



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

## STAFF REPORT

Date: April 28, 2017

To: Kittitas County Board of Health (BOH) & Board of County Commissioners (BOCC)

From: Kittitas County Public Health Department (KCPHD)

Re: 2017 KCPHD Fee Schedule and Policy

### Summary:

---

A new county-wide fee development methodology was implemented for environmental health fees for 2017. The fee for farmer's market vendors went from \$180.00 to \$255.00 using the county's new cost recovery fee methodology. Prior to final approval of the new fee, food program staff acknowledged that this fee would not be well received by farmer's market vendors serving low risk products. This was confirmed by local vendors that voiced their concern both in emails to staff and at the public hearing on December 15, 2016. As a result of the concerns, the Board of Health and the Board of County Commissioners directed staff to look into adjusting the fees. In February 2017, staff began a quality improvement project to consider adjusting the farmer's market fees by considering different levels of risk. The Assessment Coordinator, two food inspectors, one Quality Improvement Leadership Team member and the Environmental Health Supervisor met several times to consider other counties processes, compare fees and create this proposal. Our assessment coordinator included input from the president of the farmer's market Board of Directors and shared details with him as the team moved forward in this process.

### Proposal:

---

One of the initial concerns about the farmer's market fee was that it was a flat fee for all vendors regardless of the level of risk presented with the food being sold. As a result of the quality improvement project, three different risk levels were identified for farmer's market vendors and risk levels were modeled after temporary food service risk levels. The new fees proposed for farmer's market vendors are as follows:

- Level 3-high risk farmer's market fee is \$405.00 to cover 2 inspections and a permit for all farmer's market events in Kittitas County for a 12 month period. Level 3-high risk includes the preparation, handling, or cooking of one or more foods from a raw state (beef, poultry, fish/shellfish).
- Level 2-moderate risk farmer's market fee is \$295.00 to include at least one inspection and a permit for all farmer's market events in Kittitas County for a 12 month period. Level 2-moderate risk includes advanced preparation and serving of potentially hazardous food that may require hot holding, cooling and reheating at an approved food establishment, and preparation of sandwiches, salads, and wraps but not cooking meat, poultry, or fish/shellfish from a raw state.





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

- Level 1-low risk farmer's market fee is \$185.00 to include one inspection and a permit for all farmers' market events in Kittitas County for a 12 month period. Level 1-low risk includes serving commercially prepared food with single-use articles, coffee stands, and other commercially pre-packaged food items with limited handling and preparation.

Fee Schedule Changes (see attached document with track changes):

The KCPHD Fee Schedule has been updated to reflect the utilization of a new county fee methodology to develop and calculate fees on an annual basis.

Action Requested:

Staff requests that the Board of Health and Board of County Commissioners approve this proposed fee adjustment.



507 N. Nanum St. Suite. 102 · Ellensburg, WA 98926

T: 509.962.7515 · F: 509.962.7581