



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

---

**Joint Board of Health/Board of County Commissioners Public Hearing  
Meeting Minutes  
April 18, 2019  
Commissioners' Auditorium  
10:00 a.m.**

**Present**

**Board of Health (BOH):**

Laura Osiadacz, Cory Wright, Brett Wachsmith, Rich Elliott

**Absent:**

John Asriel M.D.

**Public Health:**

Candi Blackford, Tristen Lamb, Erin Moore, Samantha Cox, Lucy Garcia, Jesse Cox, Will Schwab, Zac Bales, Holly Erdman

*Public Meeting called to order at 10:001 a.m. to consider the 2019 Public Health Fee Schedule*

Tristen Lamb stepped to the microphone and reviewed the county's new fee calculation method, which calculates fees using actual cost of service. This cost recovery method was used to determine the 2017 Fee Schedule; however most of the calculations were based on time estimates for services rather than actual time data.

To utilize the cost recovery method accurately, Kittitas County Public Health Department (KCPHD) staff implemented a system of tracking time spent on each fee service in December 2016 so that the 2018 Fee Schedule could be based on a full year's worth of time data for reliable averages.

Using a twelve-month cycle of reconciled data, the 2018 Fee Schedule was updated and became effective May 21, 2018. The fees were based on full cost recovery for environmental health programs matching and not exceeding the years budgeted revenue. For the community health fees, cost recovery and the current market for community health services were considered when updating those fees.

The KCPHD Fee Schedule has been updated twice since the changes in May. Today Ms. Lamb is presenting the 2019 fee proposed changes. Below are the main highlights:

- Addition to policy language to include encourage stakeholders or any interested parties to receive online notifications
- Changes to prorated fees
- Clarifying language additions throughout
- Nonmonetary changes to fee schedule
  - Removal of Temporary Holding Tank
  - Removal of State Environmental Policy Act

- Addition of Soil Logs for plats
- Addition of Temp Food Service Type C
- Re-addition of Fair/Rodeo Food Service Permit
- Removal of HACCP Annual Review and Variance Annual Review
- Re-addition of HACCP Technical Assistance and special processes
- Fee Changes reflected in fee schedule were discussed

The board presented a few questions about the estimated numbers, soil logs and adding them under on-site septic, and the fair/rodeo permit. Ms. Lamb answered them.

#### **Public Comment**

Public Comment opened at 10:31 a.m.

Public Comment closed at 10:31 a.m.

**Motion 04-01: Motion to approve the Kittitas County Public Health Department Fee Schedule Policy with amendments. Cory Wright moved to approve the Kittitas County Public Health Department Fee Schedule Policy with amendments. Rich Elliott second. All approved. Motion 04-01 carried to approve the Kittitas County Public Health Department Fee Schedule Policy with amendments.**

**Motion 04-02: Motion to approve the BOCC Resolution 2019-072 adopting the 2019 Kittitas County Public Health Fee Schedule. Brett Wachsmith moved Motion 04-02 to approve the BOCC Resolution 2019-072 adopting the 2019 Kittitas County Public Health Fee Schedule. Laura Osiadacz second. All approved. Motion 04-02 carried to approve the BOCC Resolution 2019-072 adopting the 2019 Kittitas County Public Health Fee Schedule.**

**Motion 04-03: Motion to approve the BOH Resolution 2019-002 adopting the 2019 Public Health Fee Schedule. Brett Wachsmith moved to approve the BOH Resolution 2019-002 adopting the 2019 Public Health Fee Schedule. Rich Elliott second. All approved. Motion 04-03 carried to approve the BOH Resolution adopting the 2019 Public Health Fee Schedule.**

*Closed public hearing for the 2019 Public Health Fee Schedule.*

*Open Public Hearing to consider amendments to the Water Resource Program Updates at 10:40 a.m.*

Erin Moore stepped to the microphone and noted that before them was the recommended changes for the Water Resources Program Policy and Procedures, and Metering Agreement updates. Ms. Moore noted that the staff have merged multiple program policies into one document and are proposing the following changes:

- Added fraud language
- Option to have the cost of self-installation time reimbursed removed
- Metering agreement changes reflect policy
- Metering Agreement changes to reflect policy language amendments
- Refund for Water Mitigation Certificate language updated to be more specific and accurate to the KCPHD refund policy
- Meter acquisition and installation policy and procedure added
- Reimbursement policy and procedure
- Detailed Water Mitigation Application processing procedures added
- Private water bank policy and procedure added

- Specific KCC Chapters in Title 18 added to enforcement procedures

Public Comment open at 10:44 a.m.  
Public Comment closed at 10:44 a.m.

Ms. Lamb stepped to the microphone and noted there was no resolution or policy signature, but wanted public and board approval on the updates.

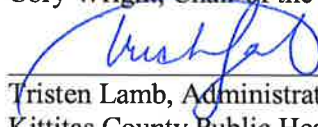
**Motion 04-04: Motion to approve the amendments to the Water Resources Program Policy and Procedures, and Metering Agreement updates. Rich Elliott moved to approve the Water Resources Program Policy and Procedures, and Metering Agreement updates. Brett Wachsmith second. All approved. Motion 04-04 carried to approve the amendments to the Water Resources Program Policy and Procedures, and Metering Agreement updates.**

Commissioner Wright thanked staff for taking the time to clean up and make changes to the water document.

Public Hearing adjourned at 10:45 a.m.



Cory Wright, Chair of the Board of Health



Tristen Lamb, Administrator  
Kittitas County Public Health



Candi Blackford, Clerk of the Board of Health