



Clallam County Department of Health and Human Services

111 E. 3rd Street • Port Angeles WA 98362 Phone: 360-417-2274 Fax 360-452-4492

July 15, 2021

To: Clallam County Board of Health
From: Kevin LoPiccolo, HHS
Re: July 20, 2021 Board of Health Meeting

Included in next week's packet is the following:

- Agenda
- Draft minutes from June 15, 2021
- Environmental Health Memorandum
- On-site Septic System Operations and Maintenance Program Manual
- Chapter 41.20, On – Site Sewage System Draft Ordinance
- Chapter 41.50, Fees – Draft Ordinance
- Ordinance No. 748, 2004 – Discussion purposes as it relates to modifying the BOH membership

I hope everyone enjoys their weekend.

Kevin



CLALLAM COUNTY BOARD OF HEALTH

AGENDA of July 20, 2021 @ 1:30 – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street

Port Angeles, WA 98362

****ATTENTION****

In response to the current Governors order Clallam County has moved to Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and join with Meeting ID: 935 7343 5754 and Passcode: 095863

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/93573435754> join with Meeting ID: 935 7343 5754 and Passcode: 095863

Public comment and questions can be directed to the Director of Health and Human Services at 360-417-2523 or klopiccolo@co.clallam.wa.us

- Call to Order, Roll Call
- Request for Modifications/Approval of Agenda
- Approval of Draft Meeting Minutes for June 15, 2021
- Public Comment for Agenda Items – *Please limit comments to three minutes*
- Introductions
- Presentations and Discussion
- Board of Health Member Discussion
 - Onsite Septic Systems – Operation and Maintenance (Call For Public Hearing)
 - Board of Health Membership Discussion – Review Ordinance No. 748, 2004
- Old Business and Information Items
- Health Officer
 - COVID-19 Update
- Environmental Health Director
- HHS Director
- Future meeting agenda items

1. Onsite Septic Systems – Operation and Maintenance (August 17, 2021 Public Hearing)
 2. Health and Human Services 2021-2022 Goals & Objectives
 3. Clallam Health Network
 4. PIC (Pollution, Identification and Correction) Update
 5. Systemic Racism
 6. Vaccination Rates
 7. Chronic Disease CHIP
 8. Air Quality and Noise Ordinance
 9. Climate Change
 10. Update on Behavioral Health Organization (BHO)
 11. Olympic Peninsula Healthy Communities Coalition
- Public Comment – *Please limit comments to three minutes*
 - Adjournment

NEXT MEETING – August 17, 2021



CLALLAM COUNTY BOARD OF HEALTH

MINUTES of June 15, 2021 @ 1:30 pm – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street Port Angeles, WA 98362

Meeting was held via Zoom (Video conference)

REGULAR MEETING OF THE CLALLAM COUNTY BOARD OF HEALTH

Navarra Carr, Chair called the meeting to order at 1:30pm.

Members Present: Commissioners Johnson, Ozias and Peach, Navarra Carr, Dr. Gerald Stephanz, Don Lawley, Shahida Shahrir, Jennifer Garcelon, Kevin LoPiccolo and Dr. Allison Berry

- **Call to Order, Roll Call**
- **Request for Modifications/Approval of Agenda**
ACTION TAKEN: The Board had unanimous consent of the agenda
- **Approval of Draft Meeting Minutes for April 20, 2021 and May 18, 2021**
The minutes will be available for approval at the next meeting.
ACTION TAKEN: The Board had unanimous consent of the meeting minutes for April and May 2021
- **Public Comment for Agenda Items – Please limit comments to three minutes**
Lindsey Schromen-Wawrin: Asked the Board to add the issue of systemic racism as a future agenda item.
- **Introductions**
None
- **Presentations and Discussion**
The Cloudburst Services Group presented on the Clallam County Homelessness Needs and Gaps Analysis
[J:\Homelessness\Meeting Items \(Minutes, Agenda, Dates, etc.\)\Minutes\2021\July 2021\Clallam Gaps and Needs Report.pdf](J:\Homelessness\Meeting Items (Minutes, Agenda, Dates, etc.)\Minutes\2021\July 2021\Clallam Gaps and Needs Report.pdf)
Discussion followed.
- **Board of Health Membership Discussion**
Addition of two new board positions:
Tribal representative
Consumer/ Past Consumer of Public Health services
Discussion followed, and will continue at the July meeting.
- **Old Business and Information Items**
None

- **Health Officer**

Covid-19 update. Dr. Berry spoke on current statistics of cases and vaccination rates and activities in the county. Two community outbreaks are being tracked. She spoke on the importance of following infection control protocols, and masking, particularly around vulnerable populations. She recommends masking if in a large crowd and indoors.

Discussion followed.

- **Environmental Health Director**

None

- **HHS Director**

Kevin LoPiccolo would like to pursue with the Board of Health upcoming goals and objectives for the Health and Human Services Department.

Discussion followed.

- **Future Agenda Items**

Continue to work on the details for implementation of stable funding of the OSS program

Update from Clallam Health Network

Board of Health Membership

Drug abuse and overdose discussion in relation to the recent Supreme Court decision

Systemic racism

- **Public Comment**

- **Adjournment**

Meeting was adjourned at 3:27 p.m.

NEXT MEETING – July 20, 2021



Clallam County Department of Health and Human Services

Environmental Health Services ♦ 111 East 3rd Street ♦ Port Angeles, WA 98362-3018
Tele: 360-417-2258 ♦ FAX: 360-457-9795

TO: Clallam County Board of Health
FROM: Clallam County Environmental Health Services
SUBJECT: On-site Septic System Management Program Sustainable Funding
DATE: July 15, 2021

Purpose

An ordinance amendment, Chapter 41.20, On-Site Sewage System (draft ordinance attached). The proposed ordinance amendment provides the changes required for implementing the county's on-site Septic System and Operations and Maintenance Program funding structure, found in Section I(3).

History

Clallam County Environmental Health presented to the Board of Health at multiple meetings proposing an assessment/operating fee per on-site system county-wide to implement the activities recommended in the County's On-site Septic System Management Plan, adopted in 2007, but never fully implemented.

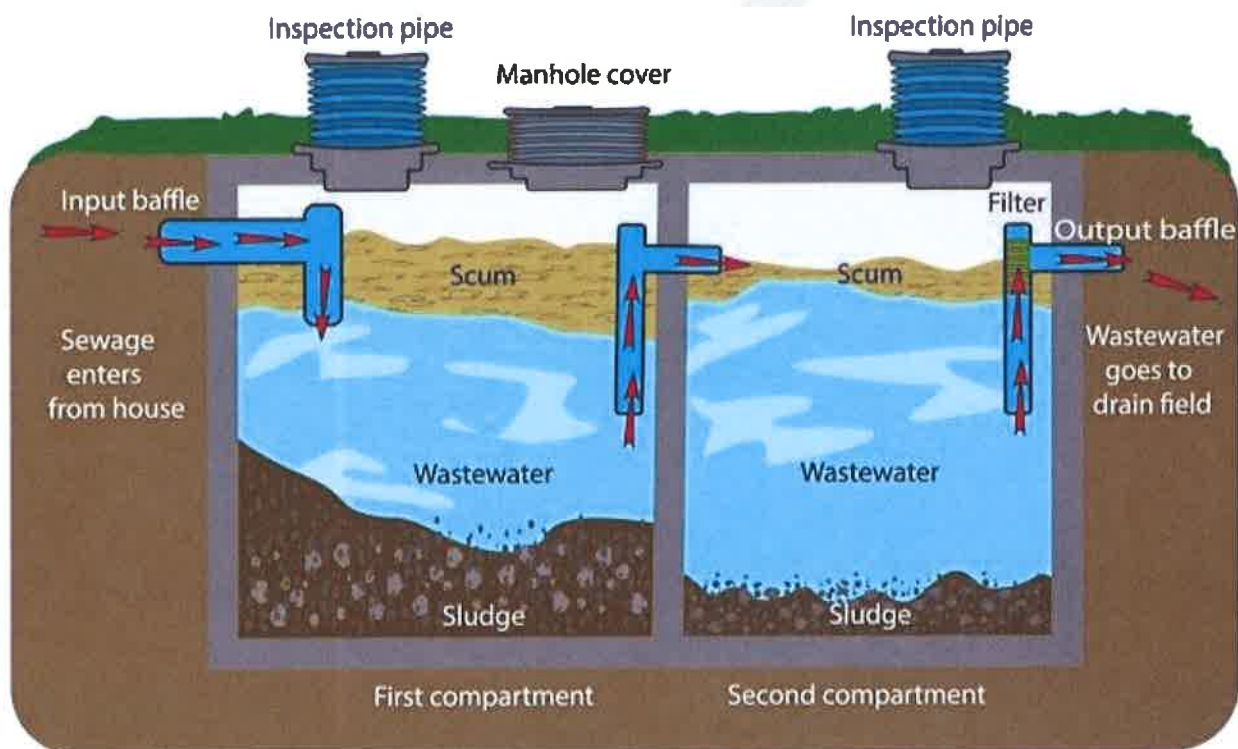
Since November 2020, Clallam County Environmental Health has fully scoped the Program and believes it has addressed the concerns presented by the Board of Health. A draft copy of the O&M Program Manual is included in this packet.

At the May 18, 2021 Board of Health meeting, the Board and Clallam County Environmental Health agreed to move forward with a draft ordinance to amend Chapter 41.20 (On-Site Sewage System) and Chapter 41.50 (fees).

Recommendation

Staff is requesting that the Board of Health listen to Staff's presentation for the Septic System Management Program/Funding and provide any necessary input to Staff. If the Board of Health is supportive of the proposal, Staff request that the Board of Health do a call for hearing for the August 17, 2021 meeting.

**ON-SITE SEPTIC SYSTEM
OPERATIONS AND
MAINTENANCE PROGRAM
MANUAL**



On-site Septic System Operations and Maintenance Program Manual

Program Description and Standard Operating Procedures

Created July 2021

Revision History

Author	Date	Section	Summary of Changes
Heather Watts	July 2021	All	New document

Purpose of this document

The Clallam County division of Environmental Health Services develops program manuals and standard operating procedures (SOPs) to document agency practices related to implementing and evaluating program activities, sampling, field and laboratory analysis, and other aspects of the agency's technical operations.

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Purpose and Scope

This Clallam County Environmental Health (CCEH) Standard Operating Procedure (SOP) describes the On-site Septic Operations (OSS) and Maintenance Program's (O&M) program plan and activities. This document is used to implement program activities using revenue generated through an annual fee assessed to all each on-site septic system countywide.

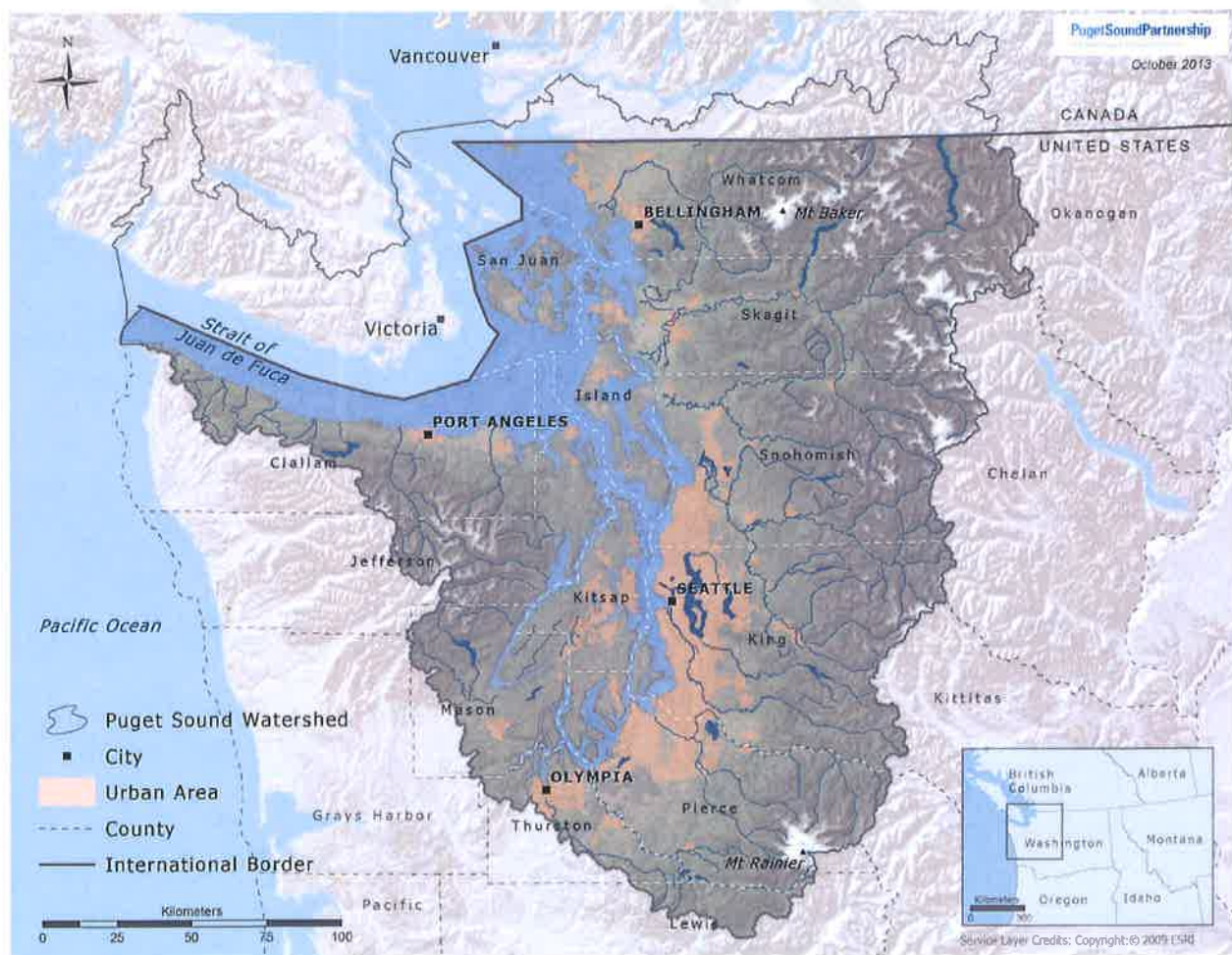
Applicability

CCEH staff will refer to this document while implementing and evaluating O&M program activities. This manual is also available to the public and project partners by request.

Background

The northern portion of Clallam County along the Strait of Juan de Fuca is part of the Puget Sound watershed. Figure 1 illustrates the watershed's boundaries. The Puget Sound is one of 28 estuaries of national significance named as part of the United States Environmental Protection Agency's (EPA) National Estuary Program (NEP). Established in 1987 under the Clean Water Act, the NEP "protects and restores the ecological integrity of estuaries of national significance." Estuaries contain important habitats such as wetlands, mudflats, rocky shores, and seagrass beds and serve as nursery and spawning areas. Almost 80% of the commercial and recreational fish caught in the U.S. depends on estuaries for part or all of their lives (National Estuary Program, 2018).

Figure 1: Puget Sound Watershed Boundaries



In July 2005, the Washington State Board of Health adopted Chapter 246-272A WAC, which requires local health departments to develop plans for the management of on-site septic systems (OSS) within their jurisdictions. The goal of this requirement was to preserve public health and protect the environment (Washington State Legislature, 2005). In 2006, Clallam County convened a workgroup that ultimately published the Clallam County On-site Management Plan in 2007 (Sound Resolutions, 2007).

The Clallam County Board of Health (BOH) adopted the plan June 19, 2007. The creation of this OSS Operations and Maintenance (O&M) program described herein utilized the framework and recommendations provided in the plan.

The plan states, "Before Clallam County [Clallam County Environmental Health (CCEH)] can implement the Work Group's recommendations ... it must ensure that regulatory, programmatic, administrative, financial, and public-outreach systems are in place for effective implementation." The Plan recommended a 2-phase implementation approach with a financial system secured during Phase 1. This system was not secured in the years following the plan's adoption. Therefore, the O&M program plan described here differs from the recommended implementation strategy to accommodate for the partial implementation that has occurred using geographically restrictive grant funds since the plan's adoption.

The plan also states, "Many details of these new programs remain unsolved. Therefore, an important activity in Phase 1 will be detailed scoping of each of these programs." This document serves as the fully scoped program plan. It describes program objectives and outcomes, strategies for implementation of program activities, and a method of evaluation to determine program efficacy. This program will follow an adaptive management cycle once implemented.

It is the hope that the Clallam County Board of Health (BOH) will approve stable funding for this program. The revenue from the operating fee per system recommended by the Onsite Management Plan's workgroup will support the work described herein. The plan states, "A fee or assessment should be collected via the property tax billing and collection process. All fees collected should be designated exclusively for implementation of the OSS plan; no funds shall be diverted to the county's general fund." (Sound Resolutions, 2007). Program activities described below provide services to OSS owners and protect public health for all County residents.

Introduction

A major source of pollution in Clallam County has been and remains failing OSS. In the early 2000's, 1,689 acres of commercial shellfish beds in Dungeness Bay were downgraded from "Approved" to "Prohibited" or "Conditional" due to fecal coliform surface water pollution. Extensive grant funded work done by multiple stakeholders drastically improved water quality from 2013-present, which allowed for upgrades in the Bay (https://www.clallam.net/hhs/EnvironmentalHealth/shellfish_downgrade.html). The breakdown of these status changes is in Table 1.

Table 1: Dungeness Bay Commercial Shellfish Status Changes 2000-2020

Month	Year	Growing Area	Acres Upgraded	Acres Downgraded	From	To
January	2000	Dungeness Bay	0	-300	Approved	Prohibited
May	2001	Dungeness Bay	0	-100	Approved	Prohibited
September	2003	Dungeness Bay	0	-227	Approved	Prohibited
September	2003	Dungeness Bay	92	0	Prohibited	Conditional
September	2003	Dungeness Bay	0	-1062	Approved	Conditional
April	2011	Dungeness Bay	424	0	Prohibited	Conditional
October	2015	Dungeness Bay	688	0	Conditional	Approved
October	2015	Dungeness Bay	40	0	Prohibited	conditional
October	2016	Dungeness Bay	272	0	Conditional	Approved
August	2020	Jamestown	23	0	Prohibited	Approved

Groundwater can also be polluted by untreated wastewater. Approximately 80% of households in Clallam County utilize groundwater as their drinking water source. Pathogens and nitrates can enter groundwater from improperly functioning OSS or OSS located too close a well. A 2007-2008 study conducted in the rural areas of the County analyzed groundwater for nitrates and bacteria. Excess nitrates can cause hypoxia (low levels of dissolved oxygen) and can become toxic to warm-blooded animals at higher concentrations (10 mg/L or higher) under certain conditions. Nitrate results indicated excellent groundwater quality overall, although 21% of wells tested contained nitrates at 1mg/L, a standard that indicates human-caused degradation from non-point sources, including OSS. The study stressed the importance of protecting the County's relatively uncontaminated groundwater and recommended "continuing inspections of ... on-site septic systems and educating residents on groundwater quality protection measures" as a means to protect groundwater from further degradation (Soule, 2008).

Program Overview

Failing septic systems can expose humans, pets, and wildlife to pathogens found in fecal bacteria. These pathogens can cause diseases such as gastroenteritis, ear infections, dysentery, or hepatitis A if ingested. Swimming, wading, eating shellfish from waters with high bacteria levels or exposure to raw sewage coming from a failing septic system in a home or yard can lead to exposure (DuBose, Poop Smart). Regular septic system maintenance is a proven way to get long-term cost savings and is required under Washington State Administrative Code (WAC) 246-272A-0270 and Clallam County Code (CCC) 41.20.170(1) (Washington State Legislature, 2007) (Clallam County Board of Health, 2008).

The primary goal of CCEH's O&M program is to prevent premature failures by normalizing regular inspections. Preventing premature failures will reduce health and economic disparities created by failing systems by reducing exposures and protecting investments. Local providers declared about 50% of inspections consistently prevent failures through the discovery of minor issues that are inexpensive to repair (Providers, 2021). A failing system requires substantial resources to repair, has the potential to impact human and environmental health, lowers property values, and can create legal issues.

Approximately 20,000 of Clallam County's 37,728 households have known OSS (Permit Plan, 2021) (United States Census Bureau, 2019). This is roughly 53% of households. Clallam's current septic inspection compliance rate countywide is 30% (Permit Plan, 2021). Regular system maintenance prolongs and extends the life of the system and has the potential to minimize health and economic disparities. Premature failures can be prevented by increasing awareness of inspection benefits, reducing barriers to compliance, and by enforcement of inspection compliance regulations when necessary.

CCEH's O&M Program activities will benefit OSS homeowners countywide and will have a meaningful impact in the greater community. Program activities will increase awareness about the benefits of maintenance; improve and preserve surface and ground water quality; provide training to homeowners, providers, and realtors; assist in offsetting inspection costs for low-income homeowners; and provide technical assistance. Program outcomes include preventing premature OSS failures; reducing health and economic disparities; increasing and improving homeowner capacity to conduct their own inspections; increasing Clallam County's compliance with state regulations; and protecting public health and the environment. Program activities also have the potential to support the County's local economy by supporting current OSS industry providers and providing opportunities for industry growth, protecting commercial and recreational shellfish beds, and sustaining tourism activities.

In the first 10 years, CCEH aims to increase inspection compliance from 30% to 90% countywide, ensure 75% of home sales are compliant with inspections at the time of sale, and reduce premature failures by 95%. The short-term, intermediate, and long-term goals are described in Table 2. Program outcomes will be achieved by conducting the program activities in Table 4. These activities are explained in further detail in the next section.

Table 2: Short-term, intermediate, and long-term objectives

Goal	Short-term objective (1-3 years)	Intermediate objective (4-5 years)	Long-term objective (6-10 years)
<i>Prevent premature failures and prolong the life of septic systems by normalizing regular inspections.</i>	By the end of 2025: • increase inspection compliance from 30% to 50% by: ○ providing homeowner outreach ○ implementing a robust rebate program for low-income homeowners ○ offering free do-it-yourself (DIY) inspection certification	By the end of 2027: • increase inspection compliance from 50% to 75% by: ○ providing homeowner outreach and inspection rebates ○ building DIY inspection capacity • *Increase home sale compliance to 75% through realtor and homeowner outreach	By the end of 2032: • Increase inspection compliance will increase to 90% by: ○ providing outreach and inspection rebates ○ building DIY inspection capacity • *Decrease premature failures from 50% to 5% of all failures

*CCEH will collect baseline data for percent of home sales compliant and percent of premature failures during year 1 activities.

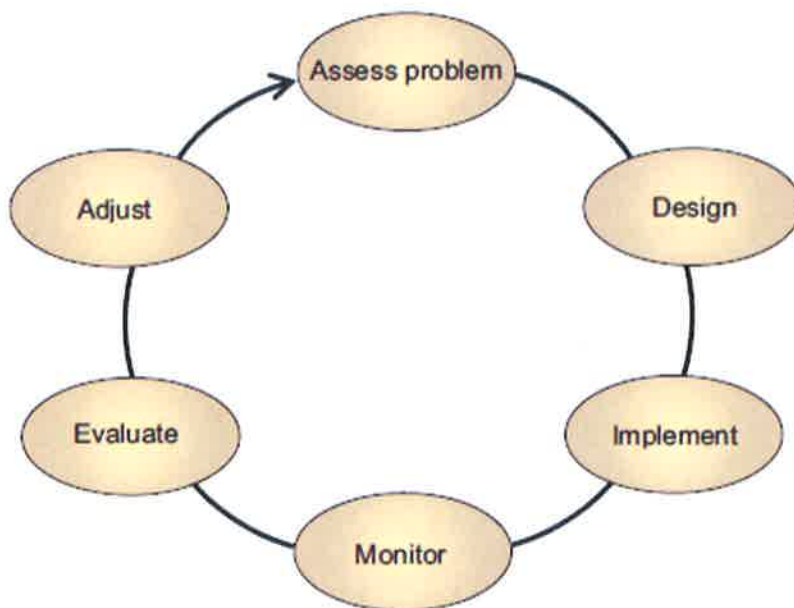
Table 3: Program Overview

Objective	Activities	Outcome	Timeframe (year)	Cost (\$)/year
Normalize inspection compliance required by Chapter 246-272A WAC and Clallam County Code 41.20.170	Prioritize and target non-compliant properties about regulations using septic inspection compliance letter writing workflow	Increase awareness of inspection requirement and benefits, and increase compliance rates, reduce preventable failures	Ongoing	77,980
	Implement outreach plan using multiple modalities (direct mail, radio and print advertising, public events, in-person training, social media)			
	Educate realtors and new homeowners about pre-sale inspection requirement and OSS maintenance requirements and benefits	75% of home sales will be compliant with inspections at point-of-sale	1-3	
	Provide technical assistance to OSS owners and industry*	Increase and ensure accuracy of inspections conducted by providers and DIY inspectors	3-10	
Reduce financial burden and barriers to compliance	Provide rebate program for low-income homeowners	Increase compliance rate and develop homeowner capacity to conduct maintenance	ongoing	50,150
	Conduct in-person training for DIY inspection certification	Increase capacity of homeowners to conduct their own inspections and reduce financial burden		
Maintain database	Maintain records	Provide accessible data to providers, homeowners, realtors, etc.	ongoing	55,750
	Quality Assurance(QA)/Quality Control(QC)	Assure accuracy and accessibility of database functions	ongoing	
	Assist IT with database changes	New database supports program needs	1-3	
Improve water quality	Monitor water quality and investigate potential OSS sources in sensitive areas	Increased recreational and commercial harvestable shellfish acreage	3-5	60,800
	Conduct assessment sensitive areas defined in Clallam County's OSS Management Plan	Decreased exposure to public in recreational waters	ongoing	
Program Evaluation	Systematically collect information about the activities and outcomes	Determine where water quality monitoring and investigation efforts should be	1-3	\$7,000
	Make judgements about program efficacy	Improve program effectiveness and inform decisions about the future program activities	3, 5, and 10 years	
Annual Cost:				\$251,680
10 year cost:				\$2,516,800

*Separate objective in tables below

This program will follow the adaptive management framework. This systematic approach will allow CCEH to improve resource management as it learns from successive evaluation outcomes. This framework guides CCEH in learning and adapting to support those affected by this initiative. As program efficacy becomes measurable, CCEH can explore alternate ways to meet program outcomes and better utilize program resources to improve program effectiveness (Williams & Brown, 2012). Figure 2 is a diagram of the adaptive management process.

Figure 2: Diagram of Adaptive Management Process (Williams & Brown, 2012)



Program Activities

Specific program activities support program objectives with the goal of achieving the outcomes described in Table 3 above. The first year of the program will involve further scoping and developing specific activities. Table 4 provides a concise look at each specific activity as it relates to the objective, the timeframe in which it should be completed, and the staff member responsible for managing the activity. Some program activities are described in more detail below for clarity.

Table 4: Specific Program Activities, Timeframe, and Staff

Objective	Program Activities	Specific Activities	Timeframe	Responsible Staff
Normalize inspection compliance required by Chapter 246-272A WAC and Clallam County Code 41.20.170	Prioritize and target non-compliant properties about regulations using septic inspection compliance (SIC) letter writing workflow (Appendix A)	Prioritize non-compliant properties by proximity to sensitive areas; rank order of sensitive areas by risk and impacts to public health	Ongoing	All
		Track SOM cases for inspection compliance in database		Database Specialist
		Follow SEPTIC INSPECTION COMPLIANCE Enforcement Workflow for letter writing timeline (J:\eh\ONSITE\INSPECTION COMPLIANCE\Enforcement workflows timelines\OSS SEPTIC INSPECTION COMPLIANCE enforcement workflow Mar 2021.pdf)*		O&M Specialist
		Track voluntary compliance after starting timeline		O&M Specialist
		Conduct market analyses and/or research other local program's marketing plans; make determination of effective strategies and adjust plan as needed*		O&M Specialist
		Send annual postcards to all OSS homeowners to promote OSS awareness and education*		O&M Specialist
Implement program marketing plan using multiple modalities		Research, write, and record content for KONP radio ads as needed; select package*	1, as needed after analysis	O&M and Admin Specialists
		Develop print advertising content for Sound Publishing publications 3-5* times/year	1, as needed after analysis	O&M Specialist

Objective	Program Activities	Specific Activities	Timeframe	Responsible Staff
Reduce financial burden and barriers to compliance		Re-develop comprehensive website*	1	O&M and Database Specialists
	Conduct targeted outreach to inform public and industry about regulations and maintenance benefits. Educate realtors and new homeowners about pre-sale inspection requirement and OSS maintenance requirements and benefits	Develop and disseminate realtor education packets*	1, ongoing	O&M and Admin Specialists
		Conduct semiannual trainings at realtor and meetings*	Annually	O&M and Admin Specialists
		Develop and disseminate new homeowner education packet*	1, ongoing	O&M and Admin Specialists
		Verify inspections at point-of-sale	ongoing	Database and Admin Specialists
	Provide rebate program for homeowners	Develop rebate protocol and mechanism to pay providers directly	1	O&M and Admin Specialists
		Target inspection compliance for 100% reimbursement at eligible low-income homeowners*	1-3	O&M and Admin Specialists
		Reimburse eligible low-income homeowners 100% and homeowners \$50	4-10	O&M and Admin Specialists
	Conduct in-person training for DIY inspection certification	Evaluate training program and apply adaptive management framework to increase homeowner utilization; develop recertification process and materials	1	O&M and Admin Specialists
		Hold classes in all areas of the County where interest is measured*	ongoing	O&M Specialist
Develop recertification exam and inform DIY homeowners when it is time to recertify*			O&M Specialist	
Maintain database	Data entry	Record inspection reports	ongoing	Database and Admin Specialists
		Upload O&M agreements		
		Record and track complaints		
		Query and provide records/data as requested		
	Quality Assurance(QA)/Quality Control(QC)	Resolve issues; ensure functionality and accuracy	ongoing	
	Assist IT with database changes	Assist IT with incorporating program needs and functions into database	1-3	Database Specialist

Objective	Program Activities	Specific Activities	Timeframe	Responsible Staff
Improve and protect water quality	Monitor water quality and investigate potential OSS sources	Assess sensitive areas defined in Clallam County's OSS Management Plan for fecal coliform or E.coli	1-3	Water Quality Specialist and Streamkeepers
		Develop and implement groundwater nitrate study	3-4	
		Conduct dye-testing to confirm failing OSS	ongoing	
		Conduct quarterly water quality monitoring countywide at highest priority	4-10	
		Train staff	1	
Provide technical assistance to OSS owners and industry	Audits	Create audit rubric and generate educational materials	1	O&M Specialist
		Develop criteria to identifying systems needing audits		
		Prioritize parcels and select DIY homeowners and providers to conduct audits with;	2-10	O&M Specialist
		Host semiannual training or meeting	Annually	O&M Specialist
		Establish tracking system for selected performance indicators and collect baseline data for each	1	All
Program Evaluation	Track performance indicators	Gather metrics for performance indicators using evaluation rubric's guidelines (below)	3,5,10	
		Report findings and recommendations of evaluation to relevant stakeholders*		
		Define activities not meeting expected performance measures		
		Adjust program activities to enhance program efficacy		
		Apply adaptive management framework as needed		

*Outreach activity

Outreach

CCEH will continue conducting outreach in ways it traditionally has until the marketing analysis described below is complete. Currently, CCEH advertises using print ads, radio ads, social media posts, and presents at local meetings and local events as opportunities arise. In-person classes are conducted for homeowner DIY certification classes, but participation has been low in recent years. Provider and realtor trainings have been limited but will become regular upon implementation of this program. In the past, CCEH used to conduct trainings to younger residents, or potential future OSS owners and stewards of the environment, and should resume these trainings if resources allow.

Content

CCEH will develop new content only when pre-existing content approved for use is not available or when County-specific information is required. CCEH's network drive currently contains a significant amount of content that can be revised for use.

Additional content for preapproved for use:

- [Poop Smart Campaign](#) (DuBose, Poop Smart, 2021)
- [EPA outreach toolkit](#) (United States Environmental Protection Agency, 2021)

Marketing Analysis

CCEH will utilize marketing analysis completed for similar programming to assist in the analysis of its marketing plan to understand its reach and effectiveness. Activities listed in this section in Table 4 are part of the current marketing strategy and may be modified or eliminated after the analysis. New strategies may be added.

Realtor Training

Realtor packets should be compiled and distributed in year one and on an ongoing basis as needed. Semi-annual meetings should be scheduled with realtors to aid in their training about OSS care and point-of-sale requirements. Continuing education units for realtors to attend these meetings will be explored.

Audits

Audits serve to ensure accuracy of inspections by both providers and DIY certified homeowners. The audit program should be developed first using other counties programs. Development of this program will begin in year 1 and will be implemented in year 2. The O&M Specialist should receive proper training prior to implementation.

Water Quality Monitoring

The OSS Management Plan recommends conducting water quality monitoring to collect essential surface and ground water quality data in areas where OSS are utilized for wastewater treatment. This

will aid in identifying failures early while they have minimal impacts. Analysis will include fecal coliform, *Escherichia coli* (*E.coli*), or nitrates.

During years 1-3 of this program, all sensitive areas defined in the OSS Management Plan, or areas where OSS may pose an increased threat to public health, will be assessed for water quality per the plan's recommendations. These areas will be prioritized in order of prevailing risk to human and/or environmental health and include:

- Lake Sutherland (and its drainages)
- Lake Pleasant
- Lake Crescent (located in Olympic National Park, no jurisdiction)
- Lake Ozette (located in Olympic National Park, no jurisdiction)
- Lake Dawn
- The Carlsborg area
- Critical aquifer recharge areas (CARAs)
- Frequently flooded areas
- Commercial and recreational shellfish growing areas (already occurring in Clean Water District)
- The Sequim Bay-Dungeness Watershed Clean Water District (already occurring)

At the time of writing, water quality monitoring is already occurring in the Sequim Dungeness Watershed Clean Water District and its shellfish growing areas. This work is grant funded at least through 2022 and ideally through 2025. By 2025, Clallam can expect to be less competitive for grant funding in this area. During the program's 4th year, the Baseline Trends Monitoring program and investigations in this area related to OSS should be absorbed into this program. Prior to absorbing the Baseline Trends program, CCEH and Streamkeepers (SK) should analyze Tier 1 stream data and consider upgrading some streams to a Tier 2 status. See the Pollution Identification & Correction plan for the Sequim Bay-Dungeness Watershed Clean Water District (PIC Plan) (Clallam Conservation District, 2014).

The OSS Management Plan allows for identification of new sensitive areas by providing data that OSS is posing increased risk to public health (Sound Resolutions, 2007).

E.coli versus Fecal Coliform Analysis

Chapter 173-201A -200(2) WAC requires *E. coli* analyses in recreational waters. Non-recreational surface waters, such as the waterbodies of the Lower Dungeness, will be analyzed for fecal coliform because this criteria is used to protect shellfish harvesting, as described in Chapter 173-201A-210(2) WAC, and is less expensive than *E. coli* analysis (Washington State Legislature, 2019).

Nitrates

The OSS Management Plan also discusses a nitrate study to determine nitrogen reduction effectiveness. Drinking water with high levels of nitrates can be dangerous to human health, especially for infants and pregnant women. It may be successfully removed using treatment processes such as ion exchange, distillation, and reverse osmosis (United States Environmental Protection Agency, 2015). Many Clallam

County residents utilizing wells for drinking water but are not on a public system do not have access to this type of treatment and are not required to test.

The OSS Management Plan states: “Repeat sampling of area wells suggests that nitrate concentrations have increased in the region’s ground water since 1980 ... Current land use activities may lead to increased groundwater nitrate concentrations: land use changes in the east end of the county from rural farms and pasture to suburban residences with septic systems may yield higher nitrate contributions” (Sound Resolutions, 2007). CCEH will design and conduct a study to monitor groundwater nitrates in years 3-4.

Streamkeepers Program

SK is a citizen-based watershed-monitoring program of Clallam County's Department of Community Development. It provides volunteer opportunities and project assistance in the effort to protect and restore our local watersheds. CCEH and SK have traditionally collaborated on the PIC Project and will continue to collaborate in a similar and meaningful way. This program provides \$5,000 annually to the SK program to support the collaboration between CCEH and SK and for the use of equipment and volunteers. SK will also manage the data for public consumption and provide high-level data analyses as needed for data sharing. The SK volunteers and Coordinator will assist as needed with water quality monitoring countywide.

Rebate Program

The annual budget for the rebate program is \$15,000. Surplus O&M program revenue will be absorbed into this element of the program. All applicants must obtain certification as a do-it-yourself (DIY) inspector to qualify for a rebate, except for those with proprietary systems ineligible for the DIY inspector program. Requiring homeowners to complete the DIY certification to receive these funds will help build homeowner capacity, especially for those whose inspections pose a significant financial burden. Funds will be dispersed on a first-come, first-serve basis. In year 1, CCEH will need to adapt the protocol to reflect changes implemented with this fee-funded program.

During years 1-3, rebates will be prioritized for low-income homeowners with a 100% payout for the cost of the inspection or locate. CCEH needs to develop a mechanism to pay the providers directly in year 1. At the time of writing, the rebate protocol requires the homeowner to pay up front and submit an application for reimbursement. A direct payment to the provider will expand the reach of the rebate program by making it accessible to all low-income homeowners seeking to utilize it.

Beginning in year 4, all OSS homeowners are eligible to apply for a rebate as funds become available for this "repayment program." Homeowners not declaring financial hardship are eligible to receive one \$50 rebate in the 10 year period, unless their system is ineligible for DIY inspections. This will decrease the total annual fee assessed over 10 years to each OSS owner by 38%.

Table 5 outlines spending for the program and how the number of DIY inspectors certified over the course of 10 years. This rebate program leading to DIY inspector certification has the potential to account for almost 10% of inspections countywide.

Table 5: Rebate Program Spending and DIY certifications

	Years 1-3	Years 4-5	Years 6-10	TOTAL over 10 year	Total inspections*
Financial Hardship	\$15,000	\$7,500	\$2,500	\$25,000	414
Homeowner repayment	N/A	\$7,500	\$12,500	\$20,000	1550
Total	\$45,000	\$30,000	\$75,000	\$150,000	1964
# of DIY inspectors	257	386	1586	1964	

* Price of inspection averaged with 30 invoices from 2019-2021 rebate round = \$175

Program Budget

The program-spending plan includes all activities, required technology, and personnel time to perform activities. Table 6 provides an overview of the spending plan, and Table 7 highlights how each objective's activities will utilize the funds. Surplus revenue will be absorbed into the rebate program after annual pay rate increases and program adjustments have been applied.

Table 6: Annual Program Budget

O&M Program Proposed Annual Budget					
Theme	Item	Line	Cost	Qty.	Total
Outreach/Ed.	Room Rental (classes)	56254.45.0010	\$100	10	\$1,000
	Event Booth	56254.45.0010	\$500	2	\$1,000
	Radio Ads (monthly)	56254.41.4410	\$425	12	\$5,100
	Newspaper Ads (monthly)	56254.41.4410	\$3,000	1	\$3,000
	Direct Mailing	56254.41.0020	\$4,000	1	\$4,000
	Postage	56254.42.0020	\$6,000	1	\$6,000
	Poster/Banner/Printing	56254.49.0030	\$500	1	\$500
	Banner Space	56254.41.0020	\$330	1	\$330
	Incentives	56254.45.0010	\$150	100	\$15,000
	Supplies/Materials	56254.31.0020	\$500	1	\$500
Training	Travel (meetings and training)	56254.43.0020	\$1,500	4	\$6,000
Inter-Departmental	Streamkeepers	56260.41.5140	\$5,000	1	\$5,000
	IT assistance	56254.41.0020	\$5,000	1	\$5,000
Other	Water Lab	56252	30-35	400	\$12,500
	Dye Testing	56254.41.0020	\$1,000	1	\$1,000
	Abatement		\$2,000	1	\$2,000
Staffing	GIS Tech. (0.5 FTE)	56254.10.0010	\$30,000	1	\$30,000
	Admin. Specialist (0.5 FTE)	56254.10.0010	\$30,000	1	\$30,000
	O&M EH Specialist (1 FTE)	56254.10.0010	\$50,000	1	\$50,000
	WQ EH Specialist (0.40 FTE)	56254.10.0010	\$20,000	1	\$20,000
Benefits	Benefits @ 40%	56254.20.0020	\$52,000	1	\$52,000
Total Annual O&M Expenses					\$249,930
Projected annual revenue:					\$260,000
Annual Variance:					\$10,070
10-year expenses:					\$2,499,300
Projected 10-year revenue:					\$2,600,000
10-year variance:					\$100,700

Table 7: Budget Breakdown by Objective

	Normalize and increase inspection compliance: Target non-compliant properties about regulations; implement outreach plan; Target realtors about pre-sale inspection requirement and provide new homeowner education packets; provide technical assistance and training (providers separate objective in other program tables	Database Management: QA/QC; Maintain records; Query and provide data/records as requested; Assist IT with database changes	Improve water quality: Assess sensitive areas, monitor water quality; data entry and reporting; OSS investigations	Reduce financial burden and barriers to compliance: process rebate program, promote and provide DIY certification training	Program Evaluation: Systematically collect data for performance measurements; Make judgements about program efficacy	Totals
Personnel:						130,000
EHS: O&M	23750		12500	12500	1250	50,000
EHS: WQ			18750		1250	20,000
Admin	\$8,750	\$10,000		\$10,000	\$1,250	30,000
Tech		\$28,500			\$1,500	30,000
Fringe Benefits	\$13,000	\$15,400	\$12,500	\$9,000	\$2,100	\$2,000
Training:						6,000
Travel	\$4,000					0
Registration	\$2,000					0
Equipment						0
Supplies	\$50					500
Contractual			\$300	\$150		18,100
Newspaper ads	\$3,000					
Radio ads	\$5,100					
Mailing service	\$4,000					
Postage	\$6,000					
Other						43,330
Event Booths	\$1,000					
Banners	\$830					
Rebates				\$15,000		
Room rental	\$1,000					
CCEH Lab			\$12,500			
IT		\$5,000				
Streamkeepers			\$5,000			
Dye Testing			\$1,000			
Abatement	\$2,000					
Total	\$74,480	\$58,900	\$62,550	\$46,650	\$7,350	249,930

Evaluation of Performance Measures

In year 1, CCEH will devise a tracking system for all performance measures and collect baseline data in which the program's effectiveness will be measured against. CCEH will conduct evaluations at years 3, 5, and 10 to determine program efficacy and will utilize the adaptive management framework to modify program activities to support program outcomes.

Program success will be measured by tracking changes for the following objectives as they relate to the program outcomes. This data will be compared to baseline data compiled in year 1. At the time of writing, an evaluation rubric has been drafted but not completed. This rubric can be found in CCEH's drive at <K:\Interdepartmental\HHS Env. Health\EH Grants-Active\OSS - NEP OSS NTA 0152 2019-2021\Task3EnhanceProgramInMRA-OSS\3.7 SustainableFunding\Stable funding Program Development\OSS O&M Program Evaluation Rubric.docx> and in Appendix B.

Objective	Quantitative Data	Qualitative Data
Normalize inspection compliance	Difference in: inspection compliance rate; number of unknown systems; failures found and repaired; failures prevented; website hits, social media responses, etc.	Records and analysis of public and provider response; homeowner experience
Reduce financial burden and barriers to compliance	Number of applications received, number of rebates issued, number of low-income homeowner inspections completed; difference in certified DIY homeowners; improved DIY retention rate; number of DIY reports submitted; audit reports; number of Craft3 and USDA loans provided; number of cost-share funded repairs	Homeowner and provider experiences; public response; audits narrative
Maintain Database	Residents and providers using database; accuracy of reports; number of imported records; provider and public survey for ease of use	Database transfer success; public and provider response for ease of use
Water quality improvement/impairment prevention	Water quality data; number of septic systems of concern identified and addressed; decrease in pollution related closures of commercial and recreational waters; decrease in complaints	Public response
Program Evaluation	Evaluation scorecards	Homeowner experience

Homeowner Assistance for Failing Systems

Once a system has failed, it moves from the O&M section of the O&M Program to the Permitting Section of CCEH's General Onsite Septic Program. The permitting section provides technical assistance to homeowners to aid in minimizing exposure to pathogens as the system awaits repair. County Code requires systems be repaired within 30 days, however, those seeking assistance for the cost of the repair may take 2-3 months.

There are a variety of assistance programs homeowners can utilize to repair a failing system. These programs are described below.

Craft3: Water Quality Loan Program

The following information was gleaned from a phone conversation with Jena Ross phone call on 6/7/21.

Craft3 is a regional organization that provides low-interest loans to qualifying homeowners for OSS repairs. Loans have a 15-year repayment period. Some low-income households may qualify for deferred payment loans, but most will be making some kind of payment. Craft3 has the discretion to extend the loan period for an additional 5 years. Many homeowners sell the property before the 20-year mark.

CCEH receives pipeline reports each month from Craft3's Clean Water Program Manager. These provide application details for denied applications, approved and withdrawn applications, and loans that are in progress or closed/partially funded. From July 2016 through November 2020, Craft3 received 89 applications for Clallam County OSS repairs projects. Of these applications, 48 closed, 23 were approved but withdrawn, and 18 were declined.

Craft3 calculates the amount of clean water treated for all closed loans based on the number of rooms per home per year. From 2016-2020, Craft3 loans supported the treatment of 5,472,000 gallons of wastewater.

Upon closing the loan, Craft3 adds \$2,000 "O&M Fund" the homeowner can utilize for future inspections and maintenance. The fund typically lasts 5-7 years. Homeowners are not required to use this money, and they do not pay interest or repay it if left unused.

Craft3 must adhere to consumer lending laws. Underwriting declines applications for multiple reasons:

- Income to debt ratio too high
 - Banks use ~50% of income, but Craft3 uses 60% (sometimes higher)
- Delinquent property taxes
 - Must be current
- Title issues
 - Owner must be loan applicant
- Delinquent on mortgage
 - Must be current
- Federal tax liens

- Automatic decline
- Credit score
 - 590 is lower limit accepted without special approval
- Bankruptcy
 - Must be discharged 13 or more months prior to application
- Ineligible project measures
 - Dwelling must be on land; RV or new construction ineligible

Clallam Conservation District: OSS Cost-Share Program

The Clallam Conservation District OSS Cost-Share Program defrays homeowner costs for repairing or replacing failing OSS that are affecting water quality. The program is implemented in partnership with CCEH. CCEH refers homeowners in need of financial assistance to repair or replace failing OSS to the Conservation District. Cost-share assistance is contingent upon available grant funding.

Any homeowner living in a current PIC focus area that has resided in their home for at least 12 months is eligible for financial assistance. Homeowners outside a current PIC focus area but within the Clallam County Marine Recovery Area (MRA) are eligible if denied a loan for repair of their septic system. Applicants must have an expressed financial need. If the homeowner qualifies for funding through the Conservation District, they can apply for a Craft3 loan to cover the 25% in installation costs they are required to pay through the cost-share program.

Financial assistance through the OSS Cost-Share Program covers a percentage up to 75% of the cost of repairing or replacing a failing system. The program also covers the cost of County permits and system design, including soils evaluation. All eligible costs are paid on a reimbursable basis (Clallam Conservation District, 2021).

USDA Loans

USDA Water & Waste Disposal Loan & Grant Program provides funding for clean and reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal, and storm water drainage to households and businesses in eligible rural areas. The program assists qualified applicants who are not otherwise able to obtain commercial credit on reasonable terms. The loans are long-term, low-interest loans and a grant may be combined with a loan if necessary to keep user costs reasonable if funding is available (United States Department of Agriculture, 2019). To date, few Clallam County homeowners needing OSS repairs have acquired USDA loans.

Other

CCEH, along with local partners, will explore additional funding routes in year 1 for those needing assistance with their repairs. Specifically, it is critical to find assistance for homeowners outside the Lower Dungeness Watershed that do not currently have funding options outside of Craft3 and USDA loans.

Program Limitations

Limitation	Mechanism for Overcoming Limitation
O&M providers currently licensed may not be adequate to conduct inspections	Discuss how to promote and train future industry providers with providers
Reach to low-income homeowners	Conduct marketing analysis Reasonable enforcement and reduce fines/fees to reasonable amounts with voluntary compliance Encourage industry to reach out to homeowners regarding septic inspection compliance
Achieving 100% of compliance at point-of-sale	Provide outreach to homeowners through website and Chamber of Commerce about the requirements/benefits of being compliance Provide new homeowner packet on Chamber of Commerce website (available pre-sale) Provide outreach to local realtors education They may: • Getting inspection and realizing it prevented a failure • Experience a failure • Experience enforcement
Increasing buy-in from residents with “septics are free” mindset	Address accuracy and provide technical assistance through audits
Accuracy of DIY and Provider inspections	Fully implement program now while Clallam Conservation District has grant for funding failures through cost share program in MRA
Funding all failures is not possible	Explore other funding for assistance outside of MRA Explore long-term, stable funding source for repair assistance

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(File path to document in CCEH files: [J:\eh\ONSITE\INSPECTION COMPLIANCE\Enforcement workflows timelines\OSS SIC enforcement workflow Mar 2021.pdf](#))



Appendix B: DRAFT Evaluation Rubric

Clallam County Environmental Health Onsite Sewage Operations and Maintenance Program Project Evaluation Rubric

Period of evaluation:
Completed by:

Project Activities/Strategies	Expected Outcomes	Data Collection Plan
Prioritize and target non-compliant properties about regulations using septic inspection compliance letter writing workflow	Increase awareness of inspection requirement and benefits, and increase compliance rates, reduce preventable failures	Track inspection reports in database
Implement outreach plan using multiple modalities (direct mail, radio and print advertising, public events, in-person training, social media)		Gauge understanding through public outreach at events, EH desk, etc. and meet with providers semi-annually
Educate realtors and new homeowners about pre-sale inspection requirement and OSS maintenance requirements and benefits	75% of home sales will be compliant with inspections at point-of-sale	Track number of homes compliant at point of sale
Provide technical assistance to OSS owners and industry	Increase and ensure accuracy of inspections conducted by providers and DIY inspectors	Track inspection audit scores and narratives
Provide rebate program for low-income homeowners	Increase compliance rate and develop homeowner capacity to conduct maintenance	Track number of low-income homeowners using program; Track change in inspection compliance; track DIY reports; inspection audit scores and narratives
Conduct in-person training for DIY inspection certification*	Increase capacity of homeowners to conduct their own inspections and reduce financial burden	
Maintain records	Provide accessible data to providers, homeowners, realtors, etc.	
Quality Assurance(QA)/Quality Control(QC)	Assure accuracy and accessibility of database functions	
Assist IT with database changes	New database supports program needs	
Monitor water quality and investigate potential OSS sources in sensitive areas	Increased recreational and commercial harvestable shellfish acreage Decreased exposure to public in recreational waters	
Conduct assessment sensitive areas defined in Clallam County's OSS Management Plan	Determine where water quality monitoring and investigation efforts should be	
Systematically collect information about the activities and outcomes	Improve program effectiveness and inform decisions about the future program activities	
Make judgements about program efficacy		

Project Outcomes	Data collected from data plan	Program Results (specific results for the stated outcome)
Increase awareness of inspection requirement and benefits, and increase compliance rates, reduce preventable failures	Quantitative data: septic inspection compliance rate, failure prevention tracked on inspection report; number of unknown systems ruled out or identified, number of unknown systems remaining	
	Qualitative data: Public response; provider narratives	
75% of home sales will be compliant with inspections at point-of-sale	Quantitative data: Number of homes compliant at point of sale	
	Quantitative data: Change in DIY certified homeowner; increase in recertified homeowners; # of DIY reports submitted; inspection audits scores	
Increase and ensure accuracy of inspections conducted by providers and DIY inspectors	Qualitative data: Inspection audits narrative	
	Quantitative data: septic inspection compliance rate, failure prevention tracked on inspection report; Change in DIY certified homeowner; increase in recertified homeowners; inspection audit scores	
Increase compliance rate and develop homeowner capacity to conduct maintenance;	Quantitative data: Change in DIY certified homeowner; increase in recertified homeowners; # of DIY reports submitted; inspection audits scores	
	Qualitative data: Inspection audits narrative	
Increase capacity of homeowners to conduct their own inspections and reduce financial burden	Quantitative: number of improved database functions; Number of homes compliant at point of sale, number of reports electronically uploaded	
Provide accessible data to providers, homeowners, realtors, and public; Assure accuracy and accessibility of		

CHAPTER 41.20
ON-SITE SEWAGE SYSTEM
DRAFT ORDINANCE

Board of Health Ordinance ____

Amending Clallam County Code, Chapter 41.20, On-Site Sewage System

BE IT ORDAINED BY THE CLALLAM COUNTY BOARD OF HEALTH:

Section 1. Section .170, Implementation of OSS Management Plan (June 19, 2007), is amended to read as follows:

(1) OSS Inspections and Maintenance.

(a) General Conditions.

(i) The OSS owner will ensure a complete evaluation of the system components and/or property to determine functionality, maintenance needs, and compliance with Chapter [246-272A](#) WAC, these regulations, and any OSS permits:

(A) At least once every three years for all systems consisting solely of a septic tank and gravity subsurface absorption system (SSAS);

(B) Annually for all other systems unless more frequent inspections are specified by the local Health Officer.

(ii) OSS owners will assure that needed maintenance service or repairs to the OSS are accomplished in a timely manner.

(iii) Inspection activities are to follow the protocol set forth by Environmental Health Services and are to be reported on forms approved by the Health Officer to EHS within 30 days of the inspection of the OSS.

(b) Residential OSS Owner Systems Status Inspections. This section pertains to OSS owners who perform their own inspections.

(i) Owner inspections are limited to residential OSS of no more than two connections served by one OSS on the same lot.

(ii) OSS owners who perform their own inspections must first receive approval to inspect their own residential septic system from the Health Officer. Approval may consist of proof of completing a Health Officer approved training course appropriate for the level of complexity of the OSS the owner is to inspect and maintain, including obtaining a passing score on a test.

(iii) Homeowners are responsible for reporting their inspection activities in compliance with this section.

(iv) Where there are no records regarding the type, size, location and other applicable information on a septic system, the OSS owner must have the first system status inspection performed by a professional maintenance provider or licensed designer.

(c) Sewage System Maintenance Provider System Status Inspections.

(i) Licensed designers or sewage system maintenance providers performing OSS system status inspections shall meet the requirements of this section. OSS maintenance providers shall also meet the requirements of CCC [41.20.200](#) and [41.20.230](#) (licensing).

(d) Community and Commercial OSS Systems.

(i) Community and commercial OSS shall follow the requirements in subsection (1)(a) of this section (General Conditions) except where noted below.

(ii) All food service establishments served by OSS must meet the requirements of WAC [246-272A-0275](#) and CCC [41.20.180](#)(2).

(iii) All system status inspections are to be performed by a licensed sewage system maintenance provider or licensed designer.

DRAFT

(iv) All community gravity OSS with greater than two connections shall be evaluated annually.

(v) Relief from subsection (1)(d)(iii) of this section may be granted by the Health Officer provided the owner can demonstrate:

(A) The owner receives Health Officer approved training including obtaining a passing score on a test if required. The training must be appropriate for the level of complexity of the OSS the owner is to inspect and maintain.

(B) The OSS effluent characteristics are comparable to typical single-family residential volumes and strength.

(2) Marine Recovery Area (MRA).

(a) The legal boundaries of the marine recovery area shall be the same area described in Chapter [27.16 CCC](#), Sequim Bay-Dungeness Watershed Clean Water District, and include the following areas: the Dungeness watershed and those waters influenced by it through the irrigation system and other independent tributaries to the Strait of Juan de Fuca from Bagley Creek east to and including the Sequim Bay watershed. This encompasses the Dungeness and Gray Wolf Rivers, the creeks of Bagley, McDonald, Matriotti, Meadowbrook, Cooper, Cassalery, Gierin, Bell, Johnson, Dean, Jimmycomelately, Chicken Coop, and their tributaries.

(b) The MRA boundary shall also include the Miller Peninsula and Discovery Bay watershed inside Clallam County including those portions of the Miller Peninsula and the Eagle Creek watershed that are not currently included in the Sequim Bay-Dungeness Watershed Clean Water District. The boundaries are outlined in "Exhibit A" (as amended to include Miller Peninsula), attached to the ordinance codified in this chapter and incorporated by reference.

(c) All OSS owners within the marine recovery area shall have a system status inspection performed on their OSS by a licensed designer or a sewage system maintenance provider as described in this chapter as the first system status inspection required under the OSS Management Plan.

(d) After the initial professional inspection, owners of residential-type OSS who meet the requirements of this chapter may inspect their own OSS system, provided the initial professional inspection was conducted within the three years prior to the homeowner inspection.

(e) OSS owners who perform their own OSS system status inspection and maintenance providers are required to submit a system status report per this chapter.

(3) Environmental Health Services' implementation of the OSS Management Plan shall be supported by an annual Operation and Maintenance (O&M) fee applied to each onsite wastewater disposal system.

(a) The amount of the O&M fee shall be set by the Board of Health on the Environmental Health Services fee schedule in Chapter [41.50 CCC](#) and collected annually through the property tax collection system in accordance with RCW 70.05.190.

(b) Any revenues generated by the O&M fee shall be used solely for the purpose of implementing the OSS Management Plan.

(c) Those claiming exemption from the O&M fee shall demonstrate to the satisfaction of the Health Officer (or designee) absence of an onsite wastewater disposal system.

(i) Such demonstration shall take the form of a receipt for connection to a permitted sanitary sewer system, a bill for permitted sanitary sewer service, an invoice for OSS decommission, a site visit with Environmental Health Services staff to confirm absence of a water supply/any sources of wastewater, or similar documentation approved by the Health Officer or designee.

(ii) Request for exemption from the O&M fee shall be made before September 30 of the year prior to that in which the exemption would take effect.

(4) Any subsequent adoption of updates to the OSS Management Plan shall be considered to have been incorporated into this chapter without the need for further amendment.

DRAFT

ADOPTED this _____ of _____ 2021

CLALLAM COUNTY BOARD OF HEALTH

Navarra Carr, Chair

Allison Berry, M.D., MPH, Health Officer

ATTEST:

Celia Thompson, Clerk of the Board

DRAFT

CHAPTER 41.50 – FEES

DRAFT ORDINANCE

Board of Health Ordinance _____

Amending Clallam County Code Chapter 41.50, Fees, as related to the
Environmental Health Division of the Health and Human Services Department

BE IT ORDAINED BY THE CLALLAM COUNTY BOARD OF HEALTH:

Section 1. Section .010, Fees for the Department of Health and Human Services, is amended to read as follows:

See Fee Schedule Health and Human Services (attached).

ADOPTED this _____ day of _____ 2021

CLALLAM COUNTY BOARD OF HEALTH

Navarra Carr, Chair

Allison Berry,
M.D., MPH, Health Officer

ATTEST:

Celia Thompson, Clerk of the Board

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE July 1, 2022¹**

SERVICE	FEE
<i>General Environmental Health</i>	
Technical Assistance	\$93/hour
Waiver Request	
Local Code only	\$125
State Code	\$185
Appeals to the Board of Health for Determination	\$265
Administrative Conference	\$199
Administrative Hearing	\$331
<i>Environmental Health Land Use Proposal Fees</i>	
Site Evaluations	\$397/lot
Administrative Fee	\$93/hour
Land Use Technical Review Fee	\$132 first two hours, then \$93/hr
Land Division Seasonal Water Table Observation	\$465, first 5 hours, then billed at hourly rate
Final Plat Review for Signature	\$159
<i>On-Site Septic Program</i>	
Site Registration	\$397
Construction Permit	
Individual	
Conventional	\$424
Alternative	\$503
Owner Installed	\$569
Commercial	\$569, first 350 gallons, then \$265 for each additional 350 gallons
Community	\$569, plus \$265 for each added connection
Repair Permit	
Individual – Conventional or Alternative System	\$239
Commercial	SAME AS NEW PERMIT FEE
Community	SAME AS NEW PERMIT FEE
Tank Placement Only	\$239
Expansion of Existing System	\$384
Vault Toilet or Waterless System	\$239
Re-inspection Fee	\$186
<i>Services</i>	
Operation and Maintenance	
Annual O&M Fee	\$13
System Status Report Review Fees	
Electronic Submission – Gov't Action	\$46
Paper Submission – Gov't Action	\$56
Return Fee for Incomplete Report	\$43
Seasonal Water Table Observations	\$465, first 5 hours, then billed at hourly rate

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE July 1, 2022ⁱ**

SERVICE	FEE
Permit Re-design	\$132
Onsite Sanitary Surveys	\$185
Septic System Decommissioning Certification	\$93
Sewage System Installer's Certification	
Sewage System Installer Annual Fee	\$317
Site Installer Annual Fee	\$159
Septic Tank Pumper's Certification	
Septic Pumper Annual Fee	\$317
Operation & Maintenance Specialists Certification	
Examination	\$199
O&M Specialists Annual Fee	\$317
<i>Solid Waste Program</i>	
Plan Review for New Application	\$930, first 10 hours, then billed at hourly rate
Municipal Solid Waste Landfill	
MSWLF Annual Permit	\$7,935
MSWLF Closure Permit	\$9,919
MSWLF Post Closure Permit Annual Fee	\$3,968
Recycling	\$926
Composting	\$1,852
Land Application	\$926
Anaerobic Digester	\$926
Energy Recovery and Incineration	\$926
Intermediate Solid Waste Material Recovery Facility	\$926
Intermediate Solid Waste Facility Transfer Station	
TS Handling <5,000 tons/year	\$926
TS Handling >5,000 tons/year	\$3,703
Piles Used for Storage or Treatment	\$463
Surface Impoundments and Tanks	\$463
Waste Tire Storage and Transportation	\$463
Moderate Risk Waste Handling Facility	\$1,852
Satellite Moderate Risk Waste Handling Facility	\$278
Limited Purpose Landfill	
Limited Purpose Landfill Annual Permit	\$4,629
Limited Purpose Landfill Closure	\$6,613
Limited Purpose Landfill Post Closure Annual Fee	\$2,777

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE July 1, 2022ⁱ**

SERVICE	FEE
Inert Waste Landfill	\$2,777
Permit Exempt Facilities Which Require Review	\$370
Other Solid Waste Facilities or Activities	\$93/hour
Late Permit Fee	50% of base
Penalty Fee	10% of base
Secure Medicine Return Program ⁱⁱ	
Initial Plan Review Fee ⁱⁱⁱ	\$9,170 first review, then billed at hourly rate
Annual Operating Fee	\$11,160
Revision of Approved Plan	\$279, first 3 hours, then billed at hourly rate
Agency Activities to Enforce Against Non-Compliance	\$93/hour
Review of Petition for Alternative Disposal Method	\$279 first 3 hours, then billed at hourly rate
<i>Food Safety Program</i>	
Restaurants	
0-25 Seats	\$278
26-50 Seats	\$408
51-100 Seats	\$463
More Than 100 Seats	\$555
Cocktail Lounge	\$132
Catering	
Off-site by Restaurant	\$185
Stand Alone	\$278
Institutional Facilities	
Schools	
Main Kitchen	\$185
Satellite Kitchen	\$93
Jail Kitchen	\$185
Limited Food Services	
B&B, Taverns, etc.	\$185
Temporary Special Events	
PHF Foods	\$132
Non-PHF Foods	\$33
Late Application Fee	Additional 50% of base fee
Farmers' Market Vendor	\$185
Large Event Permit (4+ vendors)	\$140
Groceries	
0-3 Check Stands	\$278
4 or More Check Stands	\$370
Grocery w/Food	
Meat	\$93

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE July 1, 2022ⁱ**

SERVICE	FEE
Bakery	\$93
Fish	\$93
Deli	\$185
Espresso	\$93
Community Kitchen	\$93
Penalty Fees	
Re-inspection	\$186
Late Fees	
1 month delinquent	50% of base
2 months delinquent	75% of base
Food Handler Cards ^{IV}	
New	\$10
Duplicate	\$5
Plan Review	
Complex menu	\$278
Non-complex menu	\$159
PHF limited menu	\$132
Non-PHF limited menu	\$93
Change in Ownership	50% of establishment's plan review fee
Laboratory Services and Drinking Water Program	
Water Testing	
Bacteria Presence/Absence	\$23
Total coliform/ <i>E.coli</i> count	\$35
Enterococcus (Beach)	\$40
Bacterial retest	\$18
Fecal coliform	\$30
Nitrate	\$30
Water Availability (GMA Requirement)	
Public or Private	\$70
Alternative Water System Plan Review (Rainwater Catchment)	\$200
Public Water System Plan Review	
Plan Review	\$93/hour
Well Site Inspection	\$278
Water System Sanitary Survey	
Private Individual Well	\$242
Public Water System	\$460
Living Environment Program	
Swimming Pools/Spas Permit	
Open All Year	\$317
Seasonal	\$231
Each Additional Pool/Spa	\$93
Plan Review	\$93/hour

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE July 1, 2022ⁱ**

SERVICE	FEE
Schools	
Plan Review	\$93/hour
Safety Inspections	\$93/hour
Food Preparation Facilities	See Food Program Section
Drug Lab Clean Up	
Sampling for Meth Contamination	\$93/hour
Meth Cleanup Plan Review	\$93/hour
Meth Habitation Determination	\$93/hour

ⁱ Fees are authorized as a power and duty of local boards of health under RCW 70.05.060(7)

ⁱⁱ Any additional time will be billed at cost of Clallam County's hourly rate of \$93, and if Kitsap has further review it will be billed at their current hourly rate

ⁱⁱⁱ Initial Plan Review Fee includes 50 hours of Kitsap Health District's review and 40 hours of CCEH's review

^{iv} Food Worker Card Fees are set by Washington State

HEALTH & HUMAN SERVICES FEE SCHEDULE – PUBLIC HEALTH
EFFECTIVE 2016 2021

PUBLIC HEALTH SERVICES	FEE	REFERENCE
State-supplied Vaccine (All administrative fees for immunizations using state supplied vaccine can be adjusted based on a sliding fee scale using 250% federal poverty guidelines.)		
Administration	\$23.00 each	
Office Visit	\$30.00	
State supplied vaccine is provided free of charge for children until their 19 th birthday except Hepatitis B which is provided until their 20 th birthday. Office visit fee is not adjustable.		
Private Purchase Vaccine (Cost of vaccine is not subject to sliding fee scale. Vaccine costs are immediately adjusted to reflect any manufacturer increases.)		
Administration/Office Visit	Cost of vaccine plus office	
Office Visit	visit and administration \$23.00	
Current Price Lists – Vaccine costs are immediately adjusted to reflect any manufacturer increases.		
HIV Pre/Post Testing and Counseling	\$50.00	
TB Test	\$60.00	
Blood Specimen Collection		
Venipuncture	\$55.00	
Specimen Handling	\$26.00 plus cost of lab	
Procedural Home or Office Visit	\$55.00 plus cost of lab	
HIV Pre/Post Testing and Counseling	\$50.00 plus cost of lab	
TB Test		
Office Visit	\$30.00	
Administration	\$23.00	
Cost of test material	\$ 7.00	
TB Quantiferon Office Visit	\$30.00 plus cost of lab	
Sliding Fee Scale	No longer available	
Account Set Up (for organizations requesting an account for billable services.)	\$100.00	
Vital Records		
Certified Birth Certificate	\$20.00 <u>\$25.00</u>	RCW 70.58.107
Certified Death Certificate	\$20.00 <u>\$25.00</u>	RCW 70.58.107
Search for Birth or Death Record	\$ 8.00 <u>\$25.00</u>	RCW 70.58.107
Certified Copy of Birth or Death Certificate	\$20.00 <u>\$25.00</u>	RCW 70.58.107
Expedited Fee - Birth Certificate	\$10.00	
Mail Certified Certificate	\$ 5.00	
Vital Records List	\$25.00	

ORDINANCE 748, 2004

9a
02/17/04

Ordinance No. 148, 2004

An ordinance establishing Title 41 to contain Board of Health Regulations and a new chapter of the Clallam County Code titled Clallam County Board of Health

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Chapter XX.XX

CLALLAM COUNTY BOARD OF HEALTH

Sections:

- ___ .010 Purpose.
- ___ .020 Membership of the board.
- ___ .030 Appointment, terms of office, and removal process.
- ___ .040 Organization.
- ___ .045 Meetings.
- ___ .050 Rules and record of proceedings.
- ___ .055 Compensation or reimbursement.
- ___ .060 Duties and responsibilities.
- ___ .070 Regulations to be codified

___ .010 **Purpose.**

It is the declared purpose of this chapter to create the Clallam County Board of Health, as required by RCW 70.05.035, to prescribe a membership and selection process for the Board, establish bylaws, and to codify the power and duties of the Board.

___ .020 **Membership of the board.**

The Board of Health shall be composed of seven members. The three elected members of the Clallam County Board of Commissioners shall be members of the Board of Health. Appointed members of the Board of Health shall include one city council member, one public hospital district commissioner, and two at-large members who are residents of Clallam County.

___ .030 **Appointment, terms of office, and removal process.**

Members of the Board of Health shall be appointed by the Clallam County Board of Commissioners. The appointment process, terms of office, and process for removal of a member shall be in compliance with policies established by the Clallam County Board of Commissioners.

___ .040 **Organization.**

The Board of Health shall elect a chair and vice-chair from among its members during the first meeting of each calendar year. The Board may appoint subcommittees and ad hoc committees, as necessary, to assist the Board in carrying out its duties and responsibilities.

___ .045 **Meetings.**

The Board of Health shall hold no less than one regular meeting in each month of each year; provided that if no issues over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled. All meetings of the Board of Health shall be established and conducted pursuant to the Open Public Meetings Act, codified at RCW 42.30 et seq. as now or hereafter amended. Meetings shall be held at such times and at such locations as to be convenient for attendance by Board of Health members and the public, as determined by a Resolution passed by a majority of Board of Health members.

___ .050 **Rules and record of proceedings.**

The Board of Health shall adopt bylaws for the transaction of its business. No actions shall be taken by the Board of Health unless a majority of members are present, including at least two Clallam County Commissioners. The Board of Health shall keep a public record of its transactions, findings, and decisions.

___ .055 **Compensation or reimbursement.**

Appointed members of the Board of Health shall not be compensated for their services. Appointed members may receive reimbursement for approved expenses related to the completion of their responsibilities. Board members shall be reimbursed in the same manner, for the same expenses, and at the same rate county employees are reimbursed for the conduct of public business.

___ .060 **Duties and responsibilities.**

The Board of Health shall have responsibility over all matters pertaining to the preservation of the life and health of the people of Clallam County and shall, in addition to those duties set forth in RCW 70.05.060, as now or hereafter amended:

(1) Collect, analyze, and disseminate to the community, in an annual report prepared by the Clallam County Department of Health and Human Services and the County Health Officer, information about community health status, preventable health risks, and the availability of resources to address identified health problems.

(2) Enact such rules, regulations, and policies necessary to preserve, promote, and improve the health status of Clallam County residents, and guide the allocation of appropriate and necessary public health resources.

(3) Assure that necessary, high quality, effective public health services are available for the protection of the people of Clallam County, including the control and prevention of any dangerous, contagious, or infectious disease within the county.

(4) Provide for the prevention, control, and abatement of nuisances detrimental to public health.

(5) Enforce, through the County Health Officer, the public health statutes of the state and county.

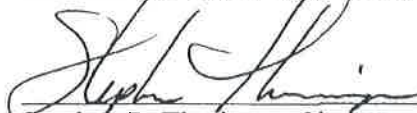
(6) Establish fee schedules for issuing and renewing licenses and permits or for other services authorized by the law and the rules of the Washington State Board of Health.

___,070 Regulations to be codified

Any rules or regulations adopted by the Board of Health shall be codified in the Clallam County Code in Title 41 which is hereby created and which shall be the exclusive repository of the rules and regulations adopted by the Board of Health.

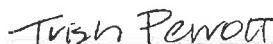
ADOPTED this tenth day of February 2004

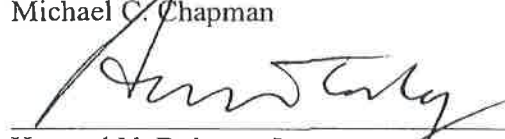
BOARD OF CLALLAM COUNTY COMMISSIONERS


Stephen P. Tharinger, Chair


Michael C. Chapman

ATTEST:


Trish Perrott, Clerk of the Board


Howard V. Doherty, Jr.