

# On-Site Management Plan Implementation Project Progress Report

**Performance Period:** October 1 – December 31, 2008

**Local Health Jurisdiction:** Clallam County

**Consolidated Contract Number:** C14942

## **Budget Status**

Clallam County spent \$40,470 on OSS management plan implementation through November 2008. The estimated total spent at the end of 2008 was approximately \$48,000.

## **Progress Report**

Below is a summary by task of the work completed during the fourth quarter of 2008.

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

Systematic errors in the initial draft of the septic operation and maintenance (SOM) case-creation process have been corrected. The process has been re-run, with much more reliable results. With the exception of accurate address information, we have everything in place to accomplish the automated creation of nearly 20,000 new SOM cases, representing what appears to be a very good match with actual systems.

The remaining major deficiency previously identified in our process, the inaccuracy of parcel address information, has been the major thrust of our work in the fourth quarter and will continue in 2009. We have fixed all of the inconsistencies in address format in the permit system, so that all addresses share a standard format consistent with the address assignment database and the GIS. In addition, parcel numbers recorded in the comment field of the address assignment database have been captured and placed in a dedicated parcel number field in that database. This has given us the ability to directly link assigned addresses to parcel records, adding or correcting parcel records in the process. This task is still underway on a record-by-record basis. Unfortunately, most addresses were assigned without any knowledge of the parcel number, so this represents less than a quarter of the addresses. The Assessor's Office has agreed to standardize their addresses as well, so that this data can be reliably joined to the other address databases. This will be a huge task; when complete, it will help us find the discrepancies, and further research will be needed to resolve them.

We have worked out most of the remaining issues in redesigning the SOM case type in the permit system and should have that re-design completed soon. We have continued to communicate with Jefferson County as they work to make the remote server connection with eOnsite, and we are learning from their experiences.

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

Sue Waldrip, Data Retrieval Technician, is leading this task. In the fourth quarter of 2008, Sue reviewed 1,235 files, entered 439 permits into the database, and scanned an additional 471 as-builts for permits that were already in the database. All permits entered were for septic systems in the Marine Recovery Area. Sue's work in 2008 was supported by a Centennial Clean Water Fund grant from Ecology. Sue will continue her work in the first half of 2009 with the support of On-site Management Plan Implementation funds. We anticipate increased effort on this task over the remaining two quarters.

On-site permit technicians spent a few hours this quarter entering hard-copy O&M reports into the database and helping finalize the SOM case template.

## **Task 3. Ground Truth Questionable OSS Permits**

In the fourth quarter, permit technicians researched expired septic permits and sent letters to property owners requesting information about the status of these systems. Staff also began drafting a standard protocol for ground-truthing septic systems and visiting Septic of Concern properties (see Task 2 in the MRA project report).

## **Task 4. Reconvene the OSS Work Group**

Sound Resolutions prepared a summary of the OSS Work Group's meeting on September 22<sup>nd</sup> (summary is attached). The Work Group did not meet in the fourth quarter of 2008. The next meeting is scheduled for Monday, February 23, 2009.

## **Task 5. Funding Feasibility Study**

Cascadia Consulting Group completed a first draft of the funding feasibility assessment in early December. Cascadia, Sound Resolutions, and the County will continue developing the assessment in the first quarter of 2009.

## **Task 6. Project Management**

In this reporting period, activities conducted under this task included the following:

- Updated the project's web site,
- Managed consultants,
- Reviewed draft funding feasibility assessment,
- Tracked task progress and budgets,
- Drafted a work plan for 2009,
- Administered contract, and
- Assisted DOH with reporting.

# On-Site Marine Recovery Area Project Project Progress Report

**Performance Period:** October 1 – December 31, 2008

**Local Health Jurisdiction:** Clallam County

**Consolidated Contract Number:** C14942

## **Budget Status**

Clallam County spent \$70,244 on the MRA project through November 2008. The estimated total spent at the end of 2008 was approximately \$72,000.

## **Progress Report**

Below is a summary by task of the work completed during the fourth quarter of 2008.

### **Task 1. Defining a Baseline and Mapping Progress**

In the fourth quarter, Clallam County completed the following work under Task 1:

- Used GIS to group and display Septic of Concern (SOC) data according to last inspection date, system type, and reason placed on SOC list.
- Used GIS to merge “sensitive” areas within Clallam County MRA for continued SOC investigations.
- Used GIS to designate all residential properties in the MRA that are within targeted sensitive areas and organized that information to begin parcel research into septic status. Shoreline parcel SOC research is complete.
- Began organizing SOC addresses into better format for mass mailings of notification and informational brochures.
- Scanned old permits and paper records not on file in the Permit Plan database that we discovered through the homeowner septic system inspection classes last June. Began scanning sanitary survey documents with system drawings in place of as-builts when original paper records were lost, focusing on MRA.
- Began address-matching project to assist with creation of septic operation and maintenance (SOM) case files (see progress report for OSS Management Plan Implementation, Task 1).
- Updated septic and parcel information in Permit Plan as needed.

### **Task 2. Field Visits to Verify OSS Status**

Clallam County on-site staff identified two failures in the MRA this quarter; one was a direct discharge off of Three Crabs Road (near the Jamestown Growing Area). Two repair permits are pending.

In December, the Jamestown S’Klallam Tribe returned to sample the seeps along the shoreline of Dungeness Bay where fecal coliform levels were found to be high (>500 cfu/100 ml) during the summer (see report for the third quarter). The County assisted the Tribe with parcel research and field coordination and tested the samples for fecal coliform at the County’s environmental laboratory. Results in December were mostly below detection (maximum of 8 cfu/100 ml), and follow-up sampling is planned.

In the fourth quarter, on-site staff also began drafting a protocol for field work such as conducting site visits and ground-truthing septic systems. The protocol will provide "standard operating procedures" for preparing for and conducting the field visits.

### **Task 3. OSS Owner Education**

Clallam County on-site staff taught three Septics 101 workshops in the fourth quarter (one per month in the MRA). There were 47 participants this quarter. The County also began preparations for two more septic system inspection classes for homeowners in the Dungeness Watershed to be held in late January and early February 2009. The classes are funded by the Jamestown S'Klallam Tribe through a Targeted Watershed Initiative Grant from EPA. As in June, classes will be limited to owners of single-family residential conventional gravity septic systems. (Invitations to participate were sent out in early January to about 90 Septic of Concern owners in the MRA and 24 homeowners have registered so far).

### **Task 4. Project Management**

In this reporting period, Task 4 activities included the following:

- Coordinated activities,
- Tracked task progress and budgets,
- Drafted a work plan for 2009,
- Administered contract, and
- Assisted DOH with reporting.

Expenditures this quarter included ArcView (GIS) software upgrade and maintenance costs and training expenses (soils analysis and GIS training).