KITTITAS COUNTY PUBLIC HEALTH MEETING W/JOINT BOARD OF COUNTY COMMISSIONERS PUBLIC HEARING

AGENDA
Thursday, October 20, 2011
Commissioners’ Auditorium
10:00am

Continued Public Hearing to Consider the 2012 Kittitas County Public Health Fee Schedule

Minutes:
- Approval of September 22, 2011 Public Hearing minutes
- Approval of September 22, 2011 Board of Health minutes

Introductions and Announcements:
- Introduction of BOHAC members

Contracts and Amendments:
- Amendment 4 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department
- Washington State Department of Health Immunization

Department Updates/Issues:
- Health Officer Update
- Administrators Update

Business:
- Review and Discussion Regarding Kittitas County Public Health 2012 Budget Gaps
- Update on State Department of Health 2012 Budget Picture
- Group B policy and Group B fee
- Water Code discussion
- Syringe Exchange-proposal of new logo
- Other:

Next Board of Health Meeting: November 9, 2011 Commissioners’ Auditorium
KITTITAS COUNTY BOARD OF HEALTH / BOARD OF COUNTY COMMISSIONERS
JOINT PUBLIC HEARING

Special Meeting/Public Hearing
Minutes

September 22, 2011 at 10:00am
Commissioners’ Auditorium
10:00am

Present
Board Members: Rich Elliott, Paul Jewell, Obie O’Brien

Kittitas County Public Health Department: Candi Blackford, Maria D. Canfield, Karen Hamel, Amanda
Johnson, Linda Navarre, James Rivard

Other: Suzanne Becker, Kittitas County Prosecuting Attorney

Paul Jewell called the meeting to order at 10:00am to discuss the consideration of the 2012 Kittitas County
Public Health Fee Schedule.

Kittitas County Public Health Department (KCPHD) Staff Review

Maria D. Canfield reported that the purpose of the PowerPoint was to brief the Board of Health and the County
Commissioners on the proposed changes to the Kittitas County Public Health Fees for 2012. This is the most
extensive review of Kittitas County Public Health Fees in recent memory. The 2012 Kittitas County Public
Health Fee Schedule documents included the following:

- Staff Report
- Notice of Public Hearing
- Kittitas County Board of Health Resolution No 2011-02
- Board of County Commissioners Resolution
- 2012 Narrative Fee Schedule Policy with track changes
- Final Draft 2012 Kittitas County Public Health Fee Schedule

Ms. Canfield noted that pass through costs such as lab, supply, and vaccine charges are being left out of the fee
schedule because they vary in prices throughout the year. This will allow the health department to pass the
actual costs to our citizens. Ms. Canfield discussed the new refund policy proposed for implementation in
2012. She explained the cost calculations for the fees.

The Meeting Opened to Public Testimony at 10:13am

Darlene Grant, Owner of Yakima River RV Park: Darlene Grant stepped to the microphone. Ms. Grant
discussed that RV park permit fees are increasing and tourism is decreasing.
Ms. Grant discussed the water surveys required for her RV Park and stated that they used to be required every five years at approximately $100.00 per year. Recently the requirements have been changed to every three years which averages a 66% increase at approximately $166.00 per year. Ms. Grant noted that when she first started the Yakima River RV Park, a park permit was $60.00. The present fee is $250.00. She noted that the proposed rate for 2012 would be a 20% increase at $300. Ms. Grant would like to know how the health department justifies these increases. She questioned if the health department has taken any drastic steps to decrease their budget. There has not been a price increase in overnight stays at the Yakima River RV Park from 2008-2011, but instead they had to join discount clubs giving fifty percent off to guests on a regular daily basis. Ms. Grant feels that with the economy the way that it is this is the wrong time to be raising fees especially for small businesses. She has requested the RV park permit fees from the Kittitas County Public Health Department. They are to produce these figures by October 30, 2011.

Randy Grant, Owner of Yakima River RV Park: Randy Grant stepped to the microphone. Mr. Grant wanted the health department to recognize that during his review of the fee schedule he saw no increase in hotel/motel permit fees. He asked if they received permits through the health department. Mr. Grant also questioned if the temporary camps for rodeo weekend had to obtain permits through the health department. He wondered if those temporary campgrounds held to the same standards as permanent camp facilities. Mr. Grant said he realizes that fee increases are needed to keep up with increased need and expense, but are the rising fees presented the bottom line price or is the government raising the fee with no thought to what is going on outside their doors. He does realize that some fees have not been increased in some time and should be, but would like to know what cost cutting measures the health department has made in order to reduce the burden levied on businesses and public. He also wondered if the health department was operating at the most efficient levels with the money they have. Mr. Grant does not mind paying to keep the doors open at the health department. He believes it is a necessity to the community. He stated it will be harder to justify keeping the park open with the 20% park permit fee increase and 66% percent increase in water survey fees.

Closed to public testimony at 10:21am

Rich Elliott asked if the health department permits temporary campgrounds during rodeo weekend. James Rivard responded that the health department has not done enforcement on them to date. Mr. Rivard did note that the health department is willing to start working on a policy and hopefully get this set up for next year.

Paul Jewell asked why the water survey process has changed from previous years. James Rivard responded that the Yakima RV Park has a Group A water system that is regulated through the Department of Health (DOH).

Paul Jewell asked Ms. Canfield to comment on specific measures the health department has taken to decrease its budget. Ms. Canfield responded that five years ago the health department count of full time employees was reduced by six full time employees. This significantly reduced the health department budget. Currently the health department has sixteen full time employees and several of them have cut their hours to part time in order to accommodate our budget challenges. Ms. Canfield said that the department started out the year with a budget of about 1.5-1.6 million dollars and it has been cut to 1.2 million dollars. This year the department has lost a full time employee, reduced or eliminated funding in the tobacco enforcement program, HIV program, immunization program, and has taken a small hit to our immunization program. The health department is now doing contingency planning for another ten percent hit from the state general fund which will cut the budget another approximately $27,000.00. Assuming stable support from the county general fund and using half of the available fund balance the budget shortfall is approximately $160,000.00 going into next year. The health department is struggling to hold onto its most important asset which is the staff. Ms. Canfield noted that if the health department lost any more of its staff it would impact our ability to respond rapidly and take care of the health of our citizens when an emergency/outbreak occurs.

Paul Jewell confirmed that the health department acted as its own collection agency. Mr. Jewell also recommended amending the refund document by having the line “All refunds will be subject to a $50.00
deduction” struck. Mr. Jewell thinks that the refunds should be based on work completed/not completed, but not all refunds should be subject to a $50.00 deduction.

Paul Jewell also questioned the increase in vital records fees (Birth and Death Certificates). Candi Blackford responded that these fees are set by the state. Mr. Jewell did notice the new fee for the re-processing of death certificates.

Paul Jewell started discussion about the specific fees, but before going into detail Mr. Jewell noted for the record that he had received two public comments from the public who were not able to attend, but wanted their concerns noted:

1) Dave Whitwell, Central Washington Home Builders: Mr. Jewell read the statement. The e-mail noted concern of the rate of increase applied to the fees. He would recommend that 1) The health department staff seek to maximize the efficiencies in operation which would reduce the possible man-hours necessary to handle various permits and inspections, and 2) A phase-in over the next several years of those increases that are both necessary and justified. Mr. Whitwell thanked the Board for consideration of their concerns.

2) Nicholas Ludlow, Café Nicholas: Mr. Jewell read concerns he had received from a phone call over some of the food permits in regards to his business. In 2002, his food permit fee was $70.00 and in 2012 his permit fee will be $360.00. Currently, he suspected his fee was $310.00. He did not have much concern over paying the increase fee, but rather the notification process from the health department regarding changes and increases in policies and fees. Mr. Jewell noted that he would like the health department to include some policy language in the fee policy document that does require the department to make notification to those on file of fee increases if and when they are passed by the Board of Health.

The second concern of Mr. Ludlow was regarding notification of changes from the State Department of Health and the local health department. Mr. Jewell commented that he would like to have the health department set up meetings when codes/regulations are changed to communicate with the owners.

Mr. Ludlow also wanted to add his concerns about being permitted annually, but not being inspected every year. Mr. Ludlow stated that he had not been inspected last year. Mr. Jewell noted that it was concerning to hear and that needs to be corrected if true. He said he had notes available if the board wished to review them.

James Rivard responded that since 2007 there has not been a food rule change. In 2005, there was a food rule change that required gloves and two inspections per year. He said he was not sure what happened in the past with rule changes. When a new food rule is released, in the future the health department will hold “open houses” for food establishments and will have a phasing period where we give warnings and don’t write them up for it. There are changes in the future with tomatoes and salad due to salmonella and e-coli outbreaks.

Mr. Rivard noted that in regards to the notification of fee increases process, the health department did send out fee notices in August to the food establishments along with a permit application for renewals in October. Mr. Rivard was not sure if Mr. Ludlow was not getting those, but will check the file to follow up on this.

Mr. Rivard discussed the inspection issue. In recent years the health department has done a good job inspecting all the restaurants and events. It would be surprising to him if Mr. Ludlow’s establishment was missed, but he will go back and check the records to see what may have happened. Mr. Jewell noted that he would like Mr. Rivard to follow up on this and let the board know of the outcome. Mr. Jewell would also like to have an e-mail list serve set up so the health department could do a blanket email notification to those establishments when new policies/notices occur.
Rich Elliott noted that he would be in support of a community meeting or a blanket email, but if the health department commits to sending out a notice every time there is a change then that is going to tie up the staff’s time and cost more money to mail out notices therefore driving the overall cost up. Mr. Elliott stated there needs to be an affirmative participation on the business end as well. Mr. Elliott also wanted it noted on record that this occupancy is open and closed often and was running a martial arts facility for a while so there may be other circumstances as to why they were not inspected.

Mr. Rivard reported the health department was currently working on an e-mail list serve and at this point it is 60% complete. The list serve will enable the health department to send out blanket e-mails when there are outbreaks, etc.

Mr. Elliott briefly discussed that over the past years the Board of Health has been pushing the health department to improve efficiency and demonstrate that to the Board. He also noted that as a part of the Board of Health we have given the health department orders to come up with a full cost recovery. The decision not to match the fees to the actual cost recovery is a decision the Board can make but it impacts the general fund and goes against what we have been telling the health department to do for the last three years.

Obie O’Brien asked for clarification of the two fees used as example for hourly staff wage. Ms. Canfield explained the differences. There was also a request for clarification on the fees for food for 2012. Mr. Rivard responded that the new food fees are based on high/low risk and not based on number of seats. Questions were answered about how establishments would be effected with the new fees in 2012.

Paul Jewell then went on to discuss the following fees presented and recommended they be increase to full cost recovery:

- Water Sewer Evaluations
- Potable Water Cistern
- Solid Waste
- Adequate Water determination/Group A/B
- On Site Sewage Installers license
- OSS Alternative
- OSS Community
- OSS Commercial
- Experimental Sewage
- Incineration Toilet
- Septic Tank Replacement
- Temporary Holding Tank
- New Construction Food Plan Review
- Hydro Geological Report Review: would like this to be changed to be provided by the applicant
- Administrative Appeal (appeals to Board of Health $500.00/appeals to hearing examiner at cost recovery. Possibly put a deposit down and bill for the remainder of the cost for the appeal.)
- CHS Office Visits (brief/limited/travel)

Motion for the BOH to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule to Thursday, October 20, 2011 in the Commissioners Auditorium:

Motion 09-01: Motion to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule to Thursday, October 20, 2011 in the Commissioners Auditorium. Rich Elliott moved to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule to Thursday, October 20, 2011 at 10:00 am in the Commissioners Auditorium. Obie O’Brien second. All approved. Motion 09-01 carried to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule to Thursday October 20, 2011 in the Commissioners Auditorium.

Paul Jewell thanked the members of the public for attending the public hearing. Mr. Jewell also discussed the issues of increasing costs vs. increasing taxes in order to pay for some of the services the county provides, one
or the other has to happen. For many years, the county has received a substantial amount of funding for a variety of different programs, but at this time the state is also experiencing their own budget problems, which leads to decreased funding for counties. The Board of County Commissioners and the Board of Health believe that the county is doing everything it can to utilize every means possible to keep the costs down in light of the budget problems it faces.

Motion for the BOCC to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule on Thursday October 20, 2011 at 10am in the Commissioners Auditorium:

| Motion 09-02: Motion to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule to Thursday, October 20, 2011 at 10 am in the Commissioners Auditorium. Obie O'Brien moved to continue the Public hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule to Thursday, October 20, 2011 at 10:00 am in the Commissioners Auditorium. Paul Jewell second. All approved. Motion 09-02 carried to continue the Public Hearing as amended to consider the 2012 Kittitas County Public Health Department Fee Schedule on Thursday October 20, 2011 at 10am in the Commissioners Auditorium. |

Public written testimony will remain open until October 14, 2011.

Meeting adjourned at 11:34am

Board of Health Member

Co-Administrator
Kittitas County Public Health Department

Clerk of the Board of Health
KITTITAS COUNTY BOARD OF HEALTH

Special Meeting/Public Hearing
Minutes

Thursday, September 22, 2011
Commissioners' Auditorium
10:00am

Present
Board of Health Members: Rich Elliott, Paul Jewell, Obie O'Brien

Kittitas County Public Health Department Staff (KCPHD): Maria D. Canfield, Candi Blackford, Amanda Johnson, Karen Hamel, Linda Navarre, James Rivard, Holly Duncan

Other Attendees: Suzanne Becker (Prosecutor's Office), Shirley Fischer (Board of Health Advisory Committee)

The Board of Health Meeting was called to order at 11:34am

Minutes

Approval of amendments to the August 18, 2011 minutes:

Motion 09-01: Motion to approve the amendments to the August 18, 2011 minutes. Rich Elliott moved to approve the amendments to the August 18, 2011 minutes. Obie O'Brien second. All approved. Motion 09-01 carried to approve the amendments to the August 18, 2011 minutes.

Approval of the amended August 18, 2011 minutes:

Motion 09-02: Motion to approve the amended August 18, 2011 minutes. Paul Jewell moved to approve the amended August 18, 2011 minutes. Obie O'Brien second. All approved. Motion 09-02 carried to approve the amended August 18, 2011 minutes.

Introductions and Announcements

Introduction of BOHAC members
Shirley Fischer introduced herself as a member of the Board of Health Advisory Committee.

Contracts and Amendments

Consolidated Contract Amendment 32
Maria D. Canfield reported that the Consolidated Contract Amendment 32 increases funding to the department by $8,200 and amended statements of work for the HIV/Hepatitis prevention program, Tobacco Prevention
and Control Program, Children with Special Health Care Needs Outcomes Project, and CHILD Profile program are all included.

Motion 09-03: Motion to approve the Consolidated Contract Amendment 32. Rich Elliott moved to approve the consolidated Contract Amendment 32. Obie O’Brien second. All Approved. Motion 09-03 carried to approve the Consolidate Contract Amendment 32.

Access to Baby and Child Dentistry (ABCD) Local Activities between Washington State Health Care Authority and Kittitas County Public Health Department
Ms. Canfield reported that the ABCD agreement is between the Washington State Health Care Authority and KCPHD and outlines the scope of work to be performed by health department staff. The agreement increases funding by $20,000 over two year period. Paul Jewell asked why Suzanne Becker approved as to legality only. Suzanne replied that some of the terms in the agreement were unfavorable to KCPHD.

Motion 09-04: Motion to approve ABCD Local Activities between Washington State Health Care Authority and Kittitas County Public Health Department. Rich Elliott moved to approve the ABCD Local Activities between Washington State Health Care Authority and Kittitas County Public Health Department. Obie O’Brien second. All approved. Motion 09-04 carried to approve ABCD Local Activities between Washington State Health Care Authority and Kittitas County Public Health Department.

Amendment 3 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department
Ms. Canfield reported that the Amendment 3 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department provides $52,968 in state funds to the solid waste program for the period July 1, 2011 through December 31, 2011.

Motion 09-05: Motion to approve Amendment 3 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department. Rich Elliott moved to approve Amendment 3 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department. Obie O’Brien second. All approved. Motion 09-05 carried to approve Amendment 3 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department.

Department Updates/Issues

Health Officer Update
No health officer update.

Administrator’s Report
Ms. Canfield reported the following:
- Offered thanks to the Board of Health for their support of the new fee policy and to staff for their hard work on the new fees.
- Staff continues to be very busy with daily work in addition to the beginning of permit renewal season.
- Of the six apartments that were impacted by the meth contamination one is in the process of being retested.
- Robin Read was asked to do two on-air interviews in Spanish for the Washington State Department of Health.
- The Department of Health and the Center for Disease Control visited KCPHD yesterday. Sarah Bednau and Robin Read received praise for their work on the Obesity Prevention and Healthy Retail projects as well as the chronic disease prevention program.
- KCPHD will be holding their annual drive through flu clinic on October 1, 2011 at the Grand Meridian Theater from 9:00am to 1:00pm.
- Budget Update:
- Budget cuts are expected to be handed down from the state level. A possible cut of 10% to the state general funds in the department’s budget could mean a $27,500 in cuts to this next year’s budget.
- There has been a $600 decrease in immunization funding.
- A conference call with Mary Selecky is scheduled for October 6, 2011 and should provide more information on possible funding cuts.
- As of now the department faces a shortfall of $160,000 without consideration of possible additional cuts.
- Two possible upcoming grant opportunities include an adolescent immunization grant and stroke and heart attack prevention grant.
- The budget will be presented at the Board of Health meeting November 9, 2011.

**Business**

**Financial Update**
Karen reviewed the following handouts:
- Year-to-date revenues
- Comparison of actual, amended and adopted budget revenue by month
- January-August 2011 revenue sources
- Revenue trends over the past five years
- Environmental Health Revenue over the past five years
- Year-to-date expenses
- Fund Balance

**Results of Board of Health Advisory Committee Program Area Prioritization Vote**
At the September 12, 2011 BOHAC meeting, members received 12 dots and were asked to prioritize KCPHD programs by importance. Programs were distinguished by adequately funded and required, not adequately funded but required, and adequately funded but not required. The results placed HIV/AIDS testing and counseling at number one followed by Obesity Prevention. Overseas travel consults, Access to Baby and Child Dentistry, and assessment activities were among the lowest ranked. The next step is to meet with BOH members to determine their priorities and present this information at the October BOH meeting.

**Request for November Public Hearing**
Maria D. Canfield requested a public hearing in November regarding Group B water policy and fees along with proposed changes to the water availability classifications. Paul Jewell suggested adding this topic to the October BOH agenda for discussion before scheduling a public hearing.

Motion to adjourn the September 22, 2011 meeting

Motion 09-06: Motion to adjourn the September 22, 2011 meeting. Rich Elliott moved to adjourn the September 22, 2011 meeting. Paul Jewell second. Motion 09-06 carried to adjourn the September 22, 2011 meeting.

Meeting adjourned at 12:00pm

Next Board of Health November 9, 2011 at 10:00am, Commissioners’ Auditorium
Paul Jewell, Chair of the Board of Health

Maria D. Canfield, Administrator
Kittitas County Public Health Department

Candi Blackford, Clerk of the Board of Health
Today's Date
09/13/2011

Fund/Department
116-Public Health

Agenda Date

Contract/Grant Information
Contract/Grant Agency: Amendment 4 to the Agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department

Period Begin Date: 7/01/2011
Period End Date: 12/31/2011

Total Grant/Contract Amount: Increase of $52,968.00 for a total of $151,280.00

Grant/Contract Number: G1000426

Contract/Grant Summary:
Amendment 4 to the agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department to provide funding for the solid waste program from July 1, 2011 through December 31, 2011.

Recommendation for Board of Health and Board of Health Review on

Department Head Signature: _________________________________
Administrator Date: 09/13/11

Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:
APPROVED AS TO FORM:

Signature of Prosecutor’s Office Date

Signature of Auditor’s Office Date

Signature of Board of Health member Date

Financial Information
Total Amount $52,968
State Funds $52,968
Federal Funds $
Percentage County Funds Matching Funds $
CFDA#
In-Kind $  
Explain

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Future impacts or liability to Kittitas County:

### Budget Information

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### Prosecutor Review

Has the Prosecutor reviewed this agreement? Yes ☐ No ☑

### County Departments Impacted

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<th>Auditor</th>
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<td>Human Resource</td>
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<td>Prosecutor</td>
<td>Treasurer</td>
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### Submitted

Signature:  
Date:  
Department:  

### Assignment of Tracking Information

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<td>Prosecutor’s Office</td>
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Reviewer:  
Date:  

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Grant/Contract Review  
Page 2
AMENDMENT NO. 4 TO AGREEMENT NO. G1000426

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT

Purpose: To amend the above referenced grant agreement between the Department of Ecology (Department) and Kittitas County Public Health Department (Recipient). This amendment will provide funding to reimburse costs incurred from July 01, 2011 – December 31, 2011 only.

IT IS MUTUALLY AGREED that the agreement is amended as follows:

1. The total maximum eligible cost for this agreement increases by $52,968 from $98,312 to $151,280. The state share amount for this agreement increases by $39,726 from $73,734 to $113,460.

2. The following table outlines the changes to the budget listed by task.

<table>
<thead>
<tr>
<th>Category and Task</th>
<th>Original Budget Totals Maximum Eligible Cost</th>
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<th>Revised Budget Totals Maximum Eligible Cost</th>
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<td>$151,280</td>
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<td>$42,374</td>
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<td>2. Inventory Closed and Abandoned Landfills</td>
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<td>3. Abandoned Vehicle and Junk Car Abatement Program</td>
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<td>TOTAL MAXIMUM ELIGIBLE COST</td>
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<td>$39,726</td>
<td>$113,460</td>
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**FUND SOURCE: CPG (LTCA)**

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<tr>
<td>Cash Match</td>
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3. The Recipient acknowledges that their final opportunity to request reimbursement for costs incurred from January 1, 2010 through June 30, 2011 is due to Ecology by August 12, 2011.

4. The Recipient acknowledges the increase in budget from this amendment may only be used to reimburse costs incurred from July 01, 2011 through December 31, 2011.

5. The Recipient may request that any unspent funds as of June 30, 2011 be used to reimburse costs incurred from July 01, 2011- December 31, 2011.

6. The effective date of this amendment is July 1, 2011.

7. All other terms and conditions of the original agreement and any amendments remain in full force and effect.

**IN WITNESS WHEREOF, the parties sign this Amendment:**

**STATE OF WASHINGTON**
**DEPARTMENT OF ECOLOGY**

**KITTITAS COUNTY**
**PUBLIC HEALTH DEPARTMENT**

Laurie G. Davies  Date  Authorized Official  Date
Program Manager  Waste 2 Resources Program

**APPROVED AS TO FORM ONLY**
**Assistant Attorney General**

Print Name of Authorized Official
AMENDMENT NO. 4 TO AGREEMENT NO. G1000426

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT

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<tr>
<td>2. Inventory Closed and Abandoned Landfills</td>
<td>$15,644</td>
<td>$5,297</td>
<td>$20,941</td>
</tr>
<tr>
<td>3. Abandoned Vehicle and Junk Car Abatement Program</td>
<td>$9,565</td>
<td>$0</td>
<td>$9,565</td>
</tr>
<tr>
<td>4. Pilot Program Waste Tire Enforcement Program</td>
<td>$2,129</td>
<td>$5,297</td>
<td>$7,426</td>
</tr>
<tr>
<td>TOTAL MAXIMUM ELIGIBLE COST</td>
<td>$98,312</td>
<td>$52,968</td>
<td>$151,280</td>
</tr>
<tr>
<td>STATE SHARE</td>
<td>$73,734</td>
<td>$39,726</td>
<td>$113,460</td>
</tr>
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</table>
FUND SOURCE: CPG (LTCA)

<table>
<thead>
<tr>
<th>FUND</th>
<th>Maximum Eligible Cost: $151,280</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Toxics Control Account (LTCA)</td>
<td>75%</td>
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</tbody>
</table>

MATCH REQUIREMENT

<table>
<thead>
<tr>
<th>MATCH PERCENT (%)</th>
<th>LOCAL SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>$37,820</td>
</tr>
</tbody>
</table>

3. The Recipient acknowledges that their final opportunity to request reimbursement for costs incurred from January 1, 2010 through June 30, 2011 is due to Ecology by August 12, 2011.

4. The Recipient acknowledges the increase in budget from this amendment may only be used to reimburse costs incurred from July 01, 2011 through December 31, 2011.

5. The Recipient may request that any unspent funds as of June 30, 2011 be used to reimburse costs incurred from July 01, 2011 - December 31, 2011.

6. The effective date of this amendment is July 1, 2011.

7. All other terms and conditions of the original agreement and any amendments remain in full force and effect.

IN WITNESS WHEREOF, the parties sign this Amendment:

STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

KITITITAS COUNTY  
PUBLIC HEALTH DEPARTMENT

Laurie G. Davies  
Program Manager  
Waste 2 Resources Program

Authorized Official

Print Name of Authorized Official

APPROVED AS TO FORM ONLY

Assistant Attorney General

Page 2 of 2
Kittitas County
Review Form
Grants & Contract Agreement

Today's Date
September 19, 2011

Agenda Date

Fund/Department
116-Public Health

Contract/Grant Information
Contract /Grant Agency: Washington State Department of Health Immunization Program
Period Begin Date: September 1, 2011
Period End Date: September 30, 2012
Total Grant/Contract Amount: None

Grant/Contract Number:
Contract/Grant Summary: With this agreement in place the Kittitas County Public Health Department will be able to receive free Twinrix from Department of Health. Recently the Department of Health purchased 5,300 doses of Twinrix vaccine for the Hepatitis Vaccine Pilot Project. The county will be able to continue to vaccinate high risk adults that fit the CDC criteria.

Recommendation for Board of Health and Board of Health Review on

Department Head Signature: [Signature]
Administrator Date: 9/20/11

Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:
APPROVED AS TO FORM:

Signature of Prosecutor’s Office Date

Signature of Auditor’s Office Date

Signature of Board of Health member Date

Financial Information
Total Amount $ State Funds $ Federal Funds $
Percentage County Funds Matching Funds $ CFDA#
In-Kind $
Explain
Is Equipment being purchased? Who owns equipment?
New Personnel being hired? Contact HR hiring — reporting requirements
Future impacts or liability to Kittitas County:

<table>
<thead>
<tr>
<th>Budget Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Amendment Needed?</td>
<td>Yes □ attach budget form</td>
</tr>
<tr>
<td>New Division Created?</td>
<td></td>
</tr>
<tr>
<td>Revenue Code</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pass Through Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency to Pass Through</td>
<td></td>
</tr>
<tr>
<td>Amount to Pass Through $</td>
<td></td>
</tr>
<tr>
<td>Sub-Contract Approved Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prosecutor Review</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the Prosecutor reviewed this agreement?</td>
<td>Yes □ No □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County Departments Impacted</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>Facilities Maintenance</td>
</tr>
<tr>
<td>Information Services</td>
<td>Human Resource</td>
</tr>
<tr>
<td>Prosecutor</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment of Tracking Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor’s Office</td>
<td></td>
</tr>
<tr>
<td>Human Resource</td>
<td></td>
</tr>
<tr>
<td>Prosecutor’s Office</td>
<td></td>
</tr>
<tr>
<td>Who Signed the grant application</td>
<td></td>
</tr>
</tbody>
</table>

Reviewer                      Date
2011  
WASHINGTON STATE DEPARTMENT OF HEALTH  
IMMUNIZATION PROGRAM  

PROVIDER AGREEMENT FOR RECEIPT OF PUBLICLY SUPPLIED VACCINE  

Agency Name:  
Kittitas County Public Health Department  

On the attached page(s), please list the name, title, and specialty of all licensed health providers in your agency who are authorized to write prescriptions and may provide immunizations. (Including yourself if you are a sole practitioner)  

<table>
<thead>
<tr>
<th>Vaccine Delivery Address</th>
<th>Mailing Address (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street: 507 N. Main St., Suite 102</td>
<td>Street:</td>
</tr>
<tr>
<td>City: Ellensburg</td>
<td>City:</td>
</tr>
<tr>
<td>State: WA</td>
<td>State:</td>
</tr>
<tr>
<td>Zip Code: 98920</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Telephone: 509.722.7515</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Extension:</td>
<td>Extension:</td>
</tr>
<tr>
<td>Fax: 509.933.8240</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:mark.harson@kittitas.org">mark.harson@kittitas.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Days and times vaccine may be delivered: 9:00AM - 5:00PM, Monday - Friday  

I agree to notify the state Department of Health immediately if my vaccine delivery address changes, and understand that this agency may be required to reimburse the state for vaccines that are wasted due to delivery failure resulting from an inaccurate address.  

Type of Facility (please choose one):  

- Private: All private sites (individual or group)  
- Hospital  
- Other Public Health: Those primarily serving adolescents  
- Other Immunization Project: Tribal Clinics only  
- Federal Qualified Health Center, Rural Health Clinic or Community/Migrant Health Center  
- Public Health Departments: LHJs  
- Dept. of Corrections  
- Other: ________  

As a condition for receiving publicly funded vaccines from the Washington State Immunization Program CHILD Profile this agency agrees to the FEDERAL AND STATE REQUIREMENTS attached.  

I understand and accept the conditions of this agreement and agree to comply with these requirements on behalf of myself and all the practitioners associated with this agency. The state Department of Health may temporarily discontinue the provision of vaccine or may terminate this agreement at any time for failure to comply with these requirements. I may terminate this agreement at any time for personal reasons.  

Mark Harson  
Full name of person signing this agreement (please print)  

MD - Health Officer  
Title  

9/14/11  
Date  

Signature of Provider or Representative of the Facility  

RETURN COMPLETED FORM VIA FAX TO:  
Washington State Department of Health  
Adult Viral Hepatitis Prevention  
Attn: Jessica Peterson  
360-236-3400 (fax)
PROVIDERS WITHIN THE PRACTICE

Please print or type the names, titles, and specialties of licensed health providers in your agency’s facilities who are authorized to write prescriptions and may provide immunizations. Attach additional copies of this sheet as needed.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First, Middle</th>
<th>MD</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larson, Mark W</td>
<td></td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
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<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
<tr>
<td>Last Name</td>
<td>First, Middle</td>
<td>MD</td>
<td>(Peds, Fam Med, GP, Other (specify))</td>
</tr>
</tbody>
</table>

RETURN COMPLETED FORM VIA FAX TO:
Washington State Department of Health
Adult Viral Hepatitis Prevention
Attn: Jessica Peterson
360-236-3400 (fax)
GROUP B SANITARY SURVEY PROGRAM

ROUTINE INSPECTION PROGRAM, DOCUMENTATION, COMPLAINT INVESTIGATION, AND ENFORCEMENT

POLICY AND PROCEDURE

Purpose

This policy is written to establish guidelines and procedures for ensuring that Group B Public Water Systems in Kittitas County are in compliance with local and state regulations. This policy provides Kittitas County Public Health Department (KCPHD) staff with guidance protocol on how to conduct routine compliance inspections, maintain documentation, respond and investigate public complaints, and enforcement procedures.

The Joint Plan of Responsibility Interagency Agreement with the Department of Health provides KCPHD with the authority to permit, inspect, and approve Group B Public Water Systems from 3-9 connections. WAC 246-291 and Kittitas County Code (KCC) Title 13, requires design standards, sanitary control areas, testing, water quality standards, and monitoring for Group B Public Water Systems. RCW 70.05.070 authorizes the local Health Officer to prevent, control, abate, nuisances which are detrimental to public health.

Policy

KCPHD has the discretion to permit, inspect, investigate, and respond to all complaints related to Group B Public Water Systems. By conducting a routine inspection once every five (5) years, KCPHD will be able to better ensure compliance with WAC 246-291 and KCC Title 13 Water and Sewers. This policy provides guidance for complaint investigations and enforcement procedures which will utilize KCC Title 18, Chapter 18.02.030 and outlines that KCPHD will respond to complaints within 14 days of the complaint. Creditable complaints will be investigated and documented using the Group B Sanitary Survey Inspection Form (see Appendix A). If a water system is found to be out of compliance at any time a series of increasingly stringent enforcement procedures and penalties apply, as described within this policy and KCC, may be enforced by the Health Officer under the authority of RCW 70.05.060. Any water system that demonstrates either major or minor deficiencies at any time is required to make the necessary corrections within the stated time period determined by this policy. Any water system that proves to be non-compliant with the request made by KCPHD will be subject to the penalties outlined here and possible further legal action by the Kittitas County Prosecutors Office (KCPO).
Procedure

Routine Inspection:

- Group B Public Water Systems shall be inspected on a routine basis at least once every five (5) years.

- An official notification of inspection shall be sent to the water system requiring routine inspection by January 31st of every calendar year.

- KCPHD staff will contact the designated water system purveyor or property owner at least two (2) weeks prior to the anticipated date of inspection to schedule a convenient date and time that works for all parties involved.

- A Group B Sanitary Survey Inspection Form (Appendix A) shall be used for documentation purposes including documentation of the date, time, location of the inspection, and will identify any major and minor deficiencies needing correction.

- If water system deficiencies are witnessed by KCPHD staff they shall perform the actions necessary according to the follow-up and enforcement progression protocol procedures in this policy. KCPHD staff shall explain the timeline for correcting any deficiencies and attempt to acquire a signature on the inspection form from the contact person before leaving the site.

- Upon returning to the office KCPHD staff shall update the drinking water tracking database with case actions if deficiencies were found and timelines for correction.

- All attempts to contact the water system shall be documented in response to scheduling a routine or re-inspection. Non-compliance by a water system to schedule an inspection with KCPHD when requested shall be handled by contacting the KCPO for advice on how to proceed.

- If KCPHD staff should feel uncomfortable or threatened in any way they shall notify the water system contact person that they are leaving the site and notify their supervisor immediately.

Public complaint response:

- If a complaint that is considered to be credible is received from a member of the public or property owner with an interest in the well or persons being served by the well it shall be entered into the drinking water tracking database and investigated.

- An official notification of complaint letter shall be sent to the water system contact person via certified mail with return receipt within 14 days to acknowledge the complaint.

- An inspection of the water system which was the source of the complaint shall be conducted by public health personnel as soon as possible, but at least within 14 days of the certified mail return receipt being returned to KCPHD.
• KCPHD staff shall attempt to contact the water system contact person by phone after the certified mail return receipt has been returned to KCPHD to schedule a convenient date and time that works for all parties involved.

• All attempts to contact the water system shall be documented in response to the complaint. Non-compliance by a water system to contact KCPHD to schedule a site visit will be handled by contacting the KCPO for advice on how to proceed with responding to the complaint.

*Emergency response:*

• Nothing in this policy shall be construed to circumscribe the authority and power of the Health Officer or their representative to act in an emergency situation to control and prevent any health hazard or nuisance which immediately threatens the public health of the inhabitants of the county, visitors, and its municipalities which power and authority is governed by state law.

**Follow-up progression**

*Routine Inspection:*

• If water system deficiencies are witnessed by KCPHD staff, then staff shall explain the timeline for correcting any deficiencies and attempt to acquire a signature on the inspection form from the contact person before leaving. KCPHD staff shall explain that follow-up notices and enforcement may apply if the noted deficiencies are not corrected within the given timeframes.

• Upon arrival back at the office and within 5 business days KCPHD staff shall re-confirm to the water system the outstanding violation(s), options for deadline extensions, and enforcement procedures in writing via certified mail with return receipt. The notice shall state that deadline timeframes began the date of first observation and inspection by KCPHD.

*Major Deficiencies:*

• Major deficiencies as identified on Group B Sanitary Survey Inspection Form (Appendix A) shall be corrected within 30 days of inspection, with the possibility of a single one-time conditional extension to be granted according to the procedures in this policy. Major deficiency corrections will be subject to a re-inspection fee and will be visually verified by KCPHD staff. If the correction does not meet the required standard then another re-inspection visit must be made to confirm the correction has been completed and meets all local, state, and federal guidelines.

• The cost of a re-inspection is subject to the most recently approved Board of Health Fee Schedule and shall be paid prior to KCPHD staff performing the site visit.
Minor Deficiencies:

- Minor deficiencies as identified on Group B Sanitary Survey Inspection Form (Appendix A) shall be corrected within 90 days of inspection, with the possibility of a single one-time conditional extension to be granted according to the procedures in this policy. Minor deficiency corrections will not be subject to a re-inspection fee or visit, unless the Health Officer or their representative in their discretion determines that a re-inspection in the form of a site visit must be conducted to visually confirm the necessary corrections. Otherwise, compliance confirmation can be achieved by KCPHD staff and the water system through a variety of methods which can include submittal of proper documentation, date stamped photographs, declarations, etc.

Conditional Extension:

- A single one-time deadline extension may be granted for a maximum period of 30 days beyond the original deadline. A single one-time seasonal request for deadline extension may be granted if the deadline is after October 31st and before April 1st of any calendar year, however in any case all corrections must be made prior to May 31st. All request for extensions must be approved by KCPHD and made in written three (3) business days before 5:00 PM of the required deadline date and must include a plan for correction. If a submitted plan for correction is deficient in any manner and the deadline has since expired, KCPHD shall deny the request for deadline extension and the originally established deadline for correction shall apply.

- KCPHD will encourage water systems applying for a deadline extension to apply well in advance of a deadline to ensure KCPHD can review and approve of the request without deficiencies.

Notice of Failure to Comply:

- If the water system fails to correct the required deficiencies by the specified date or did not obtain an approved deadline extension from KCPHD, staff shall contact the water system in writing via certified mail with return receipt to notify the water system. Such notice shall inform the water system that the deficiency violation has existed since the inspection date, that it requires correction, and remains to be a outstanding violation and may be subject to further enforcement actions if not corrected. The notice shall also inform the water system that new connections cannot be added to the water system until the violation has been corrected.

- A notice of failure to comply letter shall provide the water system with 30 additional days to correct the deficiency with no option for deadline extension and shall inform the water system that the next enforcement action is a either a Notice of Violation and Abatement (NOVA) Order or an Infraction Notice, which accompanies a monetary penalty.
Penalty/Enforcement progression

Notice of Violation and Abatement (NOVA) Order / Infraction Notice:

- If the water system has failed to correct the required deficiencies within the outlined timeframe, staff shall contact the water system in writing via certified mail with return receipt to issue a NOVA Order or Infraction Notice which assesses an appropriate fine according to KCC Title 18. If the penalty is not paid within 30 days of the issuance of the notice or order affirming such notice the penalty shall bear interest at the rate of 10 percent compounded monthly.

- The drinking water tracking database shall be updated with case actions.

- KCPHD staff shall notify the Department Business Manager of the NOVA Order or Infraction Notice and fine issuance for financial tracking and processing purposes.

- Refer the case to the KCPO to charge the water system with a misdemeanor or gross misdemeanor. If applicable and at the discretion of the Health Officer, a health order may be issued.

Health Order:

- Failure to comply with all orders including a NOVA Order or Infraction Notice may warrant that a health order be issued to prohibit use of the water system.

- KCPHD staff will request a health order be issued based on either a demonstration of non-compliance or emergency through the powers of the Health Officer with the concurrence of the Environmental Health Director or Public Health Administrator.

- Nothing in this policy shall be construed to circumscribe the authority and power of the Health Officer or their representative to act in an emergency situation to control and prevent any health hazard or nuisance which immediately threatens the public health of the inhabitants of the county, visitors, and its municipalities which power and authority is governed by state law.
Applicability

1. This policy applies to all Kittitas County Public Health Department employees performing routine inspections, re-inspections, follow-up compliance, issuance of compliance orders, and responding to public complaints regarding Group B Public Water Systems in Kittitas County.

2. This policy is effective immediately and is subject to review every three (3) years or as needed.

__________________________   ______________________
Administrator                  Date

__________________________   ______________________
Health Officer                 Date
Proposed Group B Public Water System Sanitary Survey Inspection

**Purpose:** A sanitary survey is a periodic inspection of a water system facility, operations, equipment, and records used to identify conditions that may present a sanitary or public health risk.

**History:** In response to budget reductions in 2009 the Washington State Department of Health (DOH) eliminated monetary support to local public health departments around the state for local health departments to conduct sanitary surveys and provide technical assistance to Group B public water systems. This funding had been in place for a number of years and the reduction took many health departments by surprise. Since that time a funding source from DOH has not returned, some counties have taken it upon themselves to enact operating fees to pay for such services to cover staff time.

**Need:** Currently Washington State ranks 4th in the nation for the number of approved public water systems. Currently, only 14.9% of Group B public water systems in Kittitas County have up to date water quality tests on file.

Kittitas County has 230 approved Group B Public Water Systems, 195 of which do not have oversight through a licensed Satellite Management Agency (SMA). These systems without SMA oversight are managed mostly by private citizens or homeowner associations who may or may not know anything about maintaining and operating a public water system. In fact it is not uncommon for the purveyor or manager to be the person whom owns the parcel in which the community well is located, in these circumstances citizens have purchased property to later find out they have been designated the manager because the last property owner maintained the system. Unfortunately, it is all too common that proper maintenance to small public water systems gets neglected because the system is functional and nothing is considered to be wrong until it is too late.

System failure or contamination can cause:
- Water borne illness
- A loss of service time
- Delay or disqualification of a loan for a potential property owner
- Delay in building permit issuance

Many small water system operators do not know that a system failure or loss of positive water pressure is one of the most common pathways that can lead to the introduction of bacteria and other contaminants.

The advantage of a sanitary survey to a public health department is that it allows for the department to maintain contact with small water system operators and help divert both public health issues and operational malfunctions from arising with the system before the negative consequences are felt and a loss of service occurs.

The advantage of a sanitary survey to a small water system operator is that the public health department can be an invaluable resource when it comes to troubleshooting water system malfunctions such as: coliform contamination issues, interpretation of regulations, cross connection contamination issues, pump cycle performance, changes in well yield, discoloration issues, pest management, pressure malfunctions, etc...
Proposal:

Annual Revenue / Cost of Inspection = Annual Workload

$15,050 / $325.00 = Approximately 46 Annual Inspections of Group B Public Water Systems.

- Based on this information the Group B Public Water Systems in Kittitas County would receive a sanitary survey every five years.
- Large impact fees during years of inspection are avoided by setting a reduced consistent annual fee.

Cost, Proposed Fee, Impact, and Revenue Projection:

Cost: Is calculated on a cost recovery model which is based on the sum total of the staff time required to perform each task, including benefits, indirect costs, and incidentals.

<table>
<thead>
<tr>
<th>Group B Water System Sanitary Survey Inspection Cost</th>
<th>Item</th>
<th>Units</th>
<th>Rate</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EH Professional Time</td>
<td>5.83</td>
<td>$44.00</td>
<td>$256.52</td>
<td>Initial application review (0.5 hrs), Correspondence with applicant, authorized agent, WA Dept. of Health (1.0 hrs), Environmental Health Management (0.25 hrs), Scheduling site visit (0.25 hrs). 4 year cycle Inspection. Total Est. travel time (1.33 hrs), Site visit (0.75 hrs), Additional paperwork and follow-up (0.75 hrs), Database entry (0.25 hrs), and archiving files (0.25 hrs).</td>
</tr>
<tr>
<td></td>
<td>Support Staff Time</td>
<td>1.1</td>
<td>$30.00</td>
<td>$33.00</td>
<td>Application intake (0.1 hrs), Database entry (0.1 hrs), Receipting &amp; handling monies (0.80 hrs), Data Assessment (0.1 hrs).</td>
</tr>
<tr>
<td></td>
<td>Health Officer Time</td>
<td>0.083</td>
<td>$108.00</td>
<td>$8.96</td>
<td>Health Officer Consultation (0.083 hrs)</td>
</tr>
<tr>
<td></td>
<td>Incidentals</td>
<td>1</td>
<td>$21.86</td>
<td>$21.86</td>
<td>Software license, Computer replacement, Vehicle replacement cost.</td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost Recovery</strong></td>
<td></td>
<td></td>
<td>$320.34</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Proposed Cost Recovery</strong></td>
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<td></td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Current Fee</strong></td>
<td></td>
<td></td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
**Proposed Fees:** Are based on both a cost recovery and cost sharing model that spreads the cost of inspection over many different years to maintain a reduced consistent annual fee that is reasonable for each water system.

Systems that currently contract with a SMA are likely to have less maintenance issues than those who do not, thus it is estimated that inspections for these systems will take less time and is the justification for the reduced fee.

<table>
<thead>
<tr>
<th>Proposed Fee Description</th>
<th>Proposed Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group B Public Water System Annual Operating Certificate (with SMA)</td>
<td>$40.00 per water system</td>
</tr>
<tr>
<td>Group B Public Water System Annual Operating Certificate (without SMA)</td>
<td>$70.00 per water system</td>
</tr>
</tbody>
</table>

**Fee Impact:** The fee impact will depend on the number of lots or connections the water system is approved for and can be anywhere from 3 to 14 connections. The estimated impact to property owners ranges from $1.94 to $0.24 a month.

**Revenue Projection:** Based on number of approved systems and proposed fee.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proposed Annual Fee</th>
<th>Estimated Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 Group B Public Water Systems with a SMA</td>
<td>@ $40.00</td>
<td>$1,400</td>
</tr>
<tr>
<td>195 Group B Public Water Systems without a SMA</td>
<td>@ $70.00</td>
<td>$13,650</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$15,050</td>
</tr>
</tbody>
</table>
Example Pictures of Items Found on Inspection:
<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. PWS ID#:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. County:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Phone Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Contact Person:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Describe source</td>
<td>Well</td>
<td>Spring</td>
</tr>
<tr>
<td>8. a. DOH Source ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. DOE unique well identifier number (if available)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Is this for permanent or seasonal use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are there biological contaminants located within 100 ft (i.e. sanitary sewer, drainfield, surface water, waste lagoon, manure pile, storm water, irrigation canal)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Are there obvious chemical contaminant hazards located within 100 ft (i.e. gasoline, diesel fuel, pesticides)?</td>
<td></td>
<td></td>
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<tr>
<td>12. Is there a known or obvious risk of the wellhead being covered by flood water?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 a. Is there a sealed well cap?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Is there a properly constructed screened well vent?</td>
<td></td>
<td></td>
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<tr>
<td>14 a. Is the well located in a pit or is buried?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. If yes, is the pit adequately drained?</td>
<td></td>
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<tr>
<td>15. Is the distance from the floor or the ground to the top of the casing greater than 6&quot;?</td>
<td></td>
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<tr>
<td>16. Is a water sampling tap provided at the wellhead?</td>
<td></td>
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<tr>
<td>17. Is the source metered?</td>
<td></td>
<td></td>
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<tr>
<td>18. Is this source chlorinated?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Is chlorinator operational?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Has there been a problem with chemical addition (i.e. maintaining adequate residual, run out of solution, overfeeding)?</td>
<td></td>
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<tr>
<td>19. Are pressure tank(s) in use?</td>
<td></td>
<td></td>
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<tr>
<td>If yes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Is there an ASME relief valve located between tank and shutoff valve?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Does the well pump and pressure tank(s) appear to be functioning/operating properly (i.e. does the well pump cycle more frequently than every 10 minutes)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Is there atmospheric storage?</td>
<td></td>
<td></td>
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<tr>
<td>If yes, are openings secured (i.e. locked, tight over-lapping cover on access; screened vents and overflow or hinged flap)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Is Water Quality Monitoring (Bact., NO3) current?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Please describe any other significant concerns or hazards on the back of this page.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- □ Review / revised WFI attached
- □ Photos of wellhead and wellhouse labeled and attached

Name (please print) _______________________________ Signature __________________________ Date: ____________

Rev. 9/30/03
Group B Site Visit Checklist (page 2)

Please describe below any other significant concerns or hazards observed during site visit (i.e., existing source or storage facilities not listed on current WFI, to your knowledge were any items identified on the front of this form identified in a previous inspection, obvious leaks in distribution system, storage or pumping facilities, unlocked pumphouses, facilities at obvious risk from tampering or vandalism, etc.)

22 A.

22 B.

22 C.

22 D.