



EXHIBIT A

PH-DEPT-002 Fee Schedule Policy

I. Purpose

It is the purpose of this policy to clarify the authority of the Kittitas County Board of Health (BOH) to establish current fees for services provided by the Kittitas County Public Health Department (KCPHD), to provide guidelines for the determination of fees, and to establish service cost calculation, billing, and refund policies.

II. Policy

- A. Board of Health: "Each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people within its jurisdiction and shall: Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules of the state board of health; provided that such fees for services shall not exceed the actual cost of providing any such services." (Revised Code of Washington 70.05.060.)
- B. Fee Schedule Development: The fee schedules shall be developed to allow KCPHD to recover its direct and indirect costs. KCPHD shall not operate on a for-profit basis, but shall seek not to operate at a loss. However, if a service primarily benefits the population by protecting them from health problems or hazards, the cost recovery rate may be lower (e.g. childhood immunizations). The Kittitas County BOH will have the primary decision-making authority and responsibility for subsidizing service fees at less than full cost recovery, except when grant funding is specified to support a service. Fees for services that benefit an individual or small class of individuals only, with no benefit to all the residents of Kittitas County, cannot be developed at less than full cost recovery or subsidized.
- C. Public Input: Public input in the form of a public hearing process shall be sought prior to completion of the draft fee schedule. Appropriate stakeholders shall be notified about the public hearing. Stakeholder lists are determined for each fee for service category, and these lists will be reviewed on an annual basis. KCPHD encourages stakeholders or any interested parties to sign up to receive online notifications at: <https://www.co.kittitas.wa.us/opt/default.aspx>. Public notification of changes shall also be completed after the updated fees are adopted.



- D. Frequency of Review: Fee schedules shall be updated and presented to the Kittitas County BOH for review and approval on an annual basis, at a minimum.
- E. Service Cost Calculation: Prior to setting the fee, the service shall be clearly defined, using standard definitions of practice when they exist. The actual cost of the service, including indirect costs, shall be calculated using the designated county fee development model.
- F. Clinic Services: The Kittitas County Public Health Department discontinued fee-based clinic services in 2020. The Department will not offer any clinic service that does not have designated funding to support the cost of service.

Pediatric vaccine is received from the State of Washington Childhood Vaccine Program and is administered following the Washington State Guidelines, except for injectable or oral typhoid, Japanese Encephalitis, Rabies vaccine, and yellow fever. Recommended child vaccines are provided by the state at no cost to KCPHD and KCPHD shall follow the rules of the state Childhood Vaccine Program and the federal Vaccines For Children Program.

Other vaccines received for free by KCPHD, such as COVID-19 vaccines, shall be provided without the vaccine fee.

- G. Fee Collection: Fees for most services at KCPHD shall be collected at the time-of-service provision, application for services, or permit/license issuance, unless other billing arrangements have been made prior.

Payment shall be in the form of cash, credit card, money order, cashier check, or personal check for almost all services. Credit card transactions are charged a 3% fee. For Vital Records and Food Worker Cards, personal checks are not accepted, with the exception of business checks from organizations that have established a working relationship with and received pre-authorization from KCPHD. Money orders, cashier's checks, and personal checks shall be made out to Kittitas County Public Health Department or KCPHD. Two-party checks shall not be accepted for payment.

Checks returned for insufficient funds shall be assessed the Kittitas County insufficient fund fee and follow up actions shall follow Kittitas County Cash Handling Policy and Procedures.

- H. Subsidized Services: No fee shall be established for services which are funded by a local, state, or federal grant that provides for 100% reimbursement of KCPHD costs.



- I. Late Payments: In accordance with Washington Administrative Code 246-215-08310, a food establishment applicant shall submit an application for a permit at least 30 calendar days before the date planned for opening a food establishment or the expiration of the current permit for an existing facility.

For all other Environmental Health annual operating permits or licenses, with the exception of food establishments, that are renewed after its expiration date but before 30 days have passed, a late fee of 20% of the annual fee total shall be assessed. After 30 days a 40% late fee of the annual fee total shall be assessed.

All other payments not received within 30 days of issuance by KCPHD may incur a 10% late fee of the annual fee total, accruing an additional 10% on the unpaid balance every 30 days thereafter. If payment is not made within 120 days, the department may hold a permit or license until payment is made and/or attempt to recover payment through a collections agency.

- J. Prorated Fees: If a new annual operating permit for permanent food, septic installers license, or water recreation (pools) facility open year-round is applied for outside of the permitting year (November 1-October 31), the fee will be prorated approximately on a quarterly basis according to the table below.

Quarter 1	100%
Quarter 2	75%
Quarter 3	50%
Quarter 4	25%

- K. Refunds: All refunds may be subject to the refund processing fee and/or a deduction for actual work performed by KCPHD prior to receiving the refund request. The cost of actual work performed shall be estimated using the established hourly rate.
- L. Vital Records Fees: Vital records fees shall be consistent with RCW 70.58A.560, as seen in Attachment A, and is subject to change at any time by the state legislature. Any fee changes by the state legislature shall be adopted by KCPHD. Additional fees shall be charged for the re-processing of death certificates that are returned due to a correction reprint.
- M. Asset Loaning: KCPHD will allow trusted partners to borrow some previously designated assets. Borrowable assets include KCPHD's books, select air monitors, and coalition materials. Borrowers will complete the appropriate lending agreement, which includes




the cost of asset, return date, and associated late fee of \$25.00 per day, which will be collected upon return. Assets not returned within 14 days of the due date will be considered lost and will result in charges equivalent to the cost of the asset.


III. Procedures

- A. Fee Model: The designated fee development model shall include all costs associated with delivering the service which best meets customer needs and protects the health of the public. These costs shall include specialist time, health officer time, technician time, coordinator time, and other expenses such as supplies, services and charges, computer replacement, vehicle replacement, indirect expenses, software costs, and other relevant charges. The current fee schedule can be found in Attachment C.
- B. Division Hourly Rates: Overall division hourly rates are calculated by the fee model. This rate is for services or activities without an established fee or which require more hours than what is included in the current fee. KCPHD staff shall inform the customer of the need to charge a division hourly rate prior to providing the service. The current division hourly rates are in Attachment B.
- C. Rounding: The hourly division rates used for services without an established fee shall be rounded to the nearest \$5.00. Fee calculations shall also be rounded to the nearest \$5.00. Fees below \$10.00 shall be rounded to the nearest dollar.

IV. Applicability

- A. This policy applies to all fees charged directly by the Kittitas County Public Health Department or collected by another county department on behalf of KCPHD, and to all individuals who are concerned with establishing or collecting fees for services administered by the Kittitas County Public Health Department staff.
- B. This policy is effective on January 1, 2023.
- C. This policy is subject to review at least annually.


Public Health Director 12/21/22
Date


Health Officer 12/22/22
Date




Board of Health Chair

12/21/22
Date



Attachment A: Vital Records RCW 70.58A.560 (Effective January 1, 2021)

(6) A portion of the twenty-five dollar fee collected by the local registrars must be transmitted to the state treasurer on a monthly basis as follows:

- (a) Thirteen dollars for each birth certification and birth informational copy issued;
- (b) Thirteen dollars for each first copy of a death certification and death informational copy; and
- (c) Twenty dollars for each additional death certification and death informational copy.

(7) For each fee turned over to the state treasurer by the local registrars, the state treasurer shall:

- (a) Pay the department two dollars of each fee for birth certifications and birth informational copies and first copies of death certifications and death informational copies;
- (b) Pay the department nine dollars of each fee for additional death certifications and death informational copies; and
- (c) Hold eleven dollars of each fee in the death investigations account established under RCW [43.79.445](#), except for an heirloom birth certification issued under RCW [70.58A.530](#).

(8) Eleven dollars of the twenty-five dollar fee collected by the department for certifications and informational copies issued by the department must be transmitted to the state treasurer for the death investigations account established under RCW [43.79.445](#).

(9) The department of children, youth, and families shall set a fee for an heirloom birth certification established under RCW [70.58A.530](#) for the children's trust fund established under RCW [43.121.100](#). The department shall collect the fee established under this subsection when issuing an heirloom birth certification and transmit the fees collected to the state treasurer for credit to the children's trust fund.



Attachment B: Division Hourly Rates

Environmental Health
\$230.00



Attachment C: 2023 Kittitas County Public Health Department Fee Schedule

ENVIRONMENTAL HEALTH FEES

Code	Fee Type	Term	2023 Fee
Drinking Water			
DW001	Potable Water Hauler License	Every 2 years	\$1,110
DW002	Additional Water test (hauler)	Each, as needed	\$250
DW003	Cistern System Inspection	Each, as needed	Hourly rate + cost of water test
DW004	Annual Cistern Fee	Annual	\$195
DW005	Group B Workbook	Each	\$8
DW006	Water Sample Collected by KCPHD staff	Each	\$390
DW007	Well Site Review	Each	\$260
DW008	Group A Well Site Inspection	Each	\$655
DW009	Group B Well Site Inspection	Each	\$655
DW010	Group B Water System Application	Each	\$1,185
DW011	Group B Water Expansion	Each	\$485
DW012	Group B Sanitary Survey	Per hour	Hourly rate
<i>Drinking Water: Adequate Water Supply Determination</i>			



AW001	Individual/Shared Wells Adequate Water Supply Determination	Each (expires w/in 1 year)	\$455
AW002	Group B Adequate Water Supply Determination	Each (expires w/in 1 year)	\$455
AW003	Group A Community System Adequate Water Supply Determination	Each (expires w/in 1 year)	\$255
AW004	Cistern Adequate Water Supply Determination	Each (expires w/in 1 year)	\$1,310
AW005	Individual/Shared Wells Adequate Water Supply Limited Review	Each (expires w/in 1 year)	\$330
AW006	Group A Adequate Water Supply Limited Review	Each (expires w/in 1 year)	\$330
AW007	Group B Adequate Water Supply Limited Review	Each (expires w/in 1 year)	\$330
Solid Waste			
SW001	Landfill	Annual	\$3,985
SW002	Solid Waste Transfer Station	Annual	\$1,725
SW003	Solid Waste Composting Level 1 Permit	Annual	\$1,635
SW004	Solid Waste Digester	Annual	\$2,940
SW005	Solid Waste Material Recovery/Recycling	Annual	\$980
SW006	Biosolids Utilization	Annual	\$3,465
SW007	Demolition/Inert	Annual	\$3,465
SW008	Solid Waste Wood Waste Permit	Annual	\$1,305
SW009	Solid Waste Closed Landfill Permit	Annual	\$1,240
SW010	Solid Waste Limited Purpose Landfill Permit	Annual	\$1,895



SW011	Solid Waste Moderate Risk Waste Facility Level 1 Permit	Annual	\$1,375
SW012	Piles	Annual	\$1,305
SW013	Surface Impoundment	Annual	\$2,615
SW014	Tire Storage	Annual	\$2,615
SW015	Petroleum Contaminated Soil	Annual	\$4,445
SW016	New Application Review	Each	\$3,660
SW017	Inactive Solid Waste Facility	Annual	\$1,635
SW018	Meth Lab Investigation	Per Hour	Hourly
Onsite Sewage Systems (OSS)			
OS001	Septic Tank Pumper License	Annual	\$135
OS002	OSS System Installer License	Annual	\$135
OS003	OSS System Installer Exam	Each	\$205
OS004	OSS System Site Evaluation	Each	\$660
OS005	OSS System Site Evaluation (4+)	Each	\$395
OS006	OSS Renewal Permit	Each (expires w/in 1 year)	\$200
Onsite Sewage Systems: Gravity Systems			
OS007	OSS Gravity System New/Repair Permit	Each (expires w/in 1 year)	\$560
OS008	OSS Gravity System Homeowner Design	Each (expires w/in 1 year)	\$2,375

<i>Onsite Sewage Systems: Pressure Systems</i>			
OS009	OSS Pressure System New/Repair Permit	Each (expires w/in 1 year)	\$690
OS010	OSS Pressure System Homeowner Design	Each (expires w/in 1 year)	\$2,430
<i>Onsite Sewage Systems: Alternative Systems</i>			
OS011	OSS Alternative System New/Repair Permit	Each (expires w/in 1 year)	\$810
OS012	OSS Alternative System Homeowner Design	Each (expires w/in 1 year)	\$2,545
<i>Onsite Sewage Systems: Community Systems</i>			
OS013	Community OSS New/Repair	Each (expires w/in 1 year)	\$935
<i>Onsite Sewage Systems: Commercial Systems</i>			
OS014	Commercial OSS New/Repair	Each (expires w/in 1 year)	\$1,190
<i>Onsite Sewage Systems: Other Fees</i>			
OS015	Privy/Compost Toilet Permit	Each (expires w/in 1 year)	\$560
OS016	Experimental Sewage System	Each (expires w/in 1 year)	\$1,190
OS017	Incinerator	Each (expires w/in 1 year)	\$935
OS018	Septic Tank Replacement	Each (expires w/in 1 year)	\$335
OS019	Soil Logs	Each	\$435
<i>Onsite Sewage Systems: Land Use</i>			
OS020	Preliminary/Cluster 5+ Plat	Each	\$530
OS021	Final Plat	Each	\$280
OS022	Short Plat/Cluster 4 or less, SP Amendment, Large Lot Fee	Each	\$530

OS023	Pre application meetings	Each	\$325
OS024	Boundary Line Adjustment Review	Each	\$205
OS025	Land Use Comments and Review	Each	\$260
Food Safety			
<i>General Food Service</i>			
FS001	Food Service Level 1	Annual	\$250
FS002	Food Service Level 2	Annual	\$435
FS003	Food Service Level 3	Annual	\$505
<i>Mobile Food Service</i>			
FS004	Mobile Service Level 1	Annual	\$315
FS005	Mobile Service Level 2	Annual	\$625
FS006	Mobile Service Level 3	Annual	\$690
<i>Grocery Stores</i>			
FS007	Large Grocery Store	Annual	\$435
FS008	Meat/Seafood Department	Annual	\$375
FS009	Deli Department	Annual	\$505
FS010	Bakery Department	Annual	\$125
FS011	Grocery Espresso	Annual	\$190
FS012	Meat/Seafood Market	Annual	\$1,065

<i>Catering Food Service</i>			
FS013	Comprehensive Catering	Annual	\$625
FS014	Supplemental Catering	Annual	\$190
<i>Commissary Kitchen (no other food permits)</i>			
FS015	Approved Public Commissary Kitchen	Annual	\$435
<i>Temporary and Seasonal Food Service</i>			
FS016	Temporary Food Service Type A Level 1 (single event)	Each	\$125
FS017	Temporary Food Service Type A Level 2 (single event)	Each	\$250
FS018	Temporary Food Service Type A Level 3 (single event)	Each	\$315
FS019	Additional Days for Temporary Food Service Type A (After first 5 days)	Each	\$60
FS020	Temporary Food Service Type B Level 1	Annual	\$250
FS021	Temporary Food Service Type B Level 2	Annual	\$435
FS022	Temporary Food Service Type B Level 3	Annual	\$505
FS023	Temporary Food Service Type C Level 1	Annual	\$190
FS024	Temporary Food Service Type C Level 2	Annual	\$250
FS025	Temporary Food Service Type C Level 3	Annual	\$375
FS026	Fair/Rodeo Food Service Level 1	Each	\$315
FS027	Fair/Rodeo Food Service Level 2	Each	\$435
FS028	Fair/Rodeo Food Service Level 3	Each	\$505

FS029	Seasonal Food Service	Each	\$435
School Food Service Inspection			
FS030	K-12 Food Service Inspection	Each	\$330
Food Safety Education			
FS031	Food Handler's Cards	Each	\$10
FS032	In Office Food Handler's Cards Replacement	Each	\$6
Food Safety Reinspection			
FS033	Food Reinspection	Each	\$375
Other Food Safety			
FS034	Food Service Plan Review	Each	\$1,065
FS035	Food Service Remodel	Each	\$625
FS036	Change of Ownership	Each	\$250
FS037	Reopening	Each	\$505
FS038	HACCP Technical Assistance	Hourly	Hourly
Living Environment			
Camps and Parks			
LE001	Camps	Annual	\$850
LE002	Parks	Annual	\$590
School Health and Safety - Primary and Secondary Schools			
LE003	School Inspection 0-100 Students	Each	\$790

LE004	School Inspection 101-200 Students	Each	\$920
LE005	School Inspection 201-500 Students	Each	\$1,055
LE006	School Inspection 501-1000 Students	Each	\$1,185
LE007	School Inspection ≥ 1001 Students	Each	\$1,315
Water Recreation			
LE008	Pool, Spa, Wading or Spray Pool: Pre-Opening Inspection	Each	\$1,375
LE009	Pool, Spa, Wading or Spray Pool: Open 6 months or less	Annual	\$585
LE010	Pool, Spa, Wading or Spray Pool: Open 7-12 Months	Annual	\$715
LE011	Water Recreation Reinspection	Each	\$395
Smoking in Public Places			
LE012	Smoking in Public Places reinspection fee	Each	Hourly Rate
General Services			
EH001	Environmental Health Hourly Services Rate (for activities without an established fee, or activities above and beyond what is included in the fee)	Hourly	\$230
EH002	Refund Processing Fee	Each	\$100
EH003	Variance/Waiver	Per Hour	Hourly
EH004	Administrative Appeal to the Board of Health	Per Hour	Hourly
EH005	Administrative Appeal to the Hearings Examiner	Per Hour	Hourly



VITAL RECORDS FEES

ACTIVITY	TERM	2023 FEE
Birth and Death Certificate Fee	Each	\$25.00
Search Net Term for Information	Each	\$10.00
Reprocess of Death Certificate	Each	\$5.00