



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: Per Revised Code of Washington 70.05.060, “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.”
- 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: 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 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 minimum of a \$2.00 flat fee will be charge on all transactions up to \$100.00. Anything over \$100.00 will be charged a 2.5% 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.

SmartGov online permitting was implemented in June 2024. With this new feature the department is now able to accept credit card payments online. Customers will create their own secure portal through SmartGov. Once the customer has created their portal and submitted an application through the online portal, they will be asked to complete



the permitting process by submitting payment through SmartGov via Point and Pay. The county will receive funds through Point and Pay and rates are independent and not subject to Board of Health approval or alteration.

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

- Food Establishments

- i. 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. The department's established hourly rate in addition to annual permit cost will be assessed to any food establishment that is found to be operating without a valid permit.
- ii. To ensure timely processing, all applications for temporary food permits must be submitted at least (3) business days before the event. Applications submitted after this deadline will not be accepted, and no late fees will be applied as late applications will not be processed. Compliance with this policy is required to ensure a smooth permitting process.

- All Other Environmental Health Programs

For all other Environmental Health annual operating permits or licenses 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 and are 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, and for mailing a vital record. Rates charged by Permitium for access to online ordering are in addition to Health Department fees. Permitium rates are independent and not subject to Board of Health approval or alteration.
- 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 A.
- 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 can be found in Attachment A.



- 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.
- D. Minimum Change Amount: Fees calculated to change by 10% of the previous year's fee amount or less, whether increase or decrease, shall remain at the previous amount. A 10% fluctuation costs has been determined to be a reasonable margin of error. Any fee that changed by more than 10% shall be updated to the newly calculated annual amount.

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, 2025.
- C. This policy is subject to review at least annually.

Public Health Director

Date

Health Officer

Date

Board of Health Chair

Date



Attachment A: 2025 Kittitas County Public Health Department Fee Schedule

Fee Code	Fee Type	Term	2025 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	Per hour	Hourly rate
DW007	Well Site Review	Each	\$255
DW008	Group A Well Site Inspection	Each	\$645
DW009	Group B Well Site Inspection	Each	\$645
DW010	Group B Water System Application	Each	\$1,410
DW011	Group B Water Expansion	Each	\$450
DW012	Group B Sanitary Survey	Per hour	Hourly rate
Adequate Water Supply Determinations			
AW001	Individual/Shared Wells Adequate Water Supply Determination	Each (expires w/in 1 year)	\$450
AW002	Group B Adequate Water Supply Determination	Each (expires w/in 1 year)	\$450
AW003	Group A Community System Adequate Water Supply Determination	Each (expires w/in 1 year)	\$175
AW004	Cistern Adequate Water Supply Determination	Each (expires w/in 1 year)	\$1,310
Solid Waste			
SW001	Landfill	Annual	\$3,985
SW002	Solid Waste Transfer Station	Annual	\$1,670
SW003	Solid Waste Composting Level 1 Permit	Annual	\$1,545



Fee Code	Fee Type	Term	2025 Fee
SW004	Solid Waste Digester	Annual	\$2,940
SW005	Solid Waste Material Recovery/Recycling	Annual	\$965
SW006	Biosolids Utilization	Annual	\$3,465
SW007	Demolition/Inert	Annual	\$3,465
SW008	Solid Waste Woodwaste Permit	Annual	\$1,305
SW009	Solid Waste Closed Landfill Permit	Annual	\$1,480
SW010	Solid Waste Limited Purpose Landfill Permit	Annual	\$2,060
SW011	Solid Waste Moderate Risk Waste Facility Level 1 Permit	Annual	\$1,285
SW012	Piles	Annual	\$1,115
SW013	Surface Impoundment	Annual	\$2,615
SW014	Tire Storage	Annual	\$2,615
SW015	Petroleum Contaminated Soil	Annual	\$4,445
SW016	New Application Review	Each	Hourly rate
SW017	Inactive Solid Waste Facility	Annual	\$1,635
SW018	Meth Lab Investigation	Per Hour	Hourly rate
Onsite Sewage Systems (OSS)			
OS001	Septic Tank Pumper License	Annual	\$115
OS002	OSS System Installer License	Annual	\$115
OS003	OSS System Installer Exam	Each	\$195
OS004	OSS System Site Evaluation	Each	\$770
OS005	OSS Certified Operations and Maintenance Service Provider License	Each	\$115
OS006	OSS Renewal Permit	Each (expires w/in 1 year)	\$195
OS007	OSS Gravity System New/Repair Permit	Each (expires w/in 1 year)	\$835



Fee Code	Fee Type	Term	2025 Fee
OS008	OSS Gravity System Homeowner Design	Each (expires w/in 1 year)	\$1,525
OS009	OSS Pressure System New/Repair Permit	Each (expires w/in 1 year)	\$965
OS010	OSS Pressure System Homeowner Design	Each (expires w/in 1 year)	\$1,585
OS011	OSS Alternative System New/Repair Permit	Each (expires w/in 1 year)	\$835
OS012	OSS Alternative System Homeowner Design	Each (expires w/in 1 year)	\$1,700
OS013	Community OSS New/Repair	Each (expires w/in 1 year)	\$965
OS014	Commercial OSS New/Repair	Each (expires w/in 1 year)	\$1,220
OS015	Privy/Compost Toilet Permit	Each (expires w/in 1 year)	\$410
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)	\$195
OS019	Soil Logs	Each	\$385
OSS Land Use			
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			
FS001	Food Service Level 1	Annual	\$385
FS002	Food Service Level 2	Annual	\$515
FS003	Food Service Level 3	Annual	\$580



Fee Code	Fee Type	Term	2025 Fee
FS004	Mobile Service Level 1	Annual	\$320
FS005	Mobile Service Level 2	Annual	\$530
FS006	Mobile Service Level 3	Annual	\$530
FS007	Large Grocery Store	Annual	\$450
FS008	Meat/Seafood Department	Annual	\$385
FS009	Deli Department	Annual	\$460
FS010	Bakery Department	Annual	\$115
FS011	Grocery Espresso	Annual	\$195
FS012	Meat/Seafood Market	Annual	\$980
FS013	Comprehensive Catering	Annual	\$645
FS014	Supplemental Catering	Annual	\$195
FS015	Approved Public Commissary Kitchen	Annual	\$255
FS016	Temporary Food Service Type A Level 1 (single event)	Each	\$115
FS017	Temporary Food Service Type A Level 2 (single event)	Each	\$255
FS018	Temporary Food Service Type A Level 3 (single event)	Each	\$320
FS019	Additional Days for Temporary Food Service Type A (After first 5 days)	Each	\$60
FS020	Temporary Food Service Type B Level 1	Annual	\$195
FS021	Temporary Food Service Type B Level 2	Annual	\$295
FS022	Temporary Food Service Type B Level 3	Annual	\$350
FS026	Fair/Rodeo Food Service Level 1	Each	\$320
FS027	Fair/Rodeo Food Service Level 2	Each	\$450
FS028	Fair/Rodeo Food Service Level 3	Each	\$515
FS029	Seasonal Food Service	Each	\$295



Fee Code	Fee Type	Term	2024 Fee
FS030	K-12 Food Service Inspection	Each	\$255
FS031	Food Handler's Cards	Each	\$10
FS032	In Office Food Handler's Cards Replacement	Each	\$6
FS033	Food Reinspection	Each	\$255
FS034	Food Service Plan Review	Each	\$1,115
FS035	Food Service Remodel	Each	\$705
FS036	Change of Ownership	Each	\$230
FS037	Reopening	Each	\$320
FS038	HACCP Technical Assistance	Hourly	Hourly rate
Living Environment			
LE001	Camps	Annual	\$1,230
LE003	School Inspection 0-100 Students	Each	\$705
LE004	School Inspection 101-200 Students	Each	\$835
LE005	School Inspection 201-500 Students	Each	\$965
LE006	School Inspection 501-1000 Students	Each	\$1,095
LE007	School Inspection \geq 1001 Students	Each	\$1,220
LE008	Pool, Spa, Wading or Spray Pool: Pre-Opening Inspection	Each	\$995
LE009	Pool, Spa, Wading or Spray Pool: Open 6 months or less	Annual	\$450
LE010	Pool, Spa, Wading or Spray Pool: Open 7-12 Months	Annual	\$450
LE011	Water Recreation Reinspection	Each	\$385
LE012	Smoking in Public Places reinspection fee	Each	Hourly rate
General Environmental Health Services			
EH001	Environmental Health Hourly Services Rate	Per hour	\$235



Fee Code	Fee Type	Term	2025 Fee
EH002	Refund Processing Fee	Each	\$100
EH003	Variance/Waiver	Per Hour	Hourly rate
EH004	Administrative Appeal to the Board of Health	Per Hour	Hourly rate
EH005	Administrative Appeal to the Hearings Examiner	Per Hour	Hourly rate
Vital Records			
VR001	Birth and Death Certificate Fee	Each	\$25
VR002	Search Net Term for Information	Each	\$10
VR003	Reprocess of Death Certificate	Each	\$5
VR004	Vital Records Mailing Fee	Each	\$1.50