

ENVIRONMENTAL HEALTH SECTION 2019-2020 WORK PLAN

GOALS FOR 2019	2019 ACCOMPLISHMENTS	GOALS FOR 2020
<u>Administration: Jen Garcelon</u>		
Continue to monitor State and County budgets as they affect EH programs	Ongoing	Ongoing
Maintain staffing levels	Filled two EHS positions in April and October and added 0.3 FTE in OSS in Mar and 1.0 FTE in O&M in Dec	Maintain staffing levels
Closely track training and travel budgets	Ongoing	Ongoing
Perform staff evaluations as needed	Completed in Dec	Perform staff evaluations as needed
Continue weekly staff meetings	Completed with few exceptions	Continue weekly staff meetings
Schedule field time with EH staff	Look for opportunities to spend time in the field	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 Sep 2019	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 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Administrative Support: Jen Garcelon, Karen Whalley, Adar Feller, Nan Furford</u>		
Need to continue training and cross training on permit tech activities to provide backup for vacations and emergencies.	Nan in HealthSpace, started some food cross training	Nan needs more food cross training
Adar, Nan and Karen to continue updating the internal reference book on how to use permit plan and the food database.	Onsite Desk operations book was completed in 2018 but continued to add new procedures & process as refined. Still need more HealthSpace workflow defined.	Utilize desk operations book (including HealthSpace use process) Update as needed
Organization	Electronic policy files in progress of being transferred to J:EH/Policy with shortcuts to department	Organize EH paper and electronic policies and ordinances

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Food/Protection Program: Jessica Pankey/Karen Whalley/Hannah Merrill/Andrew Harris</u>		
	Procured smartphones for food staff for increased efficiency, safety and access to HealthSpace	Continue developing sharable educational materials that can be linked to inspection correspondence
	Applied for and was awarded \$3000 for AFDO Category 2 training grant for Andrew and Jess to attend Wa State AEC in Tacoma and the FDA Regional Seminar in Portland	Attend each training and fulfill grant reporting by September 2020
	Was invited to host a table at the Port Angeles Farmers Market to discuss the logistics of becoming a vendor or food establishment operator in Clallam County	Participate again if invited.
	Andrew attended “New Inspector Training” in Shoreline	Participate in continued inspector training events offered through DOH or field work with other LHJ’s

	Food Code Revision Comments were included in statewide discussion- shared the process with stakeholders using HealthSpace, Clallam county website, mass correspondence and multiple individual communications	*Update BOH with revision process *Update stakeholders with revision progress *Update guidance to assist compliance with revision requirements
	Utilized Health Space correspondence to share information about CDC, FDA, DOH and WSDA initiated recalls	Target facilities for future correspondence instead of sending to all permitted establishments
	Identified opportunities of a partnership with Mosaic, an organization serving individuals with disabilities, to offer job training	Offer food worker classes to Mosaic's cooking class groups each session offered
	Attended North Carolina HACCP training course sponsored by DOH and learned to identify processes at retail that require a HACCP plan and/or variance application	Develop HACCP plan application documents and variance review processes for establishments wishing to retail foods not compliant with WAC 246-215
	Received an award for travel to an InFORM conference in February 2019	Continue to seek travel and training awards to network with multiple organizations and create local, regional and international partnerships
	Applied for and was awarded \$11,700 Category 3 AFDO grant for Standards 4 and 9	Comply with grant deadlines and work with HealthSpace to transition data, implement the upgraded cloud-based system to standardize inspection reports and share data with FDA for risk factor studies
	Identified non-compliant establishments operating without permits	Develop procedures for identification of barriers for potential establishments so that the risk to the public is

		<p>not compromised.</p> <p>Update county website with multi-jurisdictional resources (planning/zoning/building/water/on-site/L&I/city)</p>
	<p>Identified gap in approval system for Food Establishments participating in limited food handling, meeting the definition of a FE, but aren't able to meet Group A or B status:</p> <ul style="list-style-type: none"> *WSDA processors retailing WSDA packaged products *Bed and Breakfasts *Grocery stores *wineries and tasting rooms 	<p>Create pathways to approve permits for unpermitted establishments while prioritizing the minimization of risk to the public</p>
	<p>Discussed contract work with Jamestown S'Klallam Tribe, generated an initial work plan. Achieved initial site visits at all sites</p>	<p>Complete contract work with an extension</p>
	<p>Developed new Plan Review Application and Guidance document for Food Establishments to include:</p> <ul style="list-style-type: none"> • Verification of On-site wastewater treatment system, Approved public water source as well as Planning/Zoning and Building when appropriate. • Employee Illness Policy • Specific reference to WAC 246-215 responsibilities for a Person in Charge <p>http://www.clallam.net/HHS/documents/PRGuide2019_000.pdf http://www.clallam.net/HHS/documents/PRGuide2019_000.pdf</p> <p>Developed new Plan Review and guidance document for Mobile Food Establishments to align with updated language at state level.</p>	<p>Re-vamp application with focus on Person In Charge roles and responsibilities and include FDA physical facilities as reference</p>

	<ul style="list-style-type: none"> • Verification and written agreement for use of a bathroom with on-demand 100F-110F water for hand washing • Written agreement of commissary or servicing area • Written agreement of waste water pump/disposal http://www.clallam.net/HHS/documents/MobileGuide2019.pdf	
	Identified shortcomings in Temporary Event Application regarding coordinator responsibilities	<p>Re-vamp temp event application before JJFA festival and work with onsite to determine the best way to contain, monitor and transport wastewater from events</p> <p>Look into Kitsap and/or Pierce for temporary application review with payment on-line</p>
	Attended Voluntary Retail Standards Audit and Verification course in Nashville at the 2019 NEHA AEC.	Standard 3 progress: Assimilate training documentation for Andrew Harris
	Attended all Food Safety Advisory Council meetings in person, teleconference or web meeting (both Jess and Andrew) and two via phone to represent LHJ's. Jess was selected to continue service as committee member of FSAC through 2020	Continue with participation and identify LHJ guidance and/or training needs.
	Coordinate with Donated Food Distributing Organizations and Donors. Able to maintain current status and code compliance with 5 DFDO's	<p>Continue to work with food donors and DFDO's and continue outreach with code revision identification of permit requirements of DFDO's.</p> <p>*code revision will potentially identify all DFDO's as food establishments and will require inspections (and</p>

		<p>may require all facilities to become permitted)</p> <p>*Food code revision may specifically exclude some foods as “suitable” for donation- work with donors and DFDO’s to educate them about the public health risks</p> <p>*Seek new ways to build partnerships with our DFDO’s to safely distribute surplus food to our residents experiencing food insecurity</p>
<p>Continue contracting with TPCHD for on-line and monitor. Upgrade everyone in food program to Chrome or VM</p>	<p>3904 cards issued</p>	<p>Code revision will require that one employee in every Food Establishment maintain Certification Professional Food Manager status- will likely roll out as a requirement in 2021.</p> <p>Andrew and Jess to become certified to offer in-person courses in Clallam County</p>
<p>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</p>	<p>Provided Food Worker Classes as requested for individual groups. Offered classes to the Blackball ferry crew Offered a class at the Eagles 10/2019</p>	<p>Provide Food Worker Classes as requested for individual groups.</p>

computer (kiosk) in lobby of courthouse.		
Achieve State number of required inspections for food establishments and use quantitative data to determine compliance.	Approaching even greater compliance with routine inspection goals	Achieve State number of required inspections for food establishments and use quantitative data to determine compliance.
Investigate all complaints in a timely manner	Investigated 13 complaints verify	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 with the aid of HealthSpace. Designed system of intake/review/approval to communicate application status between office and field staff	Verify process for intake/approval for efficient permit process; Coordinate with field and office staff to ensure consistency
Food program meetings	HealthSpace centered meetings in addition to food safety meetings as necessary.	Schedule meetings for Food Program. Quarterly
Participation in local food groups on food safety	Met with solid waste reduction coordinators and food recovery leaders to assess viable partners *conducted site visits at several schools *discussed large operation food donation *met with OMC and Sodexo	Continue to be a resource for local agencies wanting to follow food safety rules and support community education about safe food handling and recovery while feeding individuals in need
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 and offer cross training opportunities	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 	Policies collected from adjacent counties, Many adjacent jurisdictions are re-vamping policies. Increasing number of jurisdictions are	Model Enforcement policy after on-site program to gain compliance with:

<ul style="list-style-type: none"> • farmers markets • O&M inspections for food permit renews 	<p>using FoodShield to source policy documents</p>	<p>*Establishments operating without permit *repeat critical violations *High risk facilities earning re-inspections</p>
<p>Attend relevant DOH/FDA training including food workshops, HACCP, Food Processing, bioterrorism, ICS</p>	<p>Two Quad county meeting were attended. Fall food safety update attended by both inspectors.</p>	<p>Attend relevant DOH/FDA training</p>
<p>Have a smooth invoice season; work on incorporating san survey and water tests requirements as part of renewal process</p>	<p>Renewal/Invoicing: Identified the need for ensuring establishments in areas not supported by municipal water/waste water treatment infrastructure are compliant.</p> <p>Identified code language specifying compliance with water testing and septic evaluation as part of renewal application</p>	<p>Format invoices for each of the major categories (don't send establishments on municipal water/sewer services a reminder to have well tested):</p> <p>*accept permit renewal application fees only if current well tests, septic evaluation, servicing area agreement or pumping contract is included</p> <p>*ensure scans of all facility verification documents are updated in healthspace before issuing permit</p> <p>*verify all payment and permit documents are part of the healthspace database.</p>

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
-----------------------	------------------------	-----------------------

<u>School Safety Program:</u> <u>Jessica Pankey/Andrew Harris</u>		
Provide school program assistance when needed	Conducted plan review for Franklin Elementary playground	Develop plan review document for schools in preparation of facility updates for several local school districts in 2020
Attend annual school health & safety workshops	Andrew Attended Living Environment School program training course 2019 AEC	Attend annual school health & safety workshops as they become available

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Water Recreation Facilities:</u> <u>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	Follow DOH rule revision and update county policy with BOH or BOCC as necessary
Attend WRF Workshops	Joined DOH staff during WRF 1	Attend WRF Workshops
Post WRF inspections online	Posted WRF inspections online	Post WRF inspections online

GOALS FOR 2019	2019 ACCOMPLISHMENTS	GOALS FOR 2020
<u>Drinking Water/</u> <u>Laboratory program: Sue Waldrip</u>		
Annual Ongoing Goals: Keep backups trained Maintain Accreditation SOP Updates Annual State Training Lab Inventory Work on land divisions for Environmental Health issues	2 new people trained (and lost); website updated Update the “How To” desk manuals	Maintain
Group A surveys – 8 assigned, go with DOH on 1 larger	8 Group A surveys done. Saw 2 larger system surveys	6 Group A surveys assigned;

system training		
Additional Training: spend day with a well driller; visit Spectra Lab	No additional training	None anticipated
Permit Plan Water System Case	All up to date	None
Website Updates Work with DCD on water conservation page and emergency management on water purification information; check info on HHS/EH website	Water page updated; DCD unresponsive to updating water conservation page	maintain
Old Chemicals in Lab	About half have been dealt with	Continue work on appropriate disposal
Policies - Updated water availability policy to be signed New policy for low hazard food establishments like winery and B&B	Water availability policy update done; Idea for Group B policy nixed	Look at developing county Group B program
Continue to look at emergency water source planning	Nothing happened	Part of small water system work group agenda
	Started Small Water System Work Group	Keep SWSWG going
	Identified lab incapability to comply with new WQ standards (E.coli vs fecal coliform for WQ standards)	Continue to research various tests
		Keep interagency courier for west end samples going

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Solid Waste Program: Eli Owens, Heather Watts</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; 38 inspections completed in 2019	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	On-going, re-establish monitoring at County-owned Lake Creek Landfill
Issue new permits as needed	8 new permits were re-issued this year: Blue Mountain TS, Rayonier Mount Pleasant LF, PA Soil Decant Pad, PA Compost Facility, Merrill and Ring M Street Site, Rayonier 13 th and M Site, WSDOT Decant Pad, and Lake Creek LF	On-going; monitor McKinley Limited Purpose Landfill as it begins operations again; Issue West Waste 1-year Permit so that they can get in compliance and update OPS Plan.
Work with owners/applicants on new solid waste facilities	None required in 2019	On-going
Update website information	On-going	On-going
Investigate SW complaints	Monitor sites and progress; continue with enforcement as necessary; 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	On-going; Work on CSWMP Update with SWAC
Work w/ Code Enforcement on joint issue sites	Done; Midway Metals case required significant collaboration; collaborated on a lot of smaller cases	On-going
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	N/A	Continue serving on

revisions		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	On-going, as needed
Attend relevant SW trainings- and meetings	Attended quad county meetings	Obtain MOLO Certification

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Moderate Risk Waste Program: Eli Owens, Heather Watts</u>		
annual MRW Coordinator Meeting	Implemented 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	Updated, printed and distributed educational brochures; distributed ~5,000 mailers to county residents promoting MRWF; Attended one farmer's market event to promote green cleaning	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	Continue to update the website as needed
Create new Secure Med Return webpage	Webpage Created	Update current page.
Continue SHAs and initial investigations as needed.	N/A – program funding ended in 2018	N/A
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	Applied for new grant funding; continued quarterly reporting as required	On-going
Participate in outreach events Home Show and River Festival	Farmers Market, May 2019	Builder's Expo and Home Show and free events
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, 2019	Complete 2019 Used Oil survey results and send to Ecology by April 1, 2020

Partner with other agencies on MRW issues	Done; work with City of PA	Continue partnerships, work with WSU Extension Office/Master Gardeners
Investigate funding possibilities Sheriff's Office drug-take-back program	Med Project program received final approval and was implemented. Kiosks are located across the county at 6 different sites	On-going, Update all the current kiosks with a newer model, add additional kiosks at QFC and Rite-Aid pharmacies.
Attend relevant MRW and SHA training, including 8-hr refresher, annual MRW Coordinator, and annual NAHMMA	Attended MRW training and Hazardous Waste Response training	Apply for scholarship to attend MRW training; 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	HWMP: N/A CSWMP: attended SWAC meetings where update collaboration was occurring	Adhere to HWMP Review and update CSWMP & HWMP
Coordinate MRWF user survey data collection	Survey updated and distributed to MRWF at end of 2019.	Maintain records, record and use data.

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>On-Site Septic System Permit Program: Janine Reed, Andy Gosnell, Andy Perham</u>		
Evaluate current onsite Fee's	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 permit approval window for most of this year. Andrew Gosnell trained to take Andy P. position. Andy P working part time evenings	Ongoing
Continue training Nan in Onsite Admin entering pumping reports Plan to have pumper truck inspection in 2020	18 months of pumper logs from West Waste received and entered Most pumpers submitting monthly pump report info, data entered in Permit Plan as time allows	All Pump trucks inspected, all with complete spill kits by 2021

Cultural Resources training and develop process with DCD and JSKT to comply with state DAHP/WISAARD requirements	Met with DCD & JSKT Jan 2019, discussed needs for mapping, project dropped when Tom retired & Steve moved to Public Works	Develop Onsite process for Cultural Resources check, streamline w/Critical Areas review, hoping DCD adds map tool and plan in 2020 for determination process
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 to Admin Asst	Due to high turnover and general staffing shortages Sue continues to help 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, asked to be CC'd on all correspondence with designers or a phone call when system is ready for inspection, added to task lists for tracking	Need to re-visit and discuss if/how to track internally, task lists available but not being used for this yet, problem with individual designers wanting to handle things differently
Andy and Janine inspect homeowner installations and difficult site/repair installations. Goal of increasing % of regular installation inspections. Increase inspections and continue to do all homeowner installations & difficult repairs	Homeowner install inspections all completed. Difficult repairs were inspected when we were available, which was not very often	Goal to inspect 75% of septic system installations at some point during the installation.
Nan to accompany Andy and Janine on field visits for cross training/training if scheduling allows.	Nan went out on soils & complaint visit with JMR	Nan & Jason to accompany Andy and Janine on field visits as scheduling allows.
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. Invoicing documents updated & improved, tracking of billing also improved	Continue annual invoicing process. Conduct pump truck inspections, require spill kits on all pump vehicles
Andy and Janine to coordinate scheduling for soils and permitting during summer busy months.	Andy G in training-on his own with soils evaluations	Andy G to be trained in permit review and onsite inspections
Continue to investigate failures	Enforcement tracking procedure	Continue to improve on

<p>and surfacing sewage complaints as a high priority, update complaint response plan, and enhance complaint tracking.</p>	<p>more solid – used activities in PP and outlook reminders to help track enforcement. Used PP automated letters and letter templates to speed up letter writing. Used Excel to track enforcement activities for DOH reporting PAO referral process becoming more solid, referred several enforcement case to PAO with some success Andy P does majority of Failure Tracking notification</p>	<p>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 2020, but should be a goal moving forward Discuss ways to streamline system and deal with long standing failure issues that prevents them from dropping off the radar Continue to work with PAO, possibly use Hearings Examiner Discuss forced abatement for egregious septic violations</p>
<p>Onsite training funds made available in 2019 budget process. Send more staff to free soils training provided by DOH</p>	<p>Janine attended WOSSA in 2019 Janine attended WSEHA in 2019 Continued attending LHJ coordinators meetings. Janine, Andy P & Andy G attended free soils training provided by DOH</p>	<p>Continue training funding for 2021. Continue to attend free trainings when possible. Plan for Andy and Janine attending WOSSA 2021 Attend LHJ meetings</p>
<p>Ensure FSE renewal permits are not issued without meeting OSS inspection requirements</p>	<p>Worked with Food Program on septic system inspections prior to renewing FSE permit. Tried to offer waivers for O&M Provider or every 3 years inspections but few establishments chose to apply (only 1?) A couple of outstanding FSE on OSS inspections in 2019 (operating w/o food permit)</p>	<p>Work with Food Program on septic system inspections prior to renewing FSE permit, goal is 100% in 2021</p>
<p>Update policies for BOH approval Update sections of 41.20 to reflect Online RME</p>	<p>Continue to bring BOH updated policies.</p>	<p>Continue to work on policies</p>
<p>More effectively and efficiently enforce EH code violations using enforcement</p>	<p>Done, with a few successes. Efficiency is difficult when people refuse to come into compliance.</p>	<p>Continue to use enforcement protocol and templates</p>

templates		
-----------	--	--

GOALS FOR 2019	2019 ACCOMPLISHMENTS	GOALS FOR 2020
<p><u>On-Site Management Plan Implementation:</u> <u>Adar Feller, Heather Watts,</u> <u>Jason Hart, Jacob Melly,</u> <u>Janine Reed, Andy Perham,</u> <u>Andy Gosnell, Jen Garcelon,</u></p>		
<p>Continue to pursue stable funding for OSS plan implementation</p>	<ul style="list-style-type: none"> • Developed draft CCHR update to explicitly make O&M fee supported (w/Prosecutor review). • Discussed O&M fee with Permit Advisory Committee. • Presented Sustainable Funding Option to BOH Jan 2019 • Presented BOH w/proposed update to CCHR and EH Fee Schedule in May, June & Sept • Draft detailed response to public comments from June BOH • BOH delayed implementation for further review in 2020 	<ul style="list-style-type: none"> • Meet with Treasurer to explore O&M fee collection possibility (unknown if done in 2019). • Work w/IT to translate PPlan data to Tax Statement for Fee assessment • Meet w/ BOH to give more background info as requested • Suggest alternate fee mechanism to address public concerns after public meeting (\$10 annual OSS Operating Fee for systems Reports Current by Sept (?) and \$15 annual if no current inspection on file • Hopefully get BOH approval to move forward with proposal for end of 2021?
<p>Public Outreach</p>	<ul style="list-style-type: none"> • Sue presented to the Girl Scouts on water quality issues associated with watersheds 	<ul style="list-style-type: none"> •

<p>O&M Program</p> <ul style="list-style-type: none"> ○ QC of Onsite database ○ Manage & distribute OSS inspection incentives ○ Continue Public Outreach ○ Holding professional O&M class in fall ○ QA/QC of OSS inspections ○ Submit progress reports ○ Reduce number of “unknown” systems in MRA and Countywide. (see also separate section below because why?) ○ Increase septic inspection compliance ○ Septic Inspection Compliance (SIC) enforcement 	<ul style="list-style-type: none"> ○ In progress, further improvements stalled with retirement of Permit Plan manager ○ 9 inspection rebates/incentives filled in 2019. ○ Held 7 homeowner septic training classes in 2019. Continued radio, newspaper, online, and social media advertising of inspection requirements and resources. Presence at NPBA expo., KONP Home Show, and River Fest. ○ Hosted one WOSSA class Nov , 2019 ○ Ongoing-continuous ○ FEATS reports, quarterly NEP reports, NTA financial and implementation status reports, and LMP Implementation reports done regularly. ○ Began targeting remaining “unknown” systems with inspection compliance. ○ ~32% compliance in MRA and ~29% compliance Countywide. Failed to reach DOH goal of 100% compliance by 2020 ○ Began inspection compliance enforcement 	<ul style="list-style-type: none"> ● Continue QC, improve database reporting as possible with limited staff capability ● Incentives extended thru Oct 2020 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. Attend outreach events as available. Increase Septics 101/201 in-person class attendance through public outreach. ● Hold at least one O&M/Industry workshop/class ● Continue, Andy P & Jason to start field QC of pro & DIY inspections ● Continue reporting as required by funding sources. ● Continue to take on all remaining unknowns in MRA through inspection compliance, limited by Industry request. Expand with letters to outside MRA “unknowns” ● Reach 35% inspection
---	---	---

	<p>in PIC project area, started to move beyond in fall 2019 to include Carlsborg area</p> <ul style="list-style-type: none"> ○ Started tracking SIC in PPlan using activity routine utilizing task lists similar to Failure Tracking 	<p>compliance Countywide by end of 4th quarter.</p> <ul style="list-style-type: none"> ● Increase SIC notifications as possible with buy in from industry (in 2020 starting w/ 5 per week with one of those being unknown or needing locate) ● Further refine SIC process & letter templates ● Develop policy for when SIC enforcement can be paused and method to track
<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"> ○ Further testing of Reminder System in 2019 shows some errors still happening, affects very small number of notices that get sent out with incorrect due date ○ import process failed 2x in 2019, worked with IT to prevent future failures, unexpected answers in some fields can creates problems, Dean secured more fields but wants to move site out of PHP for better control (no staff/time or funding) ○ Ongoing ○ No DIY survey done in 2019 	<ul style="list-style-type: none"> ● Work with IT to update or replace DIY Email reminder system as needed (low priority) ● Ongoing, keep track of CRT & improve reports to replace Access table if possible for easier way to obtain data ● More timely follow-up on DIY inspection report deficiencies and ways to track progress ● Letters to DIY CERT w/o email who need pro 1st (with rebate?) ● survey of DIY users to ask about their experiences so far

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	No direction on this project with Tom's retirement in June 2019, waiting for guidance on future of database ADR cases corrected as found	Complete SOM case address QC project Continue QC of ADR cases by Road name
SOM cases updated to include Use Category from Assessor	Not complete due to low priority, manual entry when possible, Tom retired so not likely in the future w/o training	Waiting for GIS updates to be complete to make auto update more accurate and training or new database (2 to 3 years?!))
Improve SOP's for Onsite data entry New Failure / Repair tracking SOP & improvement of O&M inspection report SOP with images	Mostly completed, improved failure tracking activity workflow, improved task lists to assist with tracking	Taking requests for areas that need to be targeted next or ideas to improve workflow
Continue meeting reporting requirements to DOH and attend LHJ conf. calls	3 LHJ conference calls attended.	Ongoing
Continue improving Permit Plan for EH <ul style="list-style-type: none"> • New WVR case added, continue to improve • Add related activity link & tracking for expiring repair SEPs • Continue testing and adjusting Failure Notice activities as needed • Work with DCD Permit Plan staff and IT to help select new database with similar capabilities for the future • 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 • Refine SEP case 	<ul style="list-style-type: none"> ○ No report updates in 2019 for WVR or SIR ○ Cont using EXP print form for Repairs 30 days before, developed a task list & SOM activity to track, Tom retired before the batch/form could be corrected ○ Tom could not find solution to the case people auto update issue before his retirement (low priority for him) ○ CRI case improvements were not a priority in 2019, current system appears to be working for both departments ○ Still working out EH use of CMP case needs ○ SEP case activates updated & menu 	<ul style="list-style-type: none"> • Update reports & tasks to use new WVR case for tracking • Find another way to improve the process w/o TM Batch processes (no staff available to train) • Continue refining failure tracking • Work with DCD Permit Plan staff and IT to help select new database with similar capabilities for the future • Update CA Review protocol as needed (include Cultural Resources Review) • Review CMP case use for Onsite, update

<p>activities, tracking & reporting capabilities</p> <ul style="list-style-type: none"> • Refine Decommissioning Permit process 	<p>organized, added Task Lists for common routine tracking</p> <ul style="list-style-type: none"> ○ Completed Decommissioning Permit protocol, needs more work 	<p>protocol, update activities as needed once process better defined</p> <ul style="list-style-type: none"> • Update reports using SEP activities • Develop follow-up process for Decommissioning Permits that do not get final within one year
<p>Tom Retired June 2019</p> <ul style="list-style-type: none"> • Permit Plan: System Utilities training for adding Activities and Task Lists • Crystal Reports training • onlineRME: Develop onlineRME import process for pump reports • GIS: Completed EH inputs for new web map formats, OSS Status & Water Resources Map 	<ul style="list-style-type: none"> • Several Activities and Task Lists added • Edited Reports for failure notice • Manually entered pump reports from onlineRME (Tom did not automate before retirement) • New web map project formats used almost exclusively in 2019 	<ul style="list-style-type: none"> • Still need additional System Utilities, Batch & possibly Designer training if Permit Plan continues as County database but no staff to train • Stay involved in search for database replacement (IT hired transition group) • Update Reports & Task Lists as needed • Need sewer line layer added to Water Resource Map for internal use • Need updated sewer connection info (GIS or customer address list) from Sequim, PA & Forks, get info from Public Works on Carlsborg & Clallam Bay as available (convert from AutoCAD to GIS)
<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 	<ul style="list-style-type: none"> • Friendly letter to 	<ul style="list-style-type: none"> • Enforce septic

<p>unknowns</p>	<p>property owners resulted in various unknown inspections/locates in MRA. 225 Unknowns in MRA in Dec 2019. Various drive-by site visits to sort out whether some parcels actually have a residence or not. Effort outside MRA remains more passive—prioritizing unknowns for incentives, etc. In house database research for Forks, Lake Pleasant and Lake Sutherland area Unknowns to improve info</p>	<p>inspection compliance on all remaining “unknowns” in MRA.</p> <ul style="list-style-type: none"> • Set up meeting with Maintenance providers to update them on frequency of letters • General info letter to Unknowns outside of MRA once status of OSS Fee future is determined • Discuss policy for authenticating historical decommissioning reports from owners to resolve unknowns (what info can be used to verify?)
<ul style="list-style-type: none"> ○ Update website as needed ○ Maintain Red to Green OSS Status Map 	<ul style="list-style-type: none"> • Minor webpage updates in 2019 for OSS, most focused on food and solid waste • OSS Status map update link broken between June and October 2019 	<ul style="list-style-type: none"> • Update other pages as needed • Improve public awareness of OSS Status Map as needed (Relator listserv?)

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<p><u>On-Site O&M/Outreach Program: Janine Reed, Andy Perham, Heather Watts, Jacob Melly, Jason Hart</u></p>		
<p>Hold Septics 101 & 201 classes (see also Enhanced O&M above)</p>	<ul style="list-style-type: none"> ○ 3 101 classes in 2019 ○ 4 201 DIY classes in 2019 	<ul style="list-style-type: none"> • Hold Septic 101 and 201 classes as funds allow • Update 201 presentation? • Improve attendance or advertising, participation continues to decline

<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 • Hang fliers and do press releases for DIY classes • Offer classes to another HOA?
<ul style="list-style-type: none"> • NPBA Expo Feb. 2019 • KONP Home Show March 2019 • Riverfest Sept 2019 • Septic Smart Week Sept 2019 	<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 2019	Attend meetings in 2020 as available Jason to help organize Regional LHJ O&M meetings Set up regular meeting with Maintenance providers
<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"> • Kept up on failures as time allows using database task list and automated/template letters, Outlook reminders 	<ul style="list-style-type: none"> • priority is based on urgency and severity • Continue to work with PAO and/or hearings examiner •
Referrals to PAO or HE	Waggler Way Others in 2019?	ongoing
Audits of professionals	Unable to conduct due to time/staff constraints.	Attending meeting with Kitsap County to learn about audit process. Conduct as time allows.
Audits of DIY septic owners	Unable to conduct due to time/staff constraints.	Attending meeting with Kitsap County to learn about audit process. Conduct as time allows.

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
Water Quality Program -		

<u>Clean Water District/PIC:</u> <u>Heather Watts</u>		
<ul style="list-style-type: none"> • Coordinate with partners in the Dungeness Watershed/CWD • Organize and facilitate meetings • Present at meetings 	<ul style="list-style-type: none"> • Continued to coordinate with CWWG and DRMT partners • Coordinated and attended quarterly meetings • Presented at PIC workshop, DRMT, PIC Open House, and Stream Stewards class 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Present for League of Women Voters (March), at Salish Sea Ecosystem Conference (April); BOH (May), and DRMT (October); reach out to other interested groups, including youth groups.
<p>Conduct public outreach with CWWG including staffing a booth at Dungeness River Festival</p>	<p>Participated at RiverFest 2019</p>	<ul style="list-style-type: none"> • Expand River Fest booth to include overview of SK volunteer program and WQ effects on commercial shellfish; have booth at Sequim Farmers Market
<p>Report on Shellfish Protection Program to DOH</p>	<p>SPD reporting done for 2019</p>	<ul style="list-style-type: none"> • Complete required Shellfish Protection District Reporting to DOH as necessary and Ecology
<p>Continue to advise and support Streamkeepers' programs</p>	<p>Streamkeepers helping with annual trends reporting, PIC Trends Monitoring, and CWWG</p>	<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; target youth volunteer opportunities
<p>Enter CWD stream data (from County-Wide grant) into SK database if volunteers</p>	<ul style="list-style-type: none"> ○ Streamkeepers volunteers were able to enter and verify data; 	<ul style="list-style-type: none"> • Help correct EIM upload issues • Make sure PIC Trends

<p>unavailable to help</p>	<p>maintained spreadsheet outside of CCWR</p> <ul style="list-style-type: none"> ○ Working to correct issues with EIM Trends Data submission and CCWR database ○ Submitted PIC Segmented Data to STORET/WQX ○ (appropriate data also entered into Clallam County Water Resources Database) 	<p>data get submitted WQX for 2018 and 2019 data</p> <ul style="list-style-type: none"> ● Assist in uploading 2020 trends and segmented sampling data
<p>PIC:</p> <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 opportunities (Master Gardeners presentation, Science Café talks, newspaper article) ● Possible direct mailings as funding/time allow ● Parcel assessments/surveys ● Electronic newsletter/mailing list 	<ul style="list-style-type: none"> ● Completed for 2017-2019 focus area ● Completed ● 1 Meeting in 2019 ● Presented at PIC Open House and to Stream Stewards class ● Septic inspection compliance in Matriotti area started in 2019; Visited most parcels near hotspots ● PIC Newsletter ● Completed Annual PIC Report for 2018 	<ul style="list-style-type: none"> ● Get a handle on riparian buffer damage throughout system and try to address with partners/other County departments ● Start work in new project area ● Continue segmented sampling and trends sampling in entire PIC project area ● Hold 2 public meetings in CWD ● Look for more outreach opportunities; target some youth groups as appropriate ● Use social media ● Write Newsletter ● Write 2019 Annual PIC Report ● Update CCEH PIC webpage with new PIC project area info ● Continue reporting as required ● Coordinate with South Sound PIC groups to get quarterly meetings going again

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Pysht Shellfish Water Quality: Jacob Melly, Heather Watts</u>		
Continue to monitor sanitary conditions near beach to maintain “approved” status of shellfish growing area	<ul style="list-style-type: none"> ○ Conducted site visits roughly bi-monthly in the winter and bi-weekly in the summer. 	<ul style="list-style-type: none"> ● Visit monthly through winter months (Oct-Apr). Visit nearly every two weeks/weekly in the summer (May-Sept) using EH staff and volunteers. Keep growing area “approved”

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>BEACH Program: Sue Waldrip, Heather Watts</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 ● Funding kept straight ● Done 	<ul style="list-style-type: none"> ● Renew BEACH contract ● Monitor/post beaches as needed ● Rotate Beaches (Cline/Port Williams; Salt Creek/add Elwha)
<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? (HW: DO WE REIMBURSE FOR MILEAGE?)
<ul style="list-style-type: none"> ● Follow Washington BEACH Program recommended decision process for notification ● Post beaches, press releases as needed ● Coordinate with City of P.A. as needed—CSO in Harbor area seem to have ceased 	<ul style="list-style-type: none"> ● Followed protocol ● Posted 1 “caution” at Salt Creek ● Coordinated with City leading up to Polar Bear Dip 	<ul style="list-style-type: none"> ● Follow recommended decision process and post beaches as needed ● Coordinate with partners on press release/beach closure/publicity decisions ● Develop/refine overflow protocol

<ul style="list-style-type: none"> Address Sekiu/Clallam Bay CSO as needed 	<ul style="list-style-type: none"> Various press releases re:SSOs/CSOs 	
Attend annual BEACH program meeting	Andy G attended in 2019	<ul style="list-style-type: none"> Scheduled 3/3/2020 (Heather 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 BEACH protocol/decision process 	<ul style="list-style-type: none"> Continue to use decision process and refine protocol

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Shellfish Biotxin Monitoring: Jessica Pankey/Jacob Melly/Heather Watts</u>		Continue
Continue collection of shellfish samples for DOH monitoring program	86 samples were sent to DOH from Clallam county *23 from Ediz Hook *12 from Pillar Point *11 from Freshwater Bay *11 from Pitship Point	Collect and send samples as needed to maintain a sampling frequency which will provide current DOH recommendations
Post signs as necessary	Posted 23 signs in conjunction with DOH initiated closures or upgrades of recreational shellfish harvesting	<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 	<ul style="list-style-type: none"> Look for outreach, volunteer recruitment opportunities that don't require a lot of personnel costs
Continue Beachwatcher and Dungeness bay volunteer samples	No Change	<ul style="list-style-type: none"> No Change

<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 • Identified barriers to mileage reimbursement 	<ul style="list-style-type: none"> • Keep volunteers engaged
Create press releases as necessary	<p>Issued 9 press releases to our standard media partners including our main website</p> <p>*engaged MANY facebookers with updates and information coinciding with press releases</p> <p>*utilized Twitter to increase span of virtual media outreach</p>	<ul style="list-style-type: none"> • Press releases as needed based on closures
Complete end of the year reporting by Feb	Done for 2/20/2020	<ul style="list-style-type: none"> • Complete annual report

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Puget Sound Partnership:</u>		
<u>Jacob Melly, Heather Watts</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 in 2018 	<ul style="list-style-type: none"> • Use votes wisely • done
<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 • Got funding for 2 NTAs in 2019 	<ul style="list-style-type: none"> • Ongoing • Keep NTAs updated on PSP website

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
-----------------------	------------------------	-----------------------

<u>Public Health Emergency Management:</u> <u>Andy Brastad, Jen Garcelon</u>		
New process for addressing after hours public health issues in place	Kitsap Public Health District entered into a contract with Washington Poison Center for after-hours calls	Ongoing
Participate in scheduled exercises or events	Participated in Feb 2019 Snowstorm ECC activation and Nov 2019 Comms Drill	Ongoing
EH will continue to participate in Emergency Management and Bio Terrorism activities as needed	Ongoing	Ongoing

<u>Vectors: (Sue and others)</u> Rabies Ongoing: keep website updated; participate in training as available; share protocols with staff	Kept the website updated with information on rabies, and other vector-borne diseases Developed rabies protocol with Public Health. Participated in DOH Webinar	Make new list of questions or flow chart to help determine if bat should be sent in.
West Nile Virus Mosquito Trapping	Partnered with DOH to trap mosquitos for WNV surveillance	Continue partnership with DOH, find additional sites for trapping

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Groundwater Protection:</u> Jacob?		This program pretty much went away with Carol
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:		Should this one be deleted? It was Carols.
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.

GOALS FOR 2019	ACCOMPLISHMENTS	GOALS FOR 2020
<u>Planning Project Review:</u> Sue		
Review CUP, BLA, LDV and participate in project review	Review applications for compliance with primarily onsite, water, and food	Train Nan to do prelim and/or final