none"> Collaborate with DOH and Ecology partners
Monitor nitrates in wells in Carlsborg	Coordinated nitrate data from wells. Attended meetings discussing nitrates in Carlsborg regarding sewer connections, particularly at Greywolf Elementary.	<ul style="list-style-type: none"> Continue monitoring and coordination
Wells & Water Supply Planning Program:		
Resource for the public and Water Supply Systems	Reviewed and provided input to Roads and input to CUPs for DCD	<ul style="list-style-type: none"> Ongoing—refer general calls to water lab.