



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

**KITTITAS COUNTY BOARD OF HEALTH (BOH)
Joint BOH/BOCC Special Meeting
Meeting Minutes**

**September 21, 2017
Commissioners' Auditorium
10:00 a.m.**

Present

Board of Health (BOH): Paul Jewell, Obie O'Brien, Laura Osiadacz, John Asriel, M.D.

Absent: Rich Elliott

Board of Health Advisory Committee (BOHAC): None

Public Health: Candi Blackford, Kaitlyn Reddick, Holly Myers, Robin Read, Erin Moore

Other: Stephanie Hartung, Kittitas County Prosecuting Attorney

Paul Jewell called the meeting to order at 10:02 a.m.

Robin Read summarized the staff report for the proposed changes to Kittitas County Code 13.25, 13.35, and 13.40. The vast majority of proposed changes are updating and implementing the cistern program. The department has a cistern code that has been in place for quite some time, but no one has utilized this program to date. Below are the main proposed changes to the codes:

Chapter 13.25 Cistern Water System Requirements

- Changing the annual licensing requirement to every two years
- Changes to reporting
- Added language to require mitigation (Source water from a Group A system in a green zone)

Group discussion around the room on water hauling and the possibilities of hauling water from other locations rather than Kittitas County.

Chapter 13.35 Adequate Water Supply Determination

- Taking out any reference to interim measures as they are not applicable anymore
- Adds reference to the new cistern process

Chapter 13.40 Water Mitigation and Metering

- (010) Proposed change to allow 2 years for mitigation applicants to apply for building permits
- (020) Add language to include usage of water packages for cisterns

APPROVED
11-7-17

- Package C that consists of an annual average of 150 gallons per day of indoor domestic use only, but could apply for other water use packages as per design specifications as submitted and signed by a licensed engineer
- (030) Added language to clarify that metering requirements only apply to well users, not cistern users (they would report to us)

Ms. Read continued with the staff report for proposed changes to the KCPHD Fee Schedule Policy that will go into effect immediately. Below are the proposed changes:

- Sliding Fee Scale Clarification: Language is added to reflect our current practice of asking for a nominal amount (\$10), even if someone qualifies to slide the fee to zero. If the customer indicates they can't pay the nominal amount, the service is still provided.
- Late Payments: Language is updated to include license renewals as well as annual operating permits.
- Late Fee for Temporary Food Event Applications: Due to the 2017 increase of temporary food event fees, charging double the fee for a late application (within 2 weeks of event), is unrealistic for many applicants. A change to the late fee for temporary food event applications from double the fee to a 40% late fee is being proposed in order to still encourage timely applications, but without discouraging applications.
- Refunds: The language indicating that a written request is required for a refund has been removed. Sometimes refunds are initiated by KCPHD staff. We have an internal process for documenting refunds and a written request from the customer is not necessary.
- Effective Date: Instead of the policy being effective when all signatures have been obtained (which sometimes happens after it should go into effect), a line was added where the effective date being proposed can be written in.
- Cistern Fees: As the county has worked to create a cistern program that is realistic for potential users, it is necessary to update the fees to reflect the new process and the code changes being proposed. These fee changes were created using the current county fee methodology (see Appendix A for staff time details). The following table reflects the proposed changes.

Old Fee	New Fee Name	Term	Amount
Potable Water Hauler License, Annual, \$360.00	Potable Water Hauler License	Every 2 years	\$610.00 + \$25.00 water test = \$635.00
NEW FEE	Additional Water Test (hauler)	Each, As needed	\$145.00 + \$25.00 water test = \$170.00
NEW FEE	Package C Mitigation Certificate	Each	\$495.00 + \$500.00 in lieu program fee

Old Fee	New Fee Name	Term	Amount
			+ \$882.75 county water cost for .055 AF = \$1,880.00 (rounded up per fee policy)
Certificate of Potable Water Storage/Cistern Use New Permit, Each (expires w/in 2 years) \$580.00	Adequate Water Supply Determination for Cisterns	Each (expires w/in 1 year)	\$725.00 + \$25.00 water test = \$750.00
Annual Potable Water Storage/Cistern Water Test Results Review, Annual, \$290.00	Annual Cistern Fee	Annual	\$105.00
Time of Sale Potable Water Storage/Cistern System Inspection, Each, \$615.00	Cistern System Inspection	Each, As needed	Hourly rate + \$25.00 water test

- **OSS Design Archiving Fee:** We are proposing to remove this fee because we don't have the justification to charge this fee. It was initially added to the fee schedule to encourage electronic submission of On Site Septic designs. However, even if we receive it electronically, we still have to print it out. If we receive a paper design, we have to scan it in electronically. These activities are already incorporated into other fees.
- **Variance/Waiver Fee:** This fee is being moved from the On Site Septic section to the General Environmental Health fee section, as we have received variance requests for other programs.
- **Rush Birth Certificate (Same Day) Fee:** We are proposing to remove this fee because there is a new vital records system that we are required to use through the state that doesn't allow the preprinting of certificates. The state, as well as many other health departments, has removed the same day certificate fee.

Paul Jewell opened up for public testimony at 10:24am
 No public comment
 Public comment was closed at 10:24am

Paul Jewell asked for a motion to approve BOH Ordinance 2017-001 Amending Chapter 8.24 of the Kittitas County Code.

Motion 09-01: Motion to approve BOH Ordinance 2017-001 to amend Chapters 13.25, 13.35, and 13.40 of the Kittitas County Code. Laura Osiadacz moved to approve the BOH Ordinance 2017-001 to amend Chapters 13.25, 13.35, and 13.40 of the Kittitas County Code. Obie O'Brien second. All approved. Motion 09-01 carried to approve BOH Ordinance 2017-001 to amend Chapters 13.25, 13.35, and 13.40 of the Kittitas County Code.

Paul Jewell asked for a motion to approve Resolution BOH 2017-004 to approve the changes to the Kittitas County Health Department Fee Schedule Policy.

Motion 09-02: Laura Osiadacz moved to approve resolution 2017-004 to approve the changes to the Kittitas County Health Department Fee Schedule Policy. Obie O'Brien second. All approved. Motion 09-02 carried to approve resolution 2017-004 to approve the changes to the Kittitas County Health Department Fee Schedule Policy.

Paul Jewell asked for a motion to approve BOCC Ordinance 2017-007 Amending Chapter 13.25, 13.35, and 13.40 of the Kittitas County Code.

Motion 09-03: Motion to approve BOCC Ordinance 2017-007 Amending Chapter 13.25, 13.35, and 13.40 of the Kittitas County Code. Laura Osiadacz moved to approve the BOCC Ordinance 2017-007 Amending Chapter 13.25, 13.35, and 13.40 of the Kittitas County Code. Obie O'Brien second. All approved. Motion 09-03 carried to approve the BOCC Ordinance 2017-007 Amending Chapter 13.25, 13.35, and 13.40 of the Kittitas County Code.

Paul Jewell asked for a motion to approve BOCC Resolution 2017-157 to approve changes to the Kittitas County Public Health Department Fee Schedule and Policy.

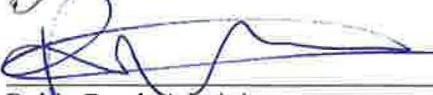
Motion 09-04: Motion to approve BOCC Resolution 2017-157 to approve changes to the Kittitas County Public Health Department Fee Schedule Policy. Laura Osiadacz moved to approve BOCC Resolution 2017-157 to approve changes to the Kittitas County Public Health Department Fee Schedule Policy. Obie O'Brien Second. All approved. Motion 09-04 carried to approve BOCC Resolution 2017-157 to approve changes to the Kittitas County Public Health Department Fee Schedule Policy.

Paul Jewell acknowledges staff's efforts to make these changes and appreciates staff taking the lead to make these changes.

Public Hearing concluded at 10:11 a.m.



Vice- Chair of the Board of Health

 10/25/17

Robin Read, Administrator,
Kittitas County Public Health



Candi Blackford, Clerk of the Board of Health