

ENVIRONMENTAL HEALTH SECTION 2017-2018 WORK PLAN

GOALS FOR 2017	2017 ACCOMPLISHMENTS	GOALS FOR 2018
<u>Administration: Jen Garcelon</u>	Updated Fee Schedule Developed Interpersonal Communication Expectations Handout for EH New Employee Handout/Document	Research Annual Fee Increase (instead of every 5 years, have annual increases)
Continue to monitor State and County budgets as they affect EH programs	Ongoing	Ongoing
Maintain staffing levels	Filled EHS position in Jan, WQ position in Mar, and CSS position in May	Maintain staffing levels
Closely track training and travel budgets	Ongoing	Ongoing
Perform staff evaluations as needed	Need to do	Perform staff evaluations as needed
Continue weekly staff meetings	Completed with few exceptions	Continue weekly staff meetings
Schedule field time with EH staff	Attended PIC Field Trip	Look for opportunities to spend time in the field
Continue looking for cross-training opportunities	Trained Lindsey and Jacob as lab back-up	Assign pool inspection back-up
Continue to provide information about complex projects to all EH staff	Ongoing	Ongoing
Visit storage area at least once per year	Completed	Visit storage area at least once per year Have area clean, organized files stored/properly archived Additional storage area is now in vacant Juvenile detention building
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
Monitor EH file archiving	During Feb 2017 move, archiving and file purging completed	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 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Administrative Support: Jen Garcelon, Karen Whalley, Chelsea Lierly, Adar Feller</u>	Hired Chelsea May 2017	Train CSSs in all EH programs Retain CSS
Need to continue training and cross training on permit tech activities to provide backup for vacations and emergencies.	Worked on cross training	Chelsea to be cross trained in food
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 Update as needed
Organization		Organize EH paper and electronic policies and ordinances

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Food/Protection Program: Jessica Pankey/Paul Patrick/Karen Whalley</u>	HealthSpace, upgrades to system with SurfacePros, FSAC invitation, InFORM conference, Recovered Food presentation, FDA Standards Program Enrollment	Enforcement Policy, DFDO annual reporting system,
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	Provided Food Worker Classes as requested for individual groups.	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.		lobby of courthouse.
Achieve State number of required inspections for food establishments and use quantitative data to determine compliance.	Full time establishments- 366. If all require two inspections, total routine inspection would = 732. $666/732 = 91\%$ 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 EpiReady training with David Doran to prioritize team work with PH on FBI surveillance and investigation	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 only.	Schedule meetings for Food Program. 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	2 nd billing run May 2018. Develop method to track OSS inspection & Water System Testing in 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. Try to reduce number of establishments or vendors paying late fees. 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	Continue to work with local farm and agricultural businesses to coordinate food vendor approval and applications
Participation in local food groups on food safety	Coordinated with Food Banks and WSU extension for food demo's and temporary	Continue to be a resource for local agencies wanting to follow food safety and

	food permits (apple sauce), created letter for DFDO organizations	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 renewals 	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 renewals
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	Girl Scout handwashing demonstration	Work with Public Health to educate the Public about health issues when possible

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<u>School Safety Program: Jessica Pankey/Paul Patrick</u>	New building at Greywolf Elementary	Continue as needed
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 Approve the new kitchen at Sequim Community School
Attend annual school health & safety workshops		Attend annual school health & safety workshops

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Water Recreation Facilities: Paul Patrick</u>		
Inspect pool & spa facilities in accordance with state and county requirements There are 34 pools or spas in Clallam County	Inspected nearly all pool & spa facilities in accordance with state and county requirements and submitted 2017 annual Water Recreational Facilities survey to DOH	Inspect all pool & spa facilities in accordance with state and county requirements and submit the 2018 Water Recreational Facilities annual survey to DOH
Create WRF policy to adopt state code if needed	No action taken	Monitor
Attend WRF Workshops	Joined DOH staff during WRF inspections	Attend WRF Workshops
Post WRF inspections online	Posted WRF inspections online	Post WRF inspections online

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<u>Drinking Water/ Laboratory program: Sue Waldrip</u>	2 new people trained; website updated	Well site policy approval; better coordination with DOE on mitigation issues
Do 7 Group A surveys	14 Group A surveys done.	Do 8 Group A surveys; technical assistance as needed
Annual lab accreditation, performance tests, SOP updates, maintain inventory	Lab accreditation received	ongoing
Attend DOH training meetings; others if available	Attended 2 DOH training meetings	Attend DOH training meetings
Keep lab back-ups trained	Trained Lindsey & Jacob	Everyone on the backup list needs refresher course and a day in the lab
Permit Plan Water System Case	Reviewed, not really useful	Remove from list
Maintain public outreach (?)	Worked with Adar for some awesome updates on almost every water page	Work with DCD on water conservation page
Work on land divisions for Environmental Health issues	Reviewed all potable water cases for BPT; provide well info to the public; do DCD	Ongoing, have Chelsea take on septic review portion

	reviews for LDV's, and the like	
	Reviewed status of Group B systems,	Group B letters sent Jan 2018, track response rate
	Maintained inventory, still need to dispose of old stuff	dispose of old chemicals
	Wrote rainwater catchment policy – no progress; wrote well site approval policy	Get well site approval policy approved and activated
	Reached out to emergency management, no response	Continue to look at emergency water source planning

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
Solid Waste Program: Lindsey Aspelund	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 and PALF
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; 46 inspections completed in 2017	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 2017	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; new funding is Local Solid Waste Financial Assistance, application period tentatively open on 2/20/18
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 2017 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 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Moderate Risk Waste and Site Hazard Assessment Programs: Lindsey Aspelund</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	Continue to update the website as needed

	updated their website all solid/haz waste 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 2017	County Fair 2018, Home Show 2018
Renew SHA grant	N/A – program funding ended	N/A – Program Funding ended
Complete annual County-wide used oil collection data	Report submitted March 27, 2017	Complete 2017 Used Oil survey results and send to Ecology by April 1, 2018
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	BOH passed Ordinance requiring Secure Medicine Return Program 11/21/2017	New program implementation and stewardship plan review
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 2017	Start survey data again in 2018

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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	Ongoing	Process and issue actions on permits in a timely way. Goal is to meet WAC requirement of 30 day turnaround time for permitting (including notification to owner/designer that EH is awaiting parts for the permit to be processed) and permitting decisions in 2018. Submit Processing Time Report Monthly
Maintain training and staffing of CSS	Trained Chelsea in permit technician duties, including data entry and permit processing	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.
Continue working with DCD on Onsite review of development projects	Due to high CSS turnover and general staffing shortages Sue has been helping process LDV, BLA, CUP & PRV cases with DCD	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
		Work on new Installer procedure/protocol for calling in starts and notifications for finaling installations.
		Andy and Janine inspect homeowner installations and difficult site/repair installations. Goal of increasing % of regular installation inspections for 2018
		Chelsea and Lindsey to accompany Andy and Janine on field visits for cross training/training if scheduling allows.
	Annual Invoicing for pumpers, installers, and O&M providers completed (and super organized-thanks Chelsea and Adar)	Complete annual invoicing for licensees in a timely manner-(invoices sent at 6 weeks prior to end of licensing period).

		Andy and Janine to coordinate scheduling for soils and permitting during summer busy months.
Continue to track failures and develop a stable procedure for failure follow-ups	New failure / repair tracking Permit Plan Report used for DOH reporting and for better tracking purposes, letter template developed. Reduce backlogged failures.	Continue to investigate failures and surfacing sewage complaints as a high priority, update complaint response plan, and enhance complaint tracking.
Request that onsite classroom training money be included in 2017 budget process. Send staff to free trainings if possible. Andy and Janine to attend WOSSA conference in early 2017 if funding available.	Janine attended WOSSA Conference; Andy P attended Code and technical On-site class. Andy P passed DOL inspection competency exam	Onsite training funds made available in 2018 budget process. Continue training funding for 2019. Continue to attend free trainings if possible. Andy and Janine attend WOSSA (2018) Continue attending LHJ coordinators meetings. Janine attend WSEHA in 2018 Plan for Andy and Janine attending WOSSA 2019 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)	Work with Food Program on septic system inspections prior to renewing FSE permit
Update policies for BOH approval	Continue to bring BOH updated policies.	Update sections of 41.20 to reflect Online RME
Update enforcement administrative policies	Draft of administrative plan done. Complaint protocol has been reviewed and approved by PAO. Draft enforcement letters in place	More effectively and efficiently enforce EH code violations using enforcement templates

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>On-Site Management Plan Implementation:</u> <u>Jen Garcelon, Adar Feller, Janine Reed, Andy Perham, Jacob Melly</u>	BOCC approved grant replacement funding if needed of \$100,000 yr for 2017 and 2018	Present Sustainable Funding Option to BOH
Continue to pursue stable funding for OSS plan implementation		<ul style="list-style-type: none"> • Review past sustainable funding efforts • Present sustainable funding options to decision-makers
Continue Enhanced O&M project (RND 6) <ul style="list-style-type: none"> ○ QC of Onsite database ○ Manage & distribute OSS inspection incentives ○ Continue Public Outreach ○ Hold one O&M workshop ○ QA/QC of OSS inspections ○ Submit progress reports ○ Convert Enhanced O&M to NTA & LMP targets 	<ul style="list-style-type: none"> ○ In progress, new reports available to assist ○ 187 inspection incentives processed in 2017 ○ Ongoing, 6 Septics 101 & 201 DIY in-person classes held in 2017, ~16,000 general inspection requirement postcards sent Sept 2017, radio and print advertising, County fair and other events... ○ Done Nov 2017 ○ Ongoing-continuous ○ FEATS reports done regularly ○ See new targets in SOWs 	<ul style="list-style-type: none"> • Continue QC, improve database reporting if needed • Anticipating ~100 incentives of \$100 each starting 03/2018 • Tentative schedule selected for 9 in-person septic classes, online DIY ongoing, outreach plan generated, booths reserved at events, new online, print, radio, social media ads being generated • As available • Continue • Meet State funding reporting req. • Work toward targets/measures of success (see each SOW) <p><i>*Note* No more RND 6—Now OSS NTA 0251 and LMP IMP.</i></p>
DIY septic inspection project <ul style="list-style-type: none"> ○ Continue updating DIY Email reminder system ○ Maintain DIY database ○ DIY user tracking ○ Follow-up with DIY class 	<ul style="list-style-type: none"> ○ Reminder error appears corrected but may need more testing ○ Ongoing ○ Ongoing ○ Emailed in-person DIY CERT who 	<ul style="list-style-type: none"> • Work with IT to update DIY Email reminder system needed • Fix errors that prevent new owner from getting CRT online

participants	needed Professional inspection 1 st , did not contact those w/o email	<ul style="list-style-type: none"> Letters to DIY CERT w/o email who need pro 1st, possible 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	Did not complete in 2017 (Tom still had other priorities)	Complete SOM case address QC project
SOM cases updated to include Use Category from Assessor Waiting for other GIS updates to be complete to make auto update more accurate	Not complete due to low priority, manual entry when possible	Ongoing
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 conf. calls attended	Ongoing
Tom Shindler able to maintain and update Permit Plan for Onsite with Adar Feller, changes and new reports added as needed	Updated all EH fees in Permit Plan (Jan 2018) after updating selected fees in July 2017 Added Repair SEP expiring batch & manual letter Added Failure Notice batch & manual letter to SOM case & NOV activities to track 1 import of PACs Parcel People into SOM case People for mailing address updates Email addresses entered on SOM People moved/copied to Parcel People	Continue improving Permit Plan for EH <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

		<p>DCD staff means may have to re-design)</p> <ul style="list-style-type: none"> • 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
Continue to participate loan program	Clallam County participated Regional OSS Loan Program & Andy B on Craft3 Advisory Board	Jen will participate as needed
<ul style="list-style-type: none"> ○ Pursue remaining unknowns 	<ul style="list-style-type: none"> ○ In progress—only 270 left in MRA 	<ul style="list-style-type: none"> • OSS NTA 0251 measure of success: ≥ 20 unknowns need locate; make list of ~40 prioritized by proximity to shoreline and Dungeness watershed; begin door to door visits during incentive offering prior to starting inspection timelines/compliance efforts
<ul style="list-style-type: none"> ○ Update website as needed ○ Complete webpages and online Map under Rnd 6 for Red to Green OSS Status 	<ul style="list-style-type: none"> ○ Several minor webpage updates in 2017, new OSS Inspection Status web page to explain how to use the OSS Inspection Status map. ○ PIC Project page overhaul, addition of Surface Water Quality section and links. Pillar Point page added ○ Update of OSS Permit & SIR pages ○ Updates of all online documents & 	<ul style="list-style-type: none"> • Ongoing • Finish 1st pass updates on all water & onsite pages (in progress) • Complete Installing Access Risers page • Update other pages as needed

	<ul style="list-style-type: none"> pages with new mailing address ○ Developed Onsite Quick Links template 	
<ul style="list-style-type: none"> ○ Continue to enforce conforming system requirements and inspection requirements in Golden Sands (GS). ○ Finalize new PIC Project Area for new NTA Grant. ○ Begin segmented sampling in Meadowbrook Creek/Slough. ○ Implement PIC Plan in new PIC Project area (Meadowbrook Creek/Slough, Matriotti Creek and tribs). 	<ul style="list-style-type: none"> ○ Almost 100% inspection compliance for GS. 2 conforming septic systems installed in GS, 2 more in early stages of development. ○ New PIC project area finalized. ○ Segmented sampling in MBS lead to hotspot-dye test-code enforcement-found illegal OSS expansion, to be repaired in spring. ○ PIC Plan underway in new project area. 	<ul style="list-style-type: none"> ● Start timelines for non-conforming septic abatement, “game plan” in place for remaining violations. ● See illegal OSS in MBS abated, follow up monitoring in MBS. Segmented sampling in upper MBCK. ● Continue work in new PIC project area (seg. sampling, work with land owners like Duck Club and Game Farm)

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>On-Site O&M/Outreach Program:</u> <u>Janine Reed/Andy Perham/Jacob Melly/Lindsey Aspelund</u>		
Holding professional O&M class in fall	Done November 2017	Requests from industry to host another class in Clallam County 2018
Hold Septics 101 & 201 classes (see also Enhanced O&M above)	<ul style="list-style-type: none"> ○ 2 101 classes in 2017 ○ 4 201 DIY classes in 2017 	<ul style="list-style-type: none"> ● Hold Septic 101 and 201 classes as funds allow – funding for up to 9 classes thru Spring 2019 ● Update 201 presentation
Monthly ads for 2016. Plan to develop and air radio ads.	Monthly in newspaper ads, radio ads added	<ul style="list-style-type: none"> ● New ed./outreach plan ● Create fresh radio/print adds ● Test out online

		advertising/feedback <ul style="list-style-type: none"> • Leverage social media • Leverage other interested communities
Participate at Riverfest September and SepticsSmart Week, other outreach events as funding allows	Riverfest Sept 2017 Septic Smart Banners hung	<ul style="list-style-type: none"> • NPBA Expo Feb. 2018 • KONP Home Show March 2018 • County Fair August 2018 • Riverfest Sept 2018 • Septic Smart Week Sept 2018
Participate in LHJ Onsite and O&M meetings with the State	Attended meetings in 2017	Attend meetings in 2018 as available
<ul style="list-style-type: none"> ○ Track failures found through SOM inspections ○ Need to work on timely letter writing and follow up 	<ul style="list-style-type: none"> ○ Ongoing, Failure / Repair tracking report improved & enforcement procedure developed 	<ul style="list-style-type: none"> • Keep up on failures as time allows using database task list and automated letters • priority is based on urgency and severity
Audits of professionals		Wish list as funding and time allow
Audits of DIY septic owners		Wish list as funding and time allow

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Water Quality Program - Clean Water District: Jacob Melly</u>		
Continue to coordinate with partners through the CWWG quarterly meetings	Attended quarterly meeting	<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/DIP	DIP updated	<ul style="list-style-type: none"> • Coordinate with partners in the Dungeness Watershed • Attend DRMT meetings

		<ul style="list-style-type: none"> • Present to groups as needed
Conduct public outreach with CWWG including staffing a booth at Dungeness River Festival	Participate at RiverFest. Pursue further outreach	<ul style="list-style-type: none"> • Dungeness River Fest presence planned for 2018
Report on Shellfish Protection Program to DOH	Completed	<ul style="list-style-type: none"> • Complete required Shellfish Protection District Reporting
Continue to advise and support Streamkeepers' programs	Coordination/support ongoing	<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 Pillar Point Downgrade Data to EIM ○ Submitted PIC Segmented Data to STORET 	<ul style="list-style-type: none"> • Make sure PIC Trends data get submitted to EIM • Make sure PIC Segmented data get into STORET
<p>QAPP addendum in 2016 to add in canine scenting</p> <p>Rebate program for locates and inspections in the PIC pilot area implemented.</p> <p>Other activities ongoing including likely public meeting in August concerning Golden Sands and PIC pilot area.</p> <p>Begin sub-basin investigations in hotspot area (Golden Sands). Distribute letters, begin site visits, narrow scope of pollution source. Work with PAO if need be.</p>	<p>Completed, but canine scenting abandoned due to inconsistent lab methods</p> <p>Ongoing. 3 rebates submitted.</p> <p>2nd public meeting held in October, 2016. Outreach materials such as letters, postcards, and door hangers developed.</p> <p>Sub-basin inv. completed, site visits completed, requiring abatement for non-confirming systems on slough.</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
Canine services to screen samples from the pilot area for human fecal coliform.	Canine sampling did not work due to poor lab practices	No further canine-scenting activities planned

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<u>Pysht Shellfish Water Quality: Jacob Melly</u>	Final Report submitted Dec 2017	
Continue to work with County Parks for help implementing monitoring/sampling plan.	<ul style="list-style-type: none"> ○ Primary monitoring/sampling effort completed ○ County Parks installed fence/sign ○ Clallam MRC helped monitor sanitary conditions through summer 	<ul style="list-style-type: none"> ● 27 acre upgrade planned for March ● Observe sanitary conditions at beach at least monthly through winter ● Request MRC assistance to keep an eye on beach through summer ● Report observations to DOH to maintain “approved” status
<p>Conduct baseline sampling for August thru October</p> <p>Continue water quality monitoring as described in the QAPP.</p> <p>Place Sani-can at site in late summer through Oct.</p> <p>Input water quality data to Streamkeeper database</p>	<ul style="list-style-type: none"> ○ Sampling effort completed ○ No funding for sani-can 2017 (Ecology funding only through 2016) ○ Data input to County Water Resources Database and transmitted to State’s EIM system ○ Final report written for Centennial Partnership Grant. 	<ul style="list-style-type: none"> ● No further WQ sampling activities planned ● May assist DOH/Makah cruises as needed ● May assist MRC with shellfish biotoxin sample collection/beach observations
EH staff continues to assist DOH in performing WQ sampling at Pillar Point (Pysht) beach	<ul style="list-style-type: none"> ○ EH staff assisted DOH in performing WQ sampling at Pillar Point beach 	<ul style="list-style-type: none"> ● Done ● Back to regularly-scheduled sampling by Makah and DOH
Install 4 pet waste stations in various County parks	<ul style="list-style-type: none"> ○ Pet waste stations installed then removed due to abuse (only Salt Creek remains where Park Ranger, Camp Host present) ○ Pet waste ads shown at cinema through 2017 ○ Pet waste rack card printed/distributed ○ Pet waste bags/incentives distributed at events ○ RV dump station brochure 	<ul style="list-style-type: none"> ● WSU Extension taking the lead on pet waste outreach project (now under PIC NTA 0319) ● Gather CWWG partners to brainstorm approach ● Look for opportunities to change behaviors/raise awareness ● See MRC’s successes in this area, especially at Elwha Dike

	printed/distributed—Visitor Center indicates positive reception.	
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GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>BEACH Program: Sue Waldrip/Jacob Melly</u>	Working with HR on volunteer process; No Beach closures	
Renew contract with DOH and monitor 3 beaches: Cline Spit, Hollywood Beach, and Salt Creek	Contract renewed	<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?)
Coordinate volunteers	Added 3 new samplers to the list	<ul style="list-style-type: none"> • Coordinate volunteers, train in new procedures as needed
Keep working on notification issue with City and WA BEACH program	No problems in 2018	<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 • Address Sekiu/Clallam Bay CSO as needed
Look for opportunities to address pet waste issue at Port Williams & elsewhere	<p>Grant submitted with Feiro Marine Life Center.</p> <p>Volunteer to evaluate pet waste programs, literature, and research in other jurisdictions.</p> <p>Met with Parks department to discuss pet</p>	<ul style="list-style-type: none"> • WSU Extension program has taken lead on pet waste effort under PIC NTA 0319 • Stakeholders coming together—especially through CWWG • Continually looking for more partners, coordinated effort among

	waste station installations.	stakeholders
Attend annual BEACH program meeting	Andy attended in 2017	<ul style="list-style-type: none"> Scheduled March 2018
Post signage and create press releases regarding beach closures as necessary	No closures; draft protocol for closure following CSO written	<ul style="list-style-type: none"> Finalize draft protocol Create checklist for CSO to accompany protocol/assist in decision-making/response

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Shellfish Biotxin 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
Pursue outreach events- possibly at Crabfest (try to get DOH participation)	Connected with DOH and MRC for volunteer sampling	<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?
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
Communicate with MRC on west straits PSP sampling	MRC sampled this year- worked to get mileage reimbursement dialed in. Will be ready for process again early Spring.	<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
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	Completed 12/27/17	<ul style="list-style-type: none"> • Complete annual report

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Puget Sound Partnership: Andy Brastad/Jacob Melly</u>		
Andy to continue participating in Straits Action Area Work Group (Lead Implementing Organization) Stay informed regarding future (beyond 2017) EPA funding for OSS work	Ongoing	<ul style="list-style-type: none"> • EH regularly participates in Strait ERN quarterly meetings • Achieve voting member status
Participate in Strait ERN Technical Task Force	Provided resume as application to the Task Force. Carol named as Technical Task Force member. Carol on Shellfish SIAT group.	<ul style="list-style-type: none"> • Participate in Strait ERN Technical Task Force (TTF) • Work with TTF on NTA development/review

GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Bioterrorism/Emergency Management: Andy Brastad/Jen Garcelon</u>		
New process for addressing after hours public health issues in place	Ongoing	Ongoing
Participate in scheduled exercises	Cascadia Rising in June 2016	Ongoing

EH will continue to participate in Emergency Management and Bio Terrorism activities as needed	Ongoing	Ongoing
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<u>Vectors</u>	Kept the website updated with information on rabies, and other vector-borne diseases Five specimens sent for rabies testing in 2016. Developed rabies protocol with Public Health.	Keep the website updated – make sure new staff is aware of rabies protocol.
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GOALS FOR 2017	ACCOMPLISHMENTS	GOALS FOR 2018
<u>Groundwater Protection: Jacob Melly</u>		
Internal Coordination: (CARA issues, other ground water quality topics)		
PA WALMART monitoring report submitted	Reviewed report	<ul style="list-style-type: none"> • Keep apprised
Parkwood bi-annual reports	Reviewed reports	<ul style="list-style-type: none"> • Keep apprised
Start drafting brochure re: chloride concerns for shoreline landowners w/ a well	Compile existing info/examples from Island Co., Jeff Co., others Review need	<ul style="list-style-type: none"> • Carol/DCD project?
Public outreach for various grant activities	Continued monthly newspaper advertisements; additionally radio, and movie theater advertisements continued.	<ul style="list-style-type: none"> • Ongoing—already addressed through other programs
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
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.

Research & Data Mgmt:		
Pursue grant or EAP study of monthly ambient nitrates in areas with piped ditches over the past 15 yrs.	Not pursued – need more groundwater quality data	<ul style="list-style-type: none"> • Monitoring funding sources for possible future studies
Keep website updated with reports, educational materials		<ul style="list-style-type: none"> • Update website as materials become available