Kittitas County Public Health Department

To Protect and Promote the Health and the Environment of the People of Kittitas County

KITTITAS COUNTY BOARD OF HEALTH

Special Meeting/Public Hearing
Minutes

November 18, 2010 at 10:00 a.m.
Commissioners' Auditorium

Present: Board Members: Alan Crankovich, Rich Elliott, Paul Jewell, Dr. Don Solberg
Absent: Mark McClain
Kittitas County Public Health Department (KCPHD): Candi Blackford, Amy Diaz, Dr. Mark Larson, Linda Navarre, Robin Read, James Rivard, Amber Simon

This special Board of Health (BOH)/Board of County Board of County Commissioners (BOCC) meeting is being held to hear public testimony and to consider the approval of the 2011 Kittitas County Public Health fee schedule. Legal notice of the meeting was published.

Dr. Don Solberg called the Public Hearing to order at 10:00 a.m. in regards to the adoption of the Kittitas County Public Health Department fee schedule.

James Rivard stated the Kittitas County Public Health Department is seeking approval of the 2011 Public Health Fee Schedule. This revised fee schedule includes the following changes:

- Follow county policy for late fees to include a 10% late fee for all services except Environmental Health (EH) permits. EH permits follow a different late fee policy.
- The 2010 policy specified a laboratory for Quantiferon Gold testing. The new policy indicates that the laboratory chosen will be based on the lowest price available unless time constraints necessitate an expedient testing protocol.
- Addition of an Overseas Travel Group Education Session fee to enable groups to share in the cost of the educational portion of the services. The minimum number of participants for a group education session is four people. Individual patients will still need a patient consultation to receive the vaccinations. The group consultation fee of $280.00 is based on four hours of staff time including preparation time to research the current health concerns including communicable diseases occurring in the country of travel, travel time and a two hour presentation. There is also a $4.00 per person materials fee for associated educational packets related to the presentation which has to be modified and/or tailored for each presentation.
- Addition of a Childcare Nurse Consultation fee to provide a cost recovery fee for services provided by KCPHD public health childcare nurse consultants. Washington State Administrative Code (WAC) requires licensed childcare centers to have an advisory physician, physician's assistant, or registered nurse review and sign health care plans upon licensure and renewal. Licensed childcare WACs also require continuing education for

APPROVED
1/4/2011

childcare staff for which childcare nurse consultant services is requested. As of January 1, 2011, KCPHD will no longer receive funding to support childcare nurse consulting services to childcare providers in the county. WAC requires licensed childcare center with four or more infants to have a contract with a childcare nurse consultant for monthly services. KCPHD will continue to contract with these facilities in 2011. Any services performed that extends outside of the one hour monthly on-site visit, as per childcare contracts, will be billed to the facilities at the $75.00/hour rate proposed in this document.

- A new Blood Borne Pathogen/HIV Education Refresher course and associated $115 fee was added due to community need. This new class is offered at a reduced fee and time commitment for those completing annual renewal of their educational requirements.
- The development of potable water storage/cistern use as a potable water supply option will require a design, plan review, and final inspection of the storage system. Currently there is no fee to cover the staff and travel time required to perform these tasks. As a means to meet department cost recovery justification the department proposes that a fee be established for Environmental Health review and tracking.
- The development of water storage/cistern use will require that potable water haulers be licensed annually by Kittitas County Public Health Department. Currently there is no fee to cover the staff time required to perform the tasks of licensing a potable water hauler. As a means to meet department cost recovery justification the department proposes that a small fee be established for Environmental Health review and tracking.
- Due to the complex nature of water storage/cistern use and disinfection systems in order to ensure that the protection of the public's health is maintained when properties change ownership a time of sale inspection of the potable water storage/cistern system is needed. The time of sale inspection of the water storage system will allow the public health department to verify that the cistern is in good working order, proper signage is posted, and the disinfection system has been maintained and is functioning properly. As a means to meet department cost recovery justification the department proposes that a fee be established for Environmental Health inspection and review.
- To ensure that water storage/cistern systems continue to provide and hold water that is potable the requirement of an annual review of water test results by Kittitas County Public Health is required to ensure that the water remains potable. As a means to meet department cost recovery justification the department proposes that a small fee be established for Environmental Health review and tracking.
- Onsite sewage permits have an expiration date similar to the Community Development Services Department which includes a 1 year time period with the ability to renew for 6 months at a reduced rate. This time period is written in department policy only and has not been formally adopted by the BOH or BOCC. The onsite sewage permits are one of two permits that have to be issued **before** a building permit can be issued (the other is water availability). KCPHD proposes to provide a 1 year time frame for the renewal permits (rather than 6 months) due to the overlapping expiration of all necessary permits for building in Kittitas County. Currently, EH permits expire before CDS permits which is frustrating for citizens. This time period is included in the fee schedule document Attachment A.
- The privy/compost/incineration toilet permit fees do not currently meet cost recovery. Cost recovery due to travel would place the fee for each at $295.00. However, given that the number of privy/compost and incineration toilets that are permitted each year is under 20 and the increase to full cost recovery being a 245% fee increase, the department proposes an 80% cost recovery model at this time for these permits as a more realistic expectation.
- Boundary Line Adjustments are part of land use decisions, however current review of boundary line adjustments calls for an environmental review of potentially affected wells and

septic systems that may be on either adjacent parcels or on the parcels under review. The Environmental Health office is the only office that has the technical information and knowledge available to determine if the boundary line adjustment will encroach upon the setbacks of both private and public wells, in addition to septic drain fields. Environmental Health has been reviewing and providing comment on these applications without a funding source for a number of years. As a means to meet department cost recovery justification the department proposes that a small fee be established for environmental health review and tracking.

- The Water Availability Approval name and description of the type of water system requiring approval for a building permit was clarified due to changes in policy and practices in 2010. The current title and description includes: Adequate Water Supply Determination for Building Permits. The water systems required to pay this fee include individual or shared water systems, Group B Water Systems, and Group A- NTNC and Group A-TNC Water Systems and is **not** a Group A Community Water System.
- Conditional use permits are part of both land use decisions and the building permit process, however current review of conditional use permits typically calls for an environmental review of potential that the conditional use may have and the activities that will occur on site. The Environmental health office is the only office that has the technical information and knowledge available to determine if the conditional use of a particular property will require a food service permit, an increase in water monitoring to ensure the safety of the public's health, on-site sewage requirements, pool and spa permit requires, or solid and hazardous materials handling requirements. In addition to these the health department is the only office that can determine if the use of the property will effect or encroach upon the setbacks of adjacent properties. Attending meetings with applicants and providing feedback to planning officials is the only way to effectively communicate the requirements necessary and to steer the applicants in the right direction, this in turn decreases the frustration of additional requirement that the applicant may later discover. Environmental Health has been reviewing and providing comment on these applications without a funding source for a number of years. As a means to meet department cost recovery justification the department proposes that a fee be established for environmental health review and comment.
- Commercial project permits are part of both land use decisions and the building permit process, however current review of commercial project use permits typically calls for an environmental review of potential that the commercial project may have and the activities that will occur on site. The Environmental Health office is the only office that has the technical information and knowledge available to determine if the commercial project of a particular property will require a food service permit, an increase in water monitoring to ensure the safety of the public's health, on-site sewage requirements, pool and spa permit requires, or solid and hazardous materials handling requirements. In addition to these the health department is the only office that can determine if the use of the property will effect or encroach upon the setbacks of adjacent properties. Attending meetings with applicants and providing feedback to planning officials is the only way to effectively communicate the requirements necessary and to steer the applicants in the right direction, this in turn decreases the frustration of additional requirement that the applicant may later discover. Environmental Health has been reviewing and providing comment on these applications without a funding source for a number of years. As a means to meet department cost recovery justification the department proposes that a fee be established for environmental health review and comment.
- Currently Kittitas County Public Health Department reviews and approves public commissary "commercial" kitchens that establishments then in turn rent out/allow others to have access to the facilities of the kitchen for food preparation activities both private and

public. These facilities should be permitted through the health department as well as persons preparing food (either annual permit or temporary food permit is needed) by the local health department per state food regulations, private events are exempt. As a requirement of being an approved public commissary, kitchens will be required to post signage that states that "If food preparer's intend on preparing food that is going to be served to the public they must obtain either an annual permit or a temporary food permit from the Kittitas County Public Health Department." By permitting approved public commissaries and by posting signage, we will have reduced out liability, should a foodborne illness should occur. The cost of the permit fee will meet 75% of the cost recovery needed to perform the annual inspection of the public kitchen. 100% cost recovery is not being asked for since these kitchens typically support community activities and we do not intend to prohibit those from occurring, rather we intend to permit these sites as public commissary's to reduce our legal liability and to fulfill our statutory requirement of inspecting these facilities.

- A K-12 School Kitchen Inspection fee was added under the food safety part of the Environmental Health fee schedule. In the KCPHD has followed a $75/hour rate for K-12 food safety inspections of kitchens billed after the time of service; however, in 2010 the BOCC made KCPHD aware that this is not consistent with Kittitas County policy, thus the proposed fee has been proposed to meet department cost recovery justification.
- School Health and Safety Inspection Fees were added based on school student population criteria. KCPHD followed a $75/hour rate for school health and safety inspections billed after the time of service which was not consistent with Kittitas County policy. The proposed fees are as follows: schools with 0–200 students: $150; schools with 201-500 students: $250; schools with 501-1000 students: $375; schools with students ≥ 1001: $575. These fees are very similar to what the schools are currently being charged.
- An Environmental Health re-inspection fee of $130 was added based on a cost recovery model. KCPHD followed a $75/hour rate for re-inspection billed after the time of service which was not consistent with Kittitas County policy.
- The administrative appeal fee was increased from $200 to $500 to be consistent with Kittitas County's administrative appeal fee and to cover the costs incurred associated with the appeal process.

At this time the meeting was open for public testimony.

Open to public testimony at 10:43 a.m.
No public testimony

Closed to public testimony at 10:43 a.m.

Alan Crankovich questioned if the cistern fees that will be implemented would be legal. Suzanne Becker noted that it was legal for the health department to charge for these services as the health department has the authority to assure public health and safety. There was discussion in regards to extra inspections for cisterns and why this was necessary. Dr. Mark Larson informed the BOH members that cisterns have increased potential for water contamination because the water is from an outside source and the potential for water to be sitting for long periods of time without being turned over. Paul Jewell mentioned the future of these fees would better be determined at the time the cistern code was put in place and it is better defined what the health department will be responsible for.

Alan Crankovich discussed the commercial project permit review and suggested that the health department meet with Community Development Services and discuss the breakdown and in the future be reimbursed part of the application fee. James Rivard will meet with CDS in the future to discuss this possibility.

Rich Elliott also commented on the increase in fees for schools and felt that it be raised equally for all schools. He also suggested a system to increase these fees yearly rather than having large increases at one time. Paul Jewell noted that the health department should consider a percentage increase scale that affects all fees yearly instead of making larger increases to the fee every couple of years. James Rivard added that the health department will be working on the fee schedule the first quarter of next year to work on developing a more constant increase system.

Approval of the Kittitas County Public Health Department 2011 Fee Schedule

Motion 11-02: Motion to approve the Kittitas County Public Health Department 2011 Fee Schedule. Paul Jewell moved to approve the Kittitas County Public Health Department 2011 Fee Schedule. Rich Elliott seconded. All approved. Motion 11-02 carried to approve the Kittitas County Public Health Department 2011 Fee Schedule.

BOH Resolution 2010-01 Approval of the Kittitas County Public Health Department 2011 Fee Schedule:

Motion 11-01: Motion 11-01 to approve BOH Resolution 2010-01 with the recommended changes and recommend the approval of the Kittitas County Public Health Department 2011 Fee Schedule. Paul Jewell moved to approve BOH Resolution 2010-01 with the recommended changes and recommend the approval of the Kittitas County Public Health Department 2011 Fee Schedule. Rich Elliot seconded. All approved. Motion 11-01 carried to approve the BOH Resolution 2010-01 with the recommended changes and recommend the approval of the Kittitas County Public Health Department 2011 Fee Schedule.

BOCC Resolution 2010-117PH Approval of the Kittitas County Public Health Department:

Motion 11-03: Motion to approve Resolution 2010-117PH with the recommended changes and recommended the approval of the Kittitas County Public Health Department 2011 Fee Schedule to the Board of County Commissioners. Alan Crankovich moved to approve the Resolution 2010-117PH with recommended changes and recommended the approval of the Kittitas County Public Health Department 2011 Fee Schedule to the Board of County Commissioners. Rich Elliott seconded. All approved. Motion 11-01 carried to approve the Resolution 2010-117PH with the recommended changes and recommended the approval of the Kittitas County Public Health Department 2011 Fee Schedule to the Board of County Commissioners.

Meeting adjourned at 10:52 a.m.

Board of Health Member

Co-Administrator
Kittitas County Public Health Department

Clerk of the Board of Health