Wednesday November 21, 2012  
Commissioners’ Auditorium  
10:00 am

**Present**

Board of Health (BOH): Dr. John Asriel, Alan Crankovich, Paul Jewell, Obie O’Brien, Rich Elliott

Kittitas County Public Health Department (KCPHD) Staff: Candi Blackford, Karen Hamel, Dr. Mark Larson, Erin Moore, James Rivard, Liz Whitaker, Robin Read, Alisa Spieckerman

**Other Attendees:** None

*Alan Crankovich called the meeting to order at 10:05 am. The purpose of the public hearing is to discuss the 2013 Kittitas County Public Health Fee Schedule.*

**Kittitas County Public Health Department (KCPHD):**

James Rivard stepped to the microphone and noted that the purpose of the public hearing is to have the Board of County Commissioners and the Board of Health approve the 2013 Kittitas County Public Health Fee Schedule. Mr. Rivard reviewed the memorandum and provided the following summary:

- Proposed Fee Schedule: *Exhibit A*
- Department and Division Hourly Rates: will remain the same in 2013, because no increases in staff salaries are proposed
- No proposed fee changes for the following departments: Administrative, Community Health, or Health Promotion
- Environmental Health is proposing some fee increases. *Exhibit B* provides a detailed review of the fee calculation and *Exhibit C* provides a description of each fee
- Updated Calculation Methodology
- Kittitas County Public Health continues to work on full cost recovery.
- Fee rounding policy
- Removal of seven day grace period on food permits
- Other means to provide the Kittitas County Public Health Department with a more stable funding source are still being explored

Mr. Rivard offered to review *Exhibit B* which creates or redefines fees for the following:

- Composting Levels 1-2-3
- Digester
- Moderate Risk Waste Facility Level 1-2
- Inactive Facility
- GreYWate/Reclaimed Wastewater Disposal System
- Adequate Water Supply Determination - Renewal
- Food Re-opening
- Temporary Food Service Level 1-2-3
- School Inspection Fee (0-100 students)
- Land Use Variance Review

Obie O’Brien had some questions that pertained to the greywater fee calculations. Mr. Rivard answered questions about travel time estimates, environmental management and final of permit. Alan Crankovich asked what determines an inactive facility. If they become inactive is there a policy that requires them to contact the health department? Mr. Crankovich also questioned if the department had a plan to enforce and/or monitor an inactive facility. Mr. Rivard informed the board that the department will have to develop a policy to regulate inactive facilities and bring this back to the board for approval in the future. The board would like to see the policy include language for an annual renewal of inactive status and a statement restricting the acceptance of materials while inactive. Paul Jewell inquired about the time required to review an Adequate Water Supply Determination Form. After discussing this fee with staff, Mr. Jewell recommended the department go back and review the time it would take to process renewal and make the fee comparable with the building department’s renewal fee. Mr. Jewell recommended removing this fee until further discussions are held.

Alan Crankovich opened comment to the public. It was noted that only public health staff were present.

Public Testimony opened at 10:44 am
Public Testimony closed at 10:44 am

Motion to approve the Board of Health Resolution 2012-03

| Motion 11-01: Motion to approve the Board of Health Resolution 2012-03 to approve the 2013 Kittitas County Public Health Fee Schedule with recommended changes. Paul Jewell moved to approve the Board of Health Resolution 2012-03 to approve the 2013 Kittitas County Public Health Fee Schedule with recommended changes. Rich Elliott second. All approved. Motion 11-01 carried to approve the Board of Health Resolution 2012-03 to approve the 2013 Kittitas County Public Health Fee Schedule with recommended changes. |

Motion to approve the Board of County Commissioners Resolution 2012-145

| Motion 11-02: Motion to approve the Board of County Commissioners Resolution 2012-145 to approve the 2013 Kittitas County Public Health Fee Schedule with recommended changes. Paul Jewell moved to approve the Board of Health Resolution 2012-03 to approve the 2013 Kittitas County Public Health Fee Schedule with recommended changes. Obie O’Brien second. All approved. Motion 11-02 carried to approve the Board of Health Resolution 2012-145 to approve the 2013 Kittitas County Public Health Fee Schedule with recommended changes. |

Paul Jewell and Alan Crankovich acknowledged the hard work the health department has done with all the changes it has endured over the years and appreciate the effort staff has put forward.

Motion to adjourn the Joint Board of County Commissioners and Board of Health Public Hearing

| Motion 11-03: Motion to adjourn the joint Board of County Commissioners and Board of Health Public Hearing. Paul Jewell moved to adjourn the Joint Board of County Commissioners and Board of Health Public Hearing. Rich Elliott second. All approved. Motion 11-03 carried to adjourn the Joint Board of County Commissioners and Board of Health Public Hearing. |
Board of Health Public Meeting adjourned at 10:47am

Alan Crankovich, Chair of the Board of Health

Kittitas County Public Health Department

Candi Blackford, Clerk of the Board of Health