

On-Site Management Plan Implementation Project Progress Report

Performance Period: January 1 – March 31, 2008

Local Health Jurisdiction: Clallam County

Consolidated Contract Number: C14942

Task 1. Clallam County's Permit*Plan Database Enhancements

Tom Shindler, GIS/Database Coordinator for the Department of Community Development, is leading this task. In the first quarter of 2008, effort was focused on completing the parcel integration system (that integrates Assessor, GIS, and Permit parcel information) prior to generating the necessary tables to create the SOM (Septic Operation and Maintenance) cases. This process is nearing a product stage, and then the case creation table can be developed, with much greater accuracy and currency than we had at the end of 2007. In particular, we will be in a better position to include septic systems on tax-exempt property. Therefore, bulk creation of the SOM case was postponed until next quarter. However, we continued discussions with Synergetic Consulting and eOnsite so that both processes can proceed promptly as soon as we have a case creation table ready.

Task 2. Filling Data Gaps – Transforming Hard-Copy Permits into Electronic Records

Sue Waldrip, Data Retrieval Technician, is leading this task. [A Centennial Clean Water Fund grant from Department of Ecology is currently supporting her work; the Ecology grant expires in December 2008. She will continue this work in 2009 using DOH On-Site Management Plan Implementation funding.] In the first quarter of 2008, Sue reviewed 1,550 files, entered 393 permits into the database, and scanned an additional 985 as-builts for permits that were already in the database. About one-quarter of the permit entries were new parcel entries into Permit*Plan – cases in which not only did we not know there was a septic system, but there was no record in the permit database of there even being a parcel (truly “unknown” OSS). All permits entered were for OSS in the Marine Recovery Area. Also, on-site staff spent a little time this quarter entering hard-copy O&M reports into Permit*Plan.

Task 3. Ground Truth Questionable OSS Permits

Activity in Task 3 was minimal this quarter. Please see the progress report for MRA Task 2 (Field Visits) for a description of work performed in the Marine Recovery Area.

Task 4. Reconvene the OSS Work Group

Sound Resolutions facilitated two Work Group meetings this quarter. On February 11th the Work Group reviewed the status of the County's OSS code revision and OSS management implementation activities, discussed OSS inspection training and implementation for homeowners, and heard an update from ShoreBank about its septic loan program, which the bank hopes to expand soon to Clallam and other counties. On March 24th, the Work Group met to discuss requirements for licensing septic system maintenance providers and funding options for implementing the OSS management plan. The County will incorporate the Work Group's recommendations into its revised OSS code. Summaries of the two Work Group meetings are attached.

Task 5. Funding Feasibility Study

Cascadia Consulting Group conducted preliminary research on assessment options and summarized the findings in a handout for the March 24th Work Group meeting. Susan Gulick (Sound Resolutions) facilitated a discussion of the financing mechanisms. Cascadia will prepare a more detailed analysis of the options that the Work Group favored.

Task 6. Project Management

Liz Maier, Environmental Health Specialist, Andy Brastad, Environmental Health Director, and Health and Human Services administrative staff performed work that is applicable to this task. In this reporting period, activities conducted under this task included the following:

- Outlined a work plan (activities, products, budgets, responsibilities, and timelines) for Jan.–Jun. and Jul.–Oct. 2008,
- Coordinated two OSS Work Group meetings,
- Reviewed the initial summary of funding mechanisms,
- Kept the project's web site up to date,
- Revised the County's OSS code to integrate OSS management plan elements and the new State requirements for OSS,
- Assisted in the coordination of other tasks,
- Managed consultants,
- Added Tom Shindler to Health and Human Services' payroll to facilitate his database enhancement work for the Environmental Health Division;
- Tracked task progress and budgets, and
- Administered contract.

Expenses billed under Task 6 included refreshments and photocopies for the Work Group's meeting.

On-Site Marine Recovery Area Project

Project Progress Report

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Task 1. Defining a Baseline and Mapping Progress

In the first quarter of 2008, Clallam County Environmental Health Division recruited and hired Adar Feller as part-time extra help to work on OSS management activities. Adar started work in March and is focusing on MRA Task 1. She completed the following activities in this quarter:

- Read documents related to grant project including contract, OSS management plan, and regulations.
- Read intern report on County's 2001 Septics of Concern project. Familiarizing with history of the project.
- Read through binders and reports on parcel research already compiled and updated the status.
- Trained on how to look up parcel information using Permit*Plan, AS400, and ArcView.
- Trained on how to look up parcel information in paper files, troubleshoot problems, and use the Assessor's maps.
- Wrote letters to city public works departments (Port Angeles, Sequim, and Forks) to request parcel numbers and addresses of those using sewer and any information they may have regarding OSS within city limits.
- Entered data for suspected Septics of Concern into Excel workbook format.
- Researched parcel information to add to Septics of Concern data.
- Developed temporary MRA boundary layer for use in County's GIS system (boundary can be finalized when revised County OSS code is adopted).
- Queried layer of developed parcels within MRA boundary by tax status (land use codes 1100-1999) outside of city limits for use in County's GIS system.
- Buffered Shoreline layer to include all developed parcels outside of city limits within 500 ft of marine shoreline for use in County's GIS system to determine potential Septics of Concern.
- Printed and exported maps of potential Septics of Concern.

Task 2. Field Visits to Verify OSS Status

Some work on Task 2 was delayed in the first quarter of 2008, because the County's O&M specialist (and on-site lead) was on leave for about six weeks in February and March. Nonetheless, the County's on-site staff did follow up on expired OSS repair permits and conducted a dye test and investigative water sampling at sites in the MRA. As a field training exercise, Robin Munroe, Environmental Health Specialist II in the on-site program, shadowed Kitsap County Health staff as they conducted shoreline property surveys. Effort on Task 2 is expected to ramp up in the next quarter.

Task 3. OSS Owner Education

From November 2007 through March 2008, Clallam County on-site staff prepared course materials and taught five Septics 101 workshops (one per month). A panel of local OSS

professionals assisted the County staff with class instruction and helped answer questions from OSS owners. There were 109 participants in total. Expenses included office supplies, classroom rental, and refreshments for participants and panelists.

Environmental Health sends questionnaires to OSS owners who attended Septics 101 workshops to find out if and how they have modified their activities to take better care of their septic systems. These data will be used to evaluate the effectiveness of the workshops. In the first quarter, staff entered survey data from 2007.

In addition, the Washington Onsite Sewage Association (WOSSA) taught a Basics of Maintenance class at the Clallam County Courthouse on February 20, 2008. County on-site staff attended the training. The class was useful basic preparation for the County's increased responsibilities for tracking and encouraging compliance with OSS inspection requirements and assuring the quality of inspections by OSS maintenance professionals as well as certified homeowners.

Task 4. Project Management

Liz Maier, Environmental Health Specialist, Andy Brastad, Environmental Health Director, and Health and Human Services administrative staff performed work that is applicable to this task. In this reporting period, Task 4 activities included the following:

- Outlined a work plan (activities, products, budgets, responsibilities, and timelines) for Jan.–Jun. and Jul.–Oct. 2008,
- Held a kick-off meeting for the MRA project,
- Coordinated tasks,
- Hired extra help,
- Tracked task progress and budgets, and
- Administered contract.

Expenses billed under Task 4 were for business travel and training. Two County on-site staff attended WOSSA's annual conference in January, and Andy gave a presentation about the status of and threats to the Marine Recovery Area at the Puget Sound Partnership's Strait Action Area workshop at the Jamestown S'Klallam Tribal Center in March.