

On-Site Management Plan Quarterly Report  
January 1 – March 31, 2009  
Snohomish Health District  
Contract Number: C14964

**Task 1**

**Identify all failing and unknown onsite sewage systems (OSS) in the Warm Beach beachfront community.**

**-Review all Snohomish Health District (SHD) files for properties with unknown OSS in the Warm Beach area, along Soundview Drive and Beach Drive.**

**-Complete a sanitary survey of Warm Beach.**

**-Confirm that any OSS found to be failing is repaired.**

**Task #1a: SHD File Review**

Up to 170 properties along Soundview Drive and Beach Drive in Stanwood, Washington will be included in the review. In preparation for the sanitary survey, files for properties along these roads will be reviewed to determine 1) the location of known OSS and 2) the likely location of unknown or assumed OSS.

**Deliverable**

*Completed – see Appendix A of 04-01-2008 – 06-30-2008 Quarterly Report*

**Task #1b: Public Notification and Education**

Notification will be given to the occupants of up to 170 properties along Soundview Drive and Beach Drive in the form of an informational mailing. The mailing will include a brief summary of why we are conducting the survey and when the survey will begin. During the month of April, 2008, concerned or interested community members will be invited to provide feedback about the project via telephone call or appointment at the Health District.

All correspondence regarding the survey between SHD and Warm Beach community member will be documented throughout the designated response time period indicated in the mailing.

**Deliverable**

*Completed - see Appendices B, C, & D of 04-01-2008 – 06-30-2008 Quarterly Report*

**Task #1c: Property Inspections**

**Deliverable**

*Completed- see Task #1c discussion/graphs/data in 10/01/2008 -12/31/2008 Quarterly Report*

### **Task #1d: Enforcement Procedures for All Identified Failures**

All failing systems discovered during this project will be addressed with standard Snohomish Health District enforcement procedures.

*One property within the survey area may have a possible failure of the sandfilter component of the on-site sewage disposal system. Access to the property was not allowed so conformation of a failure could not be made*

#### **Update**

*A complaint was received regarding this potential failing sandfilter and was assigned to an SHD sanitarian on 03/24/2009. A site inspection will be made and if it is confirmed that the complaint is valid, a notice of correction will be sent and standard SHD enforcement protocol will be utilized.*

*Since the beginning of this project, two additional failing systems have been repaired and have been scanned into the DAVE system.*

### **Task 2**

**Enhance the Drainfield As-Built Viewed Electronically (DAVE) database to reflect known or unknown status of all OSS in Snohomish County**

- Identify all properties in DAVE without scanned record drawings (as-builts) and modify DAVE to show known/unknown status accordingly.**
- Conduct a targeted review of files related to suspected OSS with scanned record drawings (as-builts)**
- Complete a homeowner survey to identify unknown systems in a limited area**

#### **Tasks #2a and #2b:**

Determine the number of records in DAVE with OSS and what we currently know about those systems and how many we don't know anything about. Upgrade DAVE to link related files and show 'known' and 'unknown' status.

#### **Deliverable**

*SHD has met the project deliverable of 80% system classification for this portion of Task 2 as documented in the 04/01/2008 - 06/30/2008 quarterly report. If funding and staff time is available, SHD will continue reviewing files and complete the project by July 2012.*

### **Tasks #2c, 2d, 2e**

- 2c Create a survey to be piloted in a target area with up to 500 properties
- 2d Complete survey with triple contact method for highest possible response rate
- 2e Evaluate survey

*At this time with limited funds left, these tasks will be delayed. If additional funding becomes available, the work will continue.*

*Note: The Snohomish Health District in conjunction with a Department of Ecology Centennial Clean Water Fund grant is working with Snohomish County Surface Water Management. One of the tasks of this grant includes surveying 800 homeowners on on-site sewage systems in four targeted areas within Snohomish County. Components of the survey include an actual survey of the sewage system, providing technical assistance, and addressing failing systems. When this survey is conducted and information is gathered, we will be able to utilize this data and update many “unknown” systems to “known” systems which is an integral component of Task 2d.*

### **Task 3**

**Develop and implement an online system for routine OSS Operation and Maintenance (O&M) monitoring for all types of OSS in Snohomish County**

- 1) **Design operational check forms to be distributed to O&M service providers**
- 2) **Update DAVE database to accept O&M information online**
- 3) **Develop O&M protocol for gravity and low pressure distribution OSS**
- 4) **Update all permit processes to indicate necessity to submit O&M information after the first two years**

### **Task #3a**

Deliverables/Outcome: O&M database prototype (O&M form)

### **Deliverable**

*Completed- See Appendix H of 04-01-2008 – 06-30-2008 Quarterly Report*

**Task 3b: Partner with the IT staff at SHD to determine how the O&M information can be linked into the current DAVE database.**

The DAVE database gives the general public access to all as-builts on record and property information directly linked to the Snohomish County Assessor's records. It is not practical to give industry professionals direct access to input or modify data within DAVE.

The primary outcomes sought by linking the O&M reports to DAVE:

1. Give the public real-time access to both as-builts and O&M information simultaneously.
2. Simplify the process by which industry professionals collect and submit O&M paperwork,
3. Give industry providers an easy way to access OSS performance history when needed.
4. Give SHD staff an easy way to track compliance with O&M requirements.

**Deliverable**

*During this quarter, the completed draft Operation and Maintenance form on the SHD test server was re-evaluated, and a few minor changes and corrections were made. The program was then placed on-line during the first week of March so that O&M providers could begin to submit reports. After one month, we now have **six** O&M service providers with SHD issued accounts and have received **37** O&M reports on-line. The initial response of the providers regarding the on-line O&M capabilities has been very positive.*

*See Appendix A for an example of a submitted on-line O&M report.*

***As-builts and O&M link on DAVE***

*Several meetings were held with the SHD IS team to discuss specific issues regarding the programming and links that will allow the general public to view the on-line reports while looking at their property information and as-built on DAVE. Due to IS scheduling conflicts and other priorities, the IS system engineer will not be able to begin the actual programming until August 1<sup>st</sup>, 2009. The project is estimated to be completed within 15 days after that.*

*The delay will actually be beneficial since this will allow the O&M providers additional time to submit reports. The reports can then be reviewed by SHD sanitarians to ensure that the form has been filled out correctly and that the information is valid and pertinent prior to linking with DAVE.*

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**Task 3c: Adopt a procedure for requesting O&M updates at intervals recommended in the DOH Recommended Standards and Guidance Documents (RS&G's)**

**Deliverable**

When the O&M reports are linked with DAVE, and the search and reporting functions are complete, generating a form letter to remind homeowners about required O&M will be feasible.

Depending on the remaining funding balance, SHD will attempt to complete this task as described in the DOH Statement of Work – a limited pilot project with a one time mailing within the Warm Beach community.

**Task 3d: Review a random sample of O&M records to verify the accuracy of the information submitted.**

**Deliverable**

As noted in 3b, we have received 37 on-line O&M reports during the first month that the system went on-line. It is anticipated that the number of reports received will dramatically increase as we contact more O&M providers and availability of the system is spread through word of mouth. We are currently reviewing each O&M report received. If funding is available and additional reports are received, SHD will attempt to complete this task of verifying accuracy through a site visit and/or phone call.

**Task 3e: Design a program for homeowners to become qualified as O&M specialists**

**Deliverable**

Several activities are currently taking place that directly relate to this task.

A core group of four SHD employees are meeting on a routine basis with local Snohomish County realtors and discussing septic system operation and maintenance requirements and the possibility of a required septic inspection prior to a sale of a property. This leads directly to who can be a qualified O&M specialist, what training is needed, and could a homeowner actually provide an accurate and meaningful O&M inspection.

Several SHD employees are also involved in quarterly Regional O&M meetings with four other counties and several industry professionals. Major topics of discussion include local county O&M programs, qualifications for O&M providers, homeowner O&M inspections, and various training programs and educational opportunities for O&M providers.

### **Proposed Activities**

During the next quarter, the following activities are proposed:

#### **Task 1**

Complete a stand alone report of the Warm Beach survey and place on the SHD website. A follow-up mailer to the homeowners in the survey area will be sent thanking them for their assistance and letting them know that the report is available for them to review.

Continue with the SHD enforcement procedures for the failing sandfilter noted in the Warm Beach survey.

#### **Task 2**

Continue to review files, enter known/unknown status into DAVE, and if needed, do a site review on properties to confirm known/unknown status.

#### **Task3**

Continue to review incoming on-line O&M reports. Schedule site reviews if inconsistencies or inaccuracies appear in the submitted reports.

Continue to facilitate with the SHD IS team to complete the linkage between DAVE and the on-line O&M database.

Continue with meetings as discussed in Task 3e.

#### **Complete final report**