



Clallam County Board of Health

Agenda for March 17, 2026 1:30 – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street, Port Angeles, WA 98362

Board of Health Meeting – Available in person or virtually:

- **Zoom (audio only):** Call +1 253-215-8782, Meeting ID **935 7343 5754**, Passcode **095863**
- **Zoom (video):** [Join here](#) with the same ID and Passcode
- **Live stream:** clallamcountywa.gov/meetings

Public comment/questions: Clerk of the Board 360-417-2276 or email

nan.furford@clallamcountywa.gov

1. **Call to Order**
2. **Roll Call**
3. **Request for Modifications/Approval of Agenda**
4. **Approval of Draft Meeting Minutes for February 17, 2026**
5. **Public Comment for Agenda Items – *Please limit comments to three minutes***
6. **Health Officer: Infectious Disease Update**
7. **Program Updates/Informational Reports**
 - Public Health Highlights – Staff
8. **Discussion Items**
 - Environmental Health Fee Schedule – Call for Public Hearing for April 21, 2026
9. **Board of Health Presentations**
 - Food Security – Washington State Extension Office Staff
10. **Board of Health Public Hearings**
11. **Environmental Health Director**
12. **HHS Director**
13. **Future Agenda Items**
14. **Updates & Announcements**
15. **Public Comment – *Please limit comments to three minutes***
16. **Adjournment**

Next Meeting: April 21, 2026

Board of Health Members: Chair, Mike French, Vice-Chair, Shahida Shahrir, Tia Skerbeck, Dr. Paul Cunningham, Pete Tjemsland, Mark Ozias, and Randy Johnson

Health & Human Services Staff: Dr. Allison Berry, Health Official; Kevin LoPiccolo, Director; Jenny Oppelt, Deputy Director; Jennifer Garcelon, Environmental Health Director; Nan Furford, Clerk of the Board

BOARD OF HEALTH
FEBRUARY 17, 2026
DRAFT MEETING MINUTES



CLALLAM COUNTY BOARD OF HEALTH

AGENDA of February 17, 2026 @ 1:30 – 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

Call to Order: The meeting was called to order at 1:35 p.m.

Roll Call: Members present were; Commissioner Mark Ozias; Commissioner Randy Johnson; Vice-Chair, Shahida Shahrir; Jamestown S’Klallam Tribe Representative, Paul Cunningham; Lower Elwha Klallam Tribe Representative, Tia Skerbeck; Health Officer, Dr. Allison Berry; HHS Director, Kevin LoPiccolo; HHS Deputy Director, Jennifer Oppelt; Environmental Health Director, Jennifer Garcelon

Members absent: Chair, Commissioner Mike French

Request for Modifications/Approval of Agenda

Motion by Commissioner Johnson, seconded by Paul Cunningham, to approve the agenda. Motion carried unanimously.

ACTION TAKEN: Agenda approved.

Approval of Draft Meeting Minutes for October 21, 2025 and January 20, 2026

Motion by Shahida Shahrir, seconded by Commissioner Johnson, to approve the minutes. Motion carried unanimously.

Public Comment:

None.

Health Officer – Infectious Disease Update and Interlocal Agreement for Acting Health Officer Coverage

Dr. Berry presented an epidemiological update. She noted that universal masking in healthcare facilities is currently recommended due to increased respiratory illness activity. Influenza activity remains elevated, with increased hospitalizations reported across the region.

Dr. Berry also reported that measles outbreaks continue to occur in Washington State. Discussion followed regarding monitoring and response efforts.

Program Updates / Informational Reports:

Harm Reduction Presentation – Dr. Berry & Staff.

Dr. Berry provided an overview of harm reduction strategies and current initiatives underway in Clallam County.

Lisa Bridge presented highlights from Public Health activities for January 2026. Discussion followed.

Discussion Items:

Environmental Health Fee Schedule Update.

Environmental Health Director Jennifer Garcelon presented several metrics related to the Environmental Health fee schedule and discussed potential updates. Board discussion followed.

Board of Health Presentations:

None.

Board of Health Public Hearings:

None.

HHS Director – Kevin LoPiccolo

Director LoPiccolo reported that there is an At-Large position currently open on the Board of Health. An interview committee will be convened to review applicants and make recommendations.

Environmental Health Director - Jennifer Garcelon

Environmental Health staff are currently preparing the annual report, which will be released soon.

Staff will also be participating in outreach activities at the KONP Home and Lifestyle Show this upcoming weekend. The outreach will focus in part on education regarding unpermitted food vendors.

Discussion followed.

Action Items: Election of Chair and Vice-Chair 2026**Election of 2026 Chair and Vice-Chair**

A motion was made to approve the reelection of Commissioner Mike French as Chair for 2026.
The motion passed unanimously.

A motion was made to approve the reelection of Shahida Shahrir as Vice-Chair for 2026.
The motion passed unanimously.

Future Agenda Items:

Update on new and ongoing efforts for affordable housing.
State of Public Health in Washington State and Federal Government.
Presentation by Lisa Bridge next month.
Madison Gallentine on Clinical Services next month.
Add Communications Update as a standing agenda item.
Water Quality/PIC update.
OMC to present on the state of healthcare in Clallam County.

Updates & Announcements:**Public Comment**

John Worthington commented on the Harm Reduction policies.

Adjournment

The meeting was adjourned at 3:31 p.m.

Next Meeting – March 17, 2026

PASSED AND ADOPTED this _____ day of _____, 2026

CLALLAM COUNTY BOARD OF HEALTH

Mike French, Chair

Allison Berry, MD, MPH, Health Officer

ATTEST:

Nan Furford, Clerk of the Board

ENVIRONMENTAL HEALTH FEE UPDATE MEMORANDUM



Clallam County Environmental Health

Clallam County Health & Human Services

Physical: 223 E 4th Street, Room 130, Port Angeles, WA 98362

Mailing: 111 East 3rd Street, Port Angeles, WA 98362

Phone: 360-417-2258 | Email: envirohealth@clallamcountywa.gov

MEMORANDUM

To: Clallam County Board of Health

From: Jennifer Garcelon, Environmental Health Director

Date: March 13, 2026

Subject: Environmental Health Fee Update – March 17, 2026, Board of Health Meeting

Overview

Environmental Health (EH) has initiated the process of updating its fee schedule. The topic was introduced at the January 18, 2026, Board of Health meeting, accompanied by a memorandum outlining the background, methodology, and initial discussion items. At the February 17, 2026, BOH meeting, EH presented additional information and a draft fee schedule incorporating a 2.7% Consumer Price Index (CPI) adjustment and a 5% Technology Fee. For today's meeting, EH will present the draft ordinance Clallam County Code 41.50 and request a call for public hearing.

Fee Update Process

The 2026 fee update includes the following components:

- Apply an annual CPI increase.
- Evaluate a proposed 5% technology fee.
- Review hourly rates of comparable Local Health Jurisdictions (LHJs).
- Add ordinance language requiring annual CPI adjustments each fall and a full program fee review every three years.
- Make targeted adjustments to specific fees based on program needs.

Annual Consumer Price Index (CPI)

As of January 13, 2026, the U.S. Bureau of Labor Statistics reports a 12-month CPI of **2.7%**. All Environmental Health fees in Schedule 010-A will be increased by this amount, with the exception of the **\$10 Food Worker Card**, which is set by Washington State.

In 2025, EH collected **\$982,497** in program fees, including food establishment permits, onsite septic permits, drinking water laboratory analysis, and the \$13 septic operation and maintenance fee. A 2.7% CPI adjustment is projected to generate approximately **\$26,527** in additional annual revenue.

A draft of Schedule 010-A is attached for review.

Technology Fee Review

Environmental Health increasingly relies on proprietary databases to manage permits, inspections, and compliance activities. To support these systems, EH proposes a **5% technology fee**, consistent with practices in other counties.

Examples include:

- **Whatcom County:** 5% technology fee on all EH permits.
- **Jefferson County:** 5% technology fee on all EH fees except the \$10 Food Worker Card.

EH's current technology costs include:

- **Tyler Enterprise System:**
 - Used for onsite septic, drinking water, and complaint management.
 - Requires individual licenses for staff and contractors.
 - License cost ranges from **\$2,969–\$3,450 per user**.
 - EH currently maintains **13 licenses**.
- **HealthSpace Database:**
 - Used for food permits and inspections.
 - Annual cost is approximately **\$10,000**.

Additional labor and integration costs are associated with system configuration and coordination with other platforms, including onlineRME, the Red-Yellow-Green septic compliance map, and the Do-It-Yourself inspection program.

Review of Hourly Rates Among Comparable LHJs

A review of hourly rates provides context for Clallam County's position relative to other small and mid-sized west-side LHJs (populations under 300,000).

2026 Hourly Rates – Selected LHJs

LHJ	2026 Hourly Rate	2025 Population	Last Updated
Pacific	\$80	23,950	2022
Mason	\$100	67,800	2025
Clallam	\$107	78,650	2024
Jefferson	\$119	33,825	2025
San Juan	\$120	18,550	2025
Grays Harbor	\$120	77,750	2025
Skagit	\$130	134,600	2025
Whatcom	\$139	240,500	2025
Lewis	\$150	85,550	2025
Kitsap	\$150	288,900	2026

LHJ	2026 Hourly Rate	2025 Population	Last Updated
Cowlitz	\$160	114,500	2025
Island	\$170	88,700	2026

Among the five counties most comparable in population to Clallam (Mason, Grays Harbor, Lewis, Island, and Cowlitz), the **average hourly rate is \$135**. Clallam’s current hourly rate is **\$107**. With the proposed CPI and technology fee, the 2026 hourly rate would be **\$116**, still below the peer average.

Clallam County Code 41.50 – Proposed Ordinance Update

EH recommends adding language to CCC 41.50 to:

- Require **annual CPI-U (West Region)** updates each fall.
- Require a **comprehensive program fee review every three years**.
- Begin the next review cycle in **Fall 2027**.

Proposed language: “Periodic Update of Fee Schedule. The fees established under Fee Schedule 101-A shall be updated annually to reflect changes in the Consumer Price Index (CPI-U), West Region. Specific Environmental Health program fees will be reviewed every three years.”

This change will improve predictability and transparency for permit holders.

Changes to Specific Fees

Food Program – Recurring Temporary Permit (“6-Pack”) The 2024 update introduced a recurring temporary permit category priced at 1.5 times the cost of a single temporary permit. Monitoring these permits has required more administrative time than anticipated, as applicants often do not know all six event dates in advance. EH issues a new permit for each event.

Recommendation: Increase the fee to the cost of **three** temporary permits to reflect actual administrative workload.

Onsite Septic Program

- Rename **“Owner Installed”** to **“Owner Install Fee”** for clarity.
- Remove the **Paper Submission Government Action Fee**, as electronic submission is now required.
- Add an **O&M Site Professional Fee**, consistent with CCC 41.20.

BOARD OF HEALTH
DRAFT FEE ORDINANCE



Clallam County Board of Health
111 E. 3rd Street
Port Angeles WA 98362

Board of Health Ordinance _____

Repealing and replacing Clallam County Code Chapter 41.50, Fees, as related to the Environmental Health Section 010-A of the Department of Health and Human Services

BE IT ORDAINED BY THE CLALLAM COUNTY BOARD OF HEALTH:

Section 41.50 Environmental Health Fees 010-A for the Department of Health and Human Services is amended as follows:

An Ordinance repealing the prior Environmental Health Fee Schedule 010-A dated ~~July 4~~ May 21, 2024~~2~~, in its entirety and replacing with attached new fee schedule.

Periodic Update of Fee Schedule. The fees established under Fee Schedule 010-A shall be updated annually to reflect changes in the Consumer Price Index CPI-U, West Region. Updated fee schedules are incorporated as a part of this chapter by reference. The Environmental Health Fee Schedule Program Fees shall be reviewed every three years.

BE IT ORDAINED BY THE CLALLAM COUNTY BOARD OF HEALTH:

ADOPTED this _____ day of _____, 2026

CLALLAM COUNTY BOARD OF HEALTH

Mike French
Board of Health
Chair

Allison Berry, MD, MPH
Clallam County Health Officer

ATTEST:

Nan Furford, Clerk of the Board

CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE 010-A - EFFECTIVE July 1, ~~2024~~2026

SERVICE	FEE	
<i>General Environmental Health -Administration</i>		
Technical Assistance or Billable Time	\$ 107 <u>115</u>	per hour
Appeals to the Board of Health for Determination	\$ 339 <u>366</u>	
Administrative Conference	\$ 203 <u>219</u>	
Administrative Hearing	\$ 331 <u>357</u>	
Waiver Request		
Local Code Only	\$ 169 <u>182</u>	
State Code	\$ 203 <u>219</u>	
<i>Drinking Water Program and Laboratory Services</i>		
Water Testing		
Bacteria Presence/Absence-24 HR	\$ 21 <u>23</u>	per sample
Bacteria Presence/Absence-18 HR	\$ 41 <u>44</u>	per sample
Total Coliform/ <i>E. coli</i> count	\$ 49 <u>53</u>	per sample
E.coli	\$ 49 <u>53</u>	per sample
Enterococcus (Beach)	\$ 49 <u>53</u>	per sample
Bacterial retest	\$ 21 <u>23</u>	per sample
Fecal coliform	\$ 55 <u>59</u>	per sample
Nitrate	\$ 31 <u>33</u>	per sample
After Hours/Weekend Surcharge	\$ 429 <u>463</u>	
Water Availability (GMA Requirement)		
Public or Private	\$ 105 <u>113</u>	
Alternative Water System Plan Review (Rainwater Catchment, Trucked in Water)	\$ 300 <u>324</u>	Billed for first 3 hours, then hourly rate
Public Water System Plan Review		
Plan Review	\$ 107 <u>115</u>	Billed for first 1 hour, then hourly rate

Well Site Inspection	\$ 417 <u>450</u>	Billed for first 3 hours, then hourly rate
Water System Sanitary Survey		
Private Individual Well	\$ 363 <u>391</u>	Billed for first 3 hours, then hourly rate
Public Water System	\$ 690 <u>744</u>	Billed for first 6 hours, then hourly rate
<i>Solid Waste Program</i>		
Plan Review for New Application	\$ 1,070 <u>1,154</u>	Billed for first 10 hours, then hourly rate
Municipal Solid Waste Landfill (MSWLF)		
MSWLF Annual Permit	\$ 7,935 <u>8,557</u>	
MSWLF Closure Permit	\$ 9,919 <u>10,696</u>	
MSWLF Post Closure Permit Annual Fee	\$ 3,968 <u>4,279</u>	
Recycling	\$ 926 <u>999</u>	
Composting	\$ 1,852 <u>1,997</u>	
Land Application	\$ 926 <u>999</u>	
Anaerobic Digester	\$ 926 <u>999</u>	
Energy Recovery and Incineration	\$ 926 <u>999</u>	
Material Recovery Facility	\$ 926 <u>999</u>	
Transfer Station (TS)		
TS Handling <5,000 tons/year	\$ 1,389 <u>1,498</u>	
TS Handling >5,000 tons/year	\$ 3,703 <u>3,993</u>	
Piles Used for Storage or Treatment	\$ 695 <u>749</u>	
Surface Impoundments and Tanks	\$ 695 <u>749</u>	
Waste Tire Storage and Transportation	\$ 695 <u>749</u>	
Moderate Risk Waste Handling Facility (MRWF)	\$ 2,215 <u>2,389</u>	
Satellite MRWF	\$ 417 <u>415</u>	
Limited Purpose Landfill (LPL)		
LPL Annual Permit	\$ 4,629 <u>4,992</u>	
LPL Closure Permit	\$ 6,613 <u>7,131</u>	
LPL Post Closure Permit	\$	

	<u>2,7772,995</u>	
	\$	
Inert Waste Landfill	<u>2,7772,995</u>	
Permit Exempt Facilities Which Require Review	\$ 370 <u>399</u>	
Other Solid Waste Facilities or Activities	\$ 107 <u>116</u>	per hour
Late Solid Waste Permit Fee	50% of base	
Penalty Fee of Permitted Facilities	10% of base	
Drug Lab Clean Up-All Activities	\$ 107 <u>1161</u>	per hour
<i>On-site Septic Program</i>		
	\$ 397 <u>428</u>	
Site Registration		
Construction Permit		
Individual		
Conventional	\$ 424 <u>457</u>	
Alternative	\$ 503 <u>542</u>	
Owner Installed-conventional only	\$ 569 <u>614</u>	
Commercial	\$ 569 <u>614</u>	first 350 gal, then \$265 for each additional 350 gal
Community	\$ 569 <u>614</u>	plus \$265 for each added connection
Repair Permit-Individual, Commercial, or Community	\$ 264 <u>285</u>	Combine to all repair permits
Tank Placement Only	\$ 239 <u>258</u>	
Expansion of Existing System	\$ 384 <u>414</u>	
Vault Toilet or Waterless System	\$ 264 <u>285</u>	
Re-inspection Fee	\$ 264 <u>285</u>	
Services		
Operation & Maintenance		
Annual O&M Fee	\$ 13 <u>14</u>	per septic
System Status Report Review Fees		
Electronic Submission-Gov't Action	\$ 81 <u>87</u>	
Paper Submission-Gov't Action	\$ 98	<u>REMOVE</u>
Return Fee for Incomplete Report	\$ 75 <u>81</u>	
Seasonal Water Table Observations	\$ 535 <u>577</u>	Billed for first 5 hours, then hourly rate
Permit Re-design	\$ 176 <u>190</u>	

Septic System Decommissioning Certification	\$ 163 <u>176</u>	
Sewage Installers Certification		
Sewage System Installer Annual Fee	\$ 440 <u>474</u>	
Site Installer Annual Fee	\$ 278 <u>300</u>	
Septic Tank Pumpers Certification		
Septic Pumper Annual Fee	\$ 528 <u>569</u>	
Operation & Maintenance Specialists Certification		
O&M Specialists Fee	\$ 528 <u>569</u>	
<u>O&M Site Inspector Fee</u>	<u>395</u>	
<i>Environmental Health Land Use Proposal Fees</i>		
Site Evaluations	\$ 397 <u>428</u>	
Administrative Fee	\$ 107 <u>115</u>	
Land Use Technical Review Fee	\$ 214 <u>231</u>	
Land Division Seasonal Water Table Observation	\$ 535 <u>577</u>	
Final Plan Review for Signature	\$ 176 <u>190</u>	
<i>Food and Living Environment Programs</i>		
Annual FSE		
Risk Category 1-All seating	\$ 294 <u>317</u>	Pre-packaged food only, no food handling. Examples: Commercial Kitchens, Store with milk fridge, Gas Station with TCS foods for sale/customer heats on-site
Risk Category 2		Food is assembled on site for immediate service or display. Hot and cold TCS foods, no cooling or reheating. Espresso with assembled sandwiches, concession stands.
Seating 0-25	\$ 441 <u>476</u>	
Seating 26-50	\$ 588 <u>634</u>	
Seating 50+	\$ 722 <u>799</u>	
Risk Category 3		Food is received, assembled, cooked, cooled, reheated. Any facility cooling foods and reheating for service another day.
Seating 0-25	\$ 648 <u>699</u>	
Seating 26-50	\$ 713 <u>769</u>	
Seating 50+	\$ 764 <u>824</u>	
Catering Added to FSE	\$ 294 <u>317</u>	
Satellite Kitchens (Schools, etc.)	\$ 147 <u>159</u>	
Seasonal	50% of Fee	

Mobile Unit/Food Truck	\$ 441 <u>476</u>	
Temporary Permit		
Temporary Event Risk 1	\$ 50 <u>54</u>	one event, up to 21 consecutive days
Temporary Event Risk 2 or 3	\$ 198 <u>214</u>	one event, up to 21 consecutive days
Recurring Temporary Event Risk 1_ <u>New formula of three times one event</u>	\$ 75 <u>162</u>	same menu/staff, up to 6 events per year
Recurring Temporary Event Risk 2 or 3 <u>New formula of three times one event</u>	\$ 297 <u>641</u>	same menu/staff, up to 6 events per year
Extended Temporary Farmers Market/Demonstrators Risk 1	\$ 185 <u>199</u>	
Extended Temporary Farmers Market/Demonstrators Risk 2 or 3	\$ 278 <u>300</u>	
Large Event Permit (4+ vendors)	\$ 210 <u>226</u>	
Other Food Fees		
Late Annual Fee 1-30 days after date due	50%	
Late Annual Fee 31+ days after date due	75%	
Temporary Permit Received w/in 10 business days of event	50%	
501 (c)(3)	50% of permit fee	
Re-inspection Fee	\$ 279 <u>301</u>	
Operating without a Permit	2 x annual permit fee	
Food Worker Card	\$ 10	
Food Worker Card-Copy	\$ 5	
Plan Review	\$ 882 <u>951</u>	Billed for first 6 hours, then hourly rate
Change in Menu/Owner	\$ 214 <u>231</u>	Billed for first 2 hours, then hourly rate
Living Environment-Pools/Schools		
Swimming Pools/Spas Permit		
Open All Year	\$ 317 <u>342</u>	
Seasonal	\$ 231 <u>249</u>	
Each Additional Pool/Spa	\$ 93 <u>100</u>	
Plan Review	\$ 107 <u>116</u>	per hour
Schools		
Plan Review	\$ 321 <u>346</u>	Billed for first 3 hours, then hourly rate

Safety Inspections	\$ 214 <u>231</u>	Billed for first 2 hours, then hourly rate
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Food Safety Risk Categories based on [FDA Food Code 2017](#), Annex 5, Table 1, Risk Categorization of Food Establishments, page 593.