



CLALLAM COUNTY BOARD OF HEALTH

AGENDA of May 21, 2024 @ 1:30 – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street

Port Angeles, WA 98362

Board of Health meeting will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and join with Meeting ID: 935 7343 5754 and Passcode: 095863

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/93573435754> join with Meeting ID: 935 7343 5754 and Passcode: 095863

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2276 or nan.furford@clallamcountywa.gov

- Call to Order
- Roll Call
- Request for Modifications/Approval of Agenda
- Approval of Draft Meeting Minutes for April 16, 2024
- Action Items: None
- Public Comment for Agenda Items – *Please limit comments to three minutes*
- Health Officer: Infectious Disease Update
- Old Business and Information Items: None
- Discussion Items: None
- Board of Health Presentations: None
- Board of Health Public Hearings:
 1. Ordinance repealing and replacing Clallam County Code Chapter 41.50, Fees, as related to Environmental Health Fee Schedule, Section 010-A
- Environmental Health Director
- HHS Director
- Future meeting agenda items:
 1. Vaccination Rates
 2. Air Quality and Noise Ordinance
 3. Climate Change
 4. Update on Behavioral Health Organization (BHO)

5. Olympic Peninsula Healthy Communities Coalition

- Public Comment – *Please limit comments to three minutes*
- Adjournment

NEXT MEETING – June 18, 2024

INSTRUCTIONS FOR SPEAKING AT A BOARD OF HEALTH MEETING:

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda.
- Members of the public wishing to comment at the public hearing are asked to sign in on the sheet provided giving their name and place of residence.
- The Chair may limit the comment period to 3 minutes for each speaker subject to Board concurrence.
- Speakers, generally, will be heard in the order they signed up. All comments must be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- General comments, applause, booing from members of the audience are inappropriate and may result in removal.

These guidelines are intended to promote an orderly system for conducting a public meeting/hearing so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.

Note: Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of public documents from Board meetings are available by contacting the Public Records Department.

Members:

Chair, Mike French; Vice-Chair, Shahida Shahrir; Dr. Gerald Stephanz; Helen Kenoyer; Tia Skerbeck;
Paul Cunningham; Jeff Gingell; Mark Ozias and Randy Johnson

Health and Human Services Staff:

Dr. Allison Berry, Health Official; Kevin LoPiccolo, Director; Jenny Oppelt, Deputy Director;
Jennifer Garcelon, Environmental Health Director; Nan Furford, Clerk of the Board

DRAFT MINUTES
APRIL 16, 2024



CLALLAM COUNTY BOARD OF HEALTH

MINUTES of April 16, 2024 @ 1:30 pm – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4th Street Port Angeles, WA 98362

Meeting was held via Zoom (Video conference)

REGULAR MEETING OF THE CLALLAM COUNTY BOARD OF HEALTH

Call to Order: The meeting was called to order at 1:30 p.m.

Roll Call: Members present were Chair, Mike French; Commissioner Mark Ozias; Commissioner Randy Johnson; Vice-Chair, Shahida Shahrir; City Council Member Representative, Jeff Gingell; Community Stakeholder, Dr. Gerald Stephanz; Jamestown S'Klallam Tribe, Paul Cunningham; Lower Elwha Klallam Tribe, Tia Skerbeck; Consumer of Public Health, Helen Kenoyer; Health Officer, Dr. Allison Berry; HHS Director, Kevin LoPiccolo; HHS Deputy Director, Jennifer Oppelt; Environmental Health Director, Jennifer Garcelon

Members absent: None.

Request for Modifications/Approval of Agenda

Commissioner Randy Johnson made a motion to approve the agenda, Helen Kenoyer seconded. Agenda approved.

ACTION TAKEN: The Board had unanimous consent to approve the agenda.

Approval of Draft Meeting Minutes for March 19, 2024

Commissioner Randy Johnson made a motion to approve the meeting minutes; Tia Skerbeck noted that she did not second the minutes and that it was Helen Kenoyer. Dr. Stephanz made a motion to approve the minutes with the change of second to be Helen Kenoyer, Paul Cunningham seconded. Minutes approved as noted.

Action Items:

None.

Public Comment for Agenda Items:

Ms. Zelenka sent an email, and it was handed out to the board members.

Health Officer – Infectious Disease Update – Dr. Berry

Dr. Berry reported that flu and RSV has ended, and Covid-19 is down trending. Covid-19 seems to be following a seasonal pattern. Measles cases are on the rise nationwide with the nearest in Clark and Spokane Counties. The highly pathogenic Avian Influenza has started to be seen in dairy cattle and people. There are 13 cases so far, 5 severe and 2 deaths. It has shown up in the milk supply of infected cows. Discussion followed.

Old Business and Information Items: updated on Medical Respite by Olympic Peninsula Community Clinic (OPCC)

Viola Ware, Robin Ryan, and T. Scott Brandon presented their program and upcoming needs. Discussion followed.

Discussion Items: Review of the proposed draft Environmental Health Division Fee Schedule and Call for Public Hearing.

The board reviewed the proposed fee schedule. Discussion followed. Commissioner Mark Ozias made a motion to approve Fee Schedule, Option C; Commissioner Randy Johnson seconded. Fee Schedule Option C passed unanimously to move forward at public hearing.

Commissioner Ozias made a motion to set a public hearing to be held on May 21, 2024, in order to receive public comments on Fee Schedule option C, and to repeal the current fee schedule and replace it with new Fee Schedule. All approved, motion passed.

Board of Health Hearings:

None.

Board of Health Presentations:

None.

Environmental Health Director - Jennifer Garcelon

None.

HHS Director- Kevin LoPiccolo

Clallam Bay HRHC is moving forward as the church has agreed to rent it and reduce the cost to \$600.00 per month. Three new employees were recently hired: Prevention Specialist for HRHC, WIC Support Specialist, Communications Specialist. Next month two new hires will start, a Public Health Nurse and a Customer Services Specialist.

Public Comment

None.

Adjournment

Meeting was adjourned at 3:21 p.m.

Next Meeting – May 21, 2024

PASSED AND ADOPTED this _____ day of _____, 2024

CLALLAM COUNTY BOARD OF HEALTH

Mike French, Chair

Allison Berry, MD, MPH, Health Officer

ATTEST:

Nan Furford, Clerk of the Board

STAFF MEMO
PROPOSED ORDINANCE



Clallam County Department of Health and Human Services

Environmental Health Services ♦ 111 East 3rd Street ♦ Port Angeles, WA 98362-3018
Tele: 360-417-2258 ♦ FAX: 360-457-9795

TO: Clallam County Board of Health
FROM: Clallam County Environmental Health Services
SUBJECT: Ordinance to repeal and replace Chapter 41.50, Fees
DATE: May 21, 2024

Background

During the 2024 Clallam County budget process, the Board of County Commissioners and Chief Financial Officer requested the fees be reviewed. Deputy Chief Financial Officer, Rebecca Turner offered to assist Environmental Health in reviewing the fee schedule. The last fee schedule update was in 2018.

The Board of Health has received an extensive overview from Environmental Health and the Finance Department at their February 20, March 19, and April 16, 2024, meetings. The fee review process included:

- Review of other jurisdictions hourly rate.
- Confirmation of the average time it takes to conduct fee activities.
- Review of revenues and expenditures by Environmental Health Program.
- Evaluate fee options.

At the April 19, 2024, after discussion and review of the four fee options, the Board of Health supported to move forward Fee Option 3. The Board of Health voted unanimously for a call for a hearing and to schedule the public hearing for May 21, 2024.

Staff Request

Staff is requesting the following changes to the proposed ordinance to read as:

- Page 2, On-Site Program, add Conventional Only.
- Page 3, Food and Living Environment Programs, under Risk Category 2, correct typo from TSC to TCS.
- Page 4, Food and Living Environment Programs, under other food fees, delete owner and treat as plan review.
- Effective date of proposed Ordinance.

Staff would like to discuss the Fee Waiver for food establishment. Fee waivers are found in the Board of Health Policy 500.4 (Attached).

Recommendation

Staff is recommending that the Board of Health hold a public hearing, take public comment, deliberate, and act on repealing and replacing Clallam County Code, Chapter 41.50, Fees, as related to the Environmental Health Section 010-A.

**BOARD OF HEALTH
ORDINANCE 15**



Clallam County Board of Health
111 E. 3rd Street
Port Angeles WA 98362

Board of Health Ordinance 15

Repealing and replacing Clallam County Code Chapter 41.50, Fees, as related to the Environmental Health Section 010-A of the Department of Health and Human Services

BE IT ORDAINED BY THE CLALLAM COUNTY BOARD OF HEALTH:

Section 41.50 Environmental Health Fees 010-A for the Department of Health and Human Services is amended as follows:

An Ordinance repealing the prior Environmental Health Fee Schedule 010-A dated July 1, 2022 in its entirety and replacing with attached new fee schedule.

BE IT ORDAINED BY THE CLALLAM COUNTY BOARD OF HEALTH:

ADOPTED this 21st day of May, 2024

CLALLAM COUNTY BOARD OF HEALTH

Mike French
Board of Health Chair

Allison Berry, MD, MPH
Clallam County Health Officer

ATTEST:

Nan Furford, Clerk of the Board

PROPOSED FEE SCHEDULE

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE x DATE, 2024**

SERVICE	FEE	
<i>General Environmental Health -Administration</i>		
Technical Assistance or Billable Time	\$ 107	per hour
Appeals to the Board of Health for Determination	\$ 339	
Administrative Conference	\$ 203	
Administrative Hearing	\$ 331	
Waiver Request		
Local Code Only	\$ 169	
State Code	\$ 203	
<i>Drinking Water Program and Laboratory Services</i>		
Water Testing		
Bacteria Presence/Absence-24 HR	\$ 21	per sample
Bacteria Presence/Absence-18 HR	\$ 41	per sample
Total Coliform/ <i>E. coli</i> count	\$ 49	per sample
<i>E.coli</i>	\$ 49	per sample
Enterococcus (Beach)	\$ 49	per sample
Bacterial retest	\$ 21	per sample
Fecal coliform	\$ 55	per sample
Nitrate	\$ 31	per sample
After Hours/Weekend Surcharge	\$ 429	
Water Availability (GMA Requirement)		
Public or Private	\$ 105	
Alternative Water System Plan Review (Rainwater Catchment, Trucked in Water)	\$ 300	Billed for first 3 hours, then hourly rate
Public Water System Plan Review		
Plan Review	\$ 107	Billed for first 1 hour, then hourly rate
Well Site Inspection	\$ 417	Billed for first 3 hours, then hourly rate
Water System Sanitary Survey		
Private Individual Well	\$ 363	Billed for first 3 hours, then hourly rate
Public Water System	\$ 690	Billed for first 6 hours, then hourly rate
<i>Solid Waste Program</i>		
Plan Review for New Application	\$ 1,070	Billed for first 10 hours, then hourly rate
Municipal Solid Waste Landfill (MSWLF)		

MSWLF Annual Permit	\$ 7,935	
MSWLF Closure Permit	\$ 9,919	
MSWLF Post Closure Permit		
Annual Fee	\$ 3,968	
Recycling	\$ 926	
Composting	\$ 1,852	
Land Application	\$ 926	
Anaerobic Digester	\$ 926	
Energy Recovery and Incineration	\$ 926	
Material Recovery Facility	\$ 926	
Transfer Station (TS)		
TS Handling <5,000 tons/year	\$ 1,389	
TS Handling >5,000 tons/year	\$ 3,703	
Piles Used for Storage or Treatment	\$ 695	
Surface Impoundments and Tanks	\$ 695	
Waste Tire Storage and Transportation	\$ 695	
Moderate Risk Waste Handling Facility (MRWF)	\$ 2,215	
Satellite MRWF	\$ 417	
Limited Purpose Landfill (LPL)		
LPL Annual Permit	\$ 4,629	
LPL Closure Permit	\$ 6,613	
LPL Post Closure Permit	\$ 2,777	
Inert Waste Landfill	\$ 2,777	
Permit Exempt Facilities Which Require Review	\$ 370	
Other Solid Waste Facilities or Activities	\$ 107	per hour
Late Solid Waste Permit Fee	50% of base	
Penalty Fee of Permitted Facilities	10% of base	
Drug Lab Clean Up-All Activities	\$ 107	per hour
On-site Septic Program		
Site Registration	\$ 397	
Construction Permit		
Individual		
Conventional	\$ 424	
Alternative	\$ 503	
Owner Installed	\$ 569	
Commercial	\$ 569	first 350 gal, then \$265 for each additional 350 gal
Community	\$ 569	plus \$265 for each added connection
Repair Permit-Individual,	\$ 264	Combine to all repair permits

Commercial, or Community		
Tank Placement Only	\$ 239	
Expansion of Existing System	\$ 384	
Vault Toilet or Waterless System	\$ 264	
Re-inspection Fee	\$ 264	
Services		
Operation & Maintenance		
Annual O&M Fee	\$ 13	per septic
System Status Report Review Fees		
Electronic Submission-Gov't Action	\$ 81	
Paper Submission-Gov't Action	\$ 98	
Return Fee for Incomplete Report	\$ 75	
Seasonal Water Table Observations	\$ 535	Billed for first 5 hours, then hourly rate
Permit Re-design	\$ 176	
Septic System Decommissioning Certification	\$ 163	
Sewage Installers Certification		
Sewage System Installer Annual Fee	\$ 440	
Site Installer Annual Fee	\$ 278	
Septic Tank Pumpers Certification		
Septic Pumper Annual Fee	\$ 528	
Operation & Maintenance Specialists Certification		
O&M Specialists Fee	\$ 528	
Environmental Health Land Use Proposal Fees		
Site Evaluations	\$ 397	
Administrative Fee	\$ 107	
Land Use Technical Review Fee	\$ 214	
Land Division Seasonal Water Table Observation	\$ 535	
Final Plan Review for Signature	\$ 176	
Food and Living Environment Programs		
Annual FSE		
Risk Category 1-All seating	\$ 294	Pre-packaged food only, no food handling. Examples: Commercial Kitchens, Store with milk fridge, Gas Station with TCS foods for sale/customer heats on-site
Risk Category 2		Food is assembled on site for immediate service or display. Hot and cold TSC foods, no cooling or reheating. Espresso with assembled sandwiches, concession stands.

Seating 0-25	\$ 441	
Seating 26-50	\$ 588	
Seating 50+	\$ 722	
Risk Category 3		Food is received, assembled, cooked, cooled, reheated. Any facility cooling foods and reheating for service another day.
Seating 0-25	\$ 648	
Seating 26-50	\$ 713	
Seating 50+	\$ 764	
Catering Added to FSE	\$ 294	
Satellite Kitchens (Schools, etc.)	\$ 147	
Seasonal	50% of Fee	
Mobile Unit/Food Truck	\$ 441	
Temporary Permit		
Temporary Event Risk 1	\$ 50	one event, up to 21 consecutive days
Temporary Event Risk 2 or 3	\$ 198	one event, up to 21 consecutive days
Recurring Temporary Event Risk 1	\$ 75	same menu/staff, up to 6 events per year
Recurring Temporary Event Risk 2 or 3	\$ 297	same menu/staff, up to 6 events per year
Extended Temporary Farmers Market/Demonstrators Risk 1	\$ 185	
Extended Temporary Farmers Market/Demonstrators Risk 2 or 3	\$ 278	
Large Event Permit (4+ vendors)	\$ 210	
Other Food Fees		
Late Annual Fee 1-30 days after date due	50%	
Late Annual Fee 31+ days after date due	75%	
Temporary Permit Received w/in 10 business days of event	50%	
501 (c)(3)	25% or	
	50% of permit fee	
Re-inspection Fee	\$ 279	
Operating without a Permit	2 x annual permit fee	
Food Worker Card	\$ 10	
Food Worker Card-Copy	\$ 5	
Plan Review	\$ 882	Billed for first 6 hours, then hourly rate
Change in Menu/Owner	\$ 214	Billed for first 2 hours, then hourly rate
Living Environment-Pools/Schools		

Swimming Pools/Spas Permit		
Open All Year	\$ 317	
Seasonal	\$ 231	
Each Additional Pool/Spa	\$ 93	
Plan Review	\$ 107	per hour
Schools		
Plan Review	\$ 321	Billed for first 3 hours, then hourly rate
Safety Inspections	\$ 214	Billed for first 2 hours, then hourly rate

Food Safety Risk Categories based on [FDA Food Code 2017](#), Annex 5, Table 1, Risk Categorization of Food Establishments, page 593.

CHANGES MADE TO CURRENT FEE SCHEDULE

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE - EFFECTIVE x DATE, 2024**

SERVICE	FEE	
General Environmental Health -Administration		
Technical Assistance or Billable Time	\$ 107	per hour
Appeals to the Board of Health for Determination	\$ 339	
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Administrative Hearing	\$ 331	
Waiver Request		
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Bacterial retest	\$ 21	per sample
Fecal coliform	\$ 55	per sample
Nitrate	\$ 31	per sample
New After Hours/Weekend Surcharge	\$ 429	
Water Availability (GMA Requirement)		
Public or Private	\$ 105	
Alternative Water System Plan Review (Rainwater Catchment, Trucked in Water)	\$ 300	Billed for first 3 hours, then hourly rate
Public Water System Plan Review		
Plan Review	\$ 107	Billed for first 1 hour, then hourly rate
Well Site Inspection	\$ 417	Billed for first 3 hours, then hourly rate
Water System Sanitary Survey		
Private Individual Well	\$ 363	Billed for first 3 hours, then hourly rate
Public Water System	\$ 690	Billed for first 6 hours, then hourly rate
Solid Waste Program		
Plan Review for New Application	\$ 1,070	Billed for first 10 hours, then hourly rate
Municipal Solid Waste Landfill (MSWLF)		

MSWLF Annual Permit	\$ 7,935	
MSWLF Closure Permit	\$ 9,919	
MSWLF Post Closure Permit Annual Fee	\$ 3,968	
Recycling	\$ 926	
Composting	\$ 1,852	
Land Application	\$ 926	
Anaerobic Digester	\$ 926	
Energy Recovery and Incineration	\$ 926	
Material Recovery Facility	\$ 926	
Transfer Station (TS)		
TS Handling <5,000 tons/year	\$ 1,389	
TS Handling >5,000 tons/year	\$ 3,703	
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Other Solid Waste Facilities or Activities	\$ 107	per hour
Late Solid Waste Permit Fee	50% of base	
Penalty Fee of Permitted Facilities	10% of base	
COMBINE Drug Lab Clean Up-All Activities	\$ 107	per hour
REMOVE Secure Medicine Return Program Fees		
On-site Septic Program		
Site Registration	\$ 397	
Construction Permit		
Individual		
Conventional	\$ 424	
Alternative	\$ 503	
Owner Installed	\$ 569	

Commercial	\$ 569	first 350 gal, then \$265 for each additional 350 gal
Community	\$ 569	plus \$265 for each added connection
Repair Permit-Individual, Commercial, or Community	\$ 264	Combine to all repair permits
Tank Placement Only	\$ 239	
Expansion of Existing System	\$ 384	
Vault Toilet or Waterless System	\$ 264	
Re-inspection Fee	\$ 264	
Services		
Operation & Maintenance		
Annual O&M Fee	\$ 13	per septic
System Status Report Review Fees		
Electronic Submission-Gov't Action	\$ 81	
Paper Submission-Gov't Action	\$ 98	
Return Fee for Incomplete Report	\$ 75	
Seasonal Water Table Observations	\$ 535	Billed for first 5 hours, then hourly rate
Permit Re-design	\$ 176	
REMOVE On-site Sanitary Surveys		
Septic System Decommissioning Certification	\$ 163	
Sewage Installers Certification		
Sewage System Installer Annual Fee	\$ 440	
Site Installer Annual Fee	\$ 278	
Septic Tank Pumpers Certification		
Septic Pumper Annual Fee	\$ 528	
Operation & Maintenance Specialists Certification		
REMOVE Examination Fee		
O&M Specialists Fee	\$ 528	
Environmental Health Land Use Proposal Fees		
Site Evaluations	\$ 397	
Administrative Fee	\$ 107	
Land Use Technical Review Fee	\$ 214	
Land Division Seasonal Water Table Observation	\$ 535	
Final Plan Review for Signature	\$ 176	
Food and Living Environment Programs		
Annual FSE		
Risk Category 1-All seating	\$ 294	Pre-packaged food only, no food handling. Examples: Commercial Kitchens, Store with milk fridge, Gas Station with TCS foods for sale/customer heats on-site

Risk Category 2		Food is assembled on site for immediate service or display. Hot and cold TSC foods, no cooling or reheating. Espresso with assembled sandwiches, concession stands.
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Seating 0-25	\$ 648	
Seating 26-50	\$ 713	
Seating 50+	\$ 764	
Catering Added to FSE	\$ 294	
Satellite Kitchens (Schools, etc.)	\$ 147	
Seasonal	50% of Fee	
NEW-Mobile Unit/Food Truck	\$ 441	
Temporary Permit		
Temporary Event Risk 1	\$ 50	one event, up to 21 consecutive days
Temporary Event Risk 2 or 3	\$ 198	one event, up to 21 consecutive days
NEW-Recurring Temporary Event Risk 1	\$ 75	same menu/staff, up to 6 events per year
NEW-Recurring Temporary Event Risk 2 or 3	\$ 297	same menu/staff, up to 6 events per year
Extended Temporary Farmers Market/Demonstrators Risk 1	\$ 185	
Extended Temporary Farmers Market/Demonstrators Risk 2 or 3	\$ 278	
Large Event Permit (4+ vendors)	\$ 210	
Other Food Fees		
Late Annual Fee 1-30 days after date due	50%	
Late Annual Fee 31+ days after date due	75%	
Temporary Permit Received w/in 10 business days of event	50%	
NEW 501 (c)(3)	25% or	
	50% of permit fee	
Re-inspection Fee	\$ 279	
NEW-Operating without a Permit	2 x annual permit fee	
Food Worker Card	\$ 10	
Food Worker Card-Copy	\$ 5	
Plan Review	\$ 882	Billed for first 6 hours, then hourly rate Exempt from 50% formula cap due to amount of work

Change in Menu/Owner	\$ 214	Billed for first 2 hours, then hourly rate
Living Environment-Pools/Schools		
Swimming Pools/Spas Permit		
Open All Year	\$ 317	
Seasonal	\$ 231	
Each Additional Pool/Spa	\$ 93	
Plan Review	\$ 107	per hour
Schools		
Plan Review	\$ 321	Billed for first 3 hours, then hourly rate
Safety Inspections	\$ 214	Billed for first 2 hours, then hourly rate
REMOVE Food Preparation Facilities		

Food Safety Risk Categories based on [FDA Food Code 2017](#), Annex 5, Table 1, Risk Categorization of Food Establishments, page 593.

CURRENT FEE SCHEDULE REPEAL

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE 010A- EFFECTIVE July 1, 2022i**

SERVICE	FEE
<i>General Environmental Health</i>	
Technical Assistance	\$93/hour
Waiver Request	
Local Code only	\$125
State Code	\$185
Appeals to the Board of Health for Determination	\$265
Administrative Conference	\$199
Administrative Hearing	\$331
<i>Environmental Health Land Use Proposal Fees</i>	
Site Evaluations	\$397/lot
Administrative Fee	\$93/hour
Land Use Technical Review Fee	\$132 first two hours, then \$93/hr
Land Division Seasonal Water Table Observation	\$465, first 5 hours, then billed at hourly rate
Final Plat Review for Signature	\$159
<i>On-Site Septic Pro ram</i>	
Site Registration	\$397
Construction Permit	
Individual	
Conventional	\$424
Alternative	\$503
Owner Installed	\$569
Commercial	\$569, first 350 gallons, then \$265 for each additional 350 gallons
Community	\$569, plus \$265 for each added connection
Repair Permit	
Individual - Conventional or Alternative System	\$239
Commercial	SAME AS NEW PERMIT FEE
Community	SAME AS NEW PERMIT FEE
Tank Placement Only	\$239
Expansion of Existing System	\$384
Vault Toilet or Waterless System	\$239
Re-inspection Fee	\$186
<i>Services</i>	
Operation and Maintenance	
Annual O&M Fee	\$13
System Status Report Review Fees	
Electronic Submission - Gov't Action	\$46
Paper Submission - Gov't Action	\$56

Return Fee for Incomplete Report	\$43
CLALLAM COUNTY HEALTH AND HUMAN SERVICES ENVIRONMENTAL HEALTH FEE SCHEDULE 010A – EFFECTIVE July 1, 2022i	
SERVICE	FEE
Seasonal Water Table Observations	\$465, first 5 hours, then billed at hourly rate
Permit Re-design	\$132
Onsite Sanitary Surveys	\$185
Septic System Decommissioning Certification	\$93
Sewage System Installer's Certification	
Sewage System Installer Annual Fee	\$317
Site Installer Annual Fee	\$159
Septic Tank Pumper's Certification	
Septic Pumper Annual Fee	\$317
Operation & Maintenance Specialists Certification	
Examination	\$199
O&M Specialists Annual Fee	\$317
<i>Solid Waste Program</i>	
Plan Review for New Application	\$930, first 10 hours, then billed at hourly rate
Municipal Solid Waste Landfill	
MSWLF Annual Permit	\$7,935
MSWLF Closure Permit	\$9,919
MSWLF Post Closure Permit Annual Fee	\$3,968
Recycling	\$926
Composting	\$1,852
Land Application	\$926
Anaerobic Digester	\$926
Energy Recovery and Incineration	\$926
Intermediate Solid Waste Material Recovery Facility	\$926
Intermediate Solid Waste Facility Transfer Station	
TS Handling <5,000 tons/year	\$926
TS Handling >5,000 tons/year	\$3,703
Piles Used for Storage or Treatment	\$463
Surface Impoundments and Tanks	\$463
Waste Tire Storage and Transportation	\$463
Moderate Risk Waste Handling Facility	\$1,852
Satellite Moderate Risk Waste Handling Facility	\$278
Limited Purpose Landfill	

Limited Purpose Landfill Annual Permit	\$4,629
Limited Purpose Landfill Closure	\$6,613
Limited Purpose Landfill Post	\$2,777

REPEAL

CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE 010A - EFFECTIVE July 1, 2022ⁱ

SERVICE	FEE
Closure Annual Fee	
Inert Waste Landfill	\$2,777
Permit Exempt Facilities Which Require Review	\$370
Other Solid Waste Facilities or Activities	\$93/hour
Late Permit Fee	50% of base
Penalty Fee	10% of base
Secure Medicine Return Program ⁱⁱ	
Initial Plan Review Fee ⁱⁱⁱ	\$9,170 first review, then billed at hourly rate
Annual Operating Fee	\$11,160
Revision of Approved Plan	\$279, first 3 hours, then billed at hourly rate
Agency Activities to Enforce Against Non-Compliance	\$93/hour
Review of Petition for Alternative Disposal Method	\$279 first 3 hours, then billed at hourly rate
<i>Food Safety Program</i>	
Restaurants	
0-25 Seats	\$278
26-50 Seats	\$408
51-100 Seats	\$463
More Than 100 Seats	\$555
Cocktail Lounge	\$132
Catering	
Off-site by Restaurant	\$185
Stand Alone	\$278
Institutional Facilities	
Schools	
Main Kitchen	\$185
Satellite Kitchen	\$93
Jail Kitchen	\$185
Limited Food Services	
B&B, Taverns, etc.	\$185
Temporary Special Events	
PHF Foods	\$132
Non-PHF Foods	\$33
Late Application Fee	Additional 50% of base fee
Farmers' Market Vendor	\$185
Large Event Permit (4+ vendors)	\$140
Groceries	
0-3 Check Stands	\$278
4 or More Check Stands	\$370

Grocery w/ <i>F</i> ood	
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REPEAL

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE 010A- EFFECTIVE July 1, 2022ⁱ**

SERVICE	FEE
Meat	\$93
Bakery	\$93
Fish	\$93
Deli	\$185
Espresso	\$93
Community Kitchen	\$93
Penalty Fees	
Re-inspection	\$186
Late Fees	
1 month delinquent	50% of base
2 months delinquent	75% of base
Food Handler Cards ¹	
New	\$10
Duplicate	\$5
Plan Review	
Complex menu	\$278
Non-complex menu	\$159
PHF limited menu	\$132
Non-PHF limited menu	\$93
Change in Ownership	50% of establishment's plan review fee
<i>Laboratory Services and Drinking Water Program</i>	
Water Testing	
Bacteria Presence/Absence	\$23
Total coliform/E.coli count	\$35
Enterococcus (Beach)	\$40
Bacterial retest	\$18
Fecal coliform	\$30
Nitrate	\$30
Water Availability (GMA Requirement)	
Public or Private	\$70
Alternative Water System Plan Review (Rainwater Catchment)	\$200
Public Water System Plan Review	
Plan Review	\$93/hour
Well Site Inspection	\$278
Water System Sanitary Survey	
Private Individual Well	\$242
Public Water System	\$460
<i>Living Environment Program</i>	
Swimming Pools/Spas Permit	
Open All Year	\$317
Seasonal	\$231

Each Additional Pool/Spa	\$93
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REPEAL

**CLALLAM COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH
FEE SCHEDULE 010A- EFFECTIVE July 1, 2022ⁱ**

SERVICE	FEE
Plan Review	\$93/hour
Schools	
Plan Review	\$93/hour
Safety Inspections	\$93/hour
Food Preparation Facilities	See Food Program Section
Drug Lab Clean Up	
Sampling for Meth Contamination	\$93/hour
Meth Cleanup Plan Review	\$93/hour
Meth Habitation Determination	\$93/hour

i Fees are authorized as a power and duty of local boards of health under RCW 70.05.060(7)

ii Any additional time will be billed at cost of Clallam County's hourly rate of \$93, and if Kitsap has further review it will be billed at their current hourly rate

iii Initial Plan Review Fee includes 50 hours of Kitsap Health District's review and 40 hours of CCEH's review

iv Food Worker Card Fees are set by Washington State

GLOSSARY FOR FOOD CATEGORIZATION

Glossary of terms	
501c3	Nonprofit 501c3 organizations may apply for a Fee Waiver to reduce permit fees. An approved waiver is valid for the calendar year only and must be updated annually. 501c3 approved organizations may qualify for permit options unavailable to other Recurring or Extended Temporary applicants. A reduction in operating fees may be applied to permit fees only. Late fees are not waived.
Additional inspections	Any routine inspection or reinspection that occurs after the designated number of routine inspections and one reinspection during the same permit year.
Bake Sale	A residential kitchen in a private home or other location is used to prepare only foods that are non TCS baked goods which are prepared and wrapped in a sanitary manner for sale or service by a nonprofit organization operating for religious, charitable, or educational purposes. The consumer must be informed by a clearly visible placard at the sale or service location that the foods are prepared in a kitchen that is not inspected by a regulatory authority.
B&B Exemption	Owner occupied, two rooms or less, offering breakfast.... Food code definition in WAC 246-215
Bed and Breakfast Operation	A private home or inn offering one or more lodging units on a temporary basis to travelers. Service of breakfast to overnight guests, only. No advance preparation (overnight) of menu items. Limiting factors (style and volume of service from home kitchen) and inspection frequency place Bed and Breakfasts in the category for FSE Risk #1. DCD, Building, Water and Septic requirements are pre-requisites and have annual monitoring components.

Catering Operation	An operation where a person contracts with a client to prepare a specific menu and amount of food in an approved food establishment for service to the client's guests or customers at a different location. If the Caterer is not affiliated with an approved FSE, a Commissary Kitchen is required. Risk Category is determined by types of foods offered. Location of service may require prior approval and are subject to Building, Planning, Water and Septic review.
Certified Food Protection Manager	Is an employee with the authority to implement food protection measures and who meets the certification requirements listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards.
Change of Ownership	When the owner of a food establishment changes to a different individual, partnership, corporation, association, or other legal entity, and the new owner must apply for a new permit. Change in Owner fee is collected IF the change in ownership has not yet occurred. If the ownership change occurs prior to notification to CCHHS- a full plan review application fee must be submitted with all required documents for review.
Change of Equipment or Menu	Changes to menu or equipment require prior approval. An application is submitted with all required documentation for review before implementing changes to the operation.
Concession	Seasonal FSE offering food on a limited schedule where food service is not the primary intent. Examples are school events, games, bowling alleys, sporting events and theaters.
Commissary or Commercial Kitchen	An approved food establishment where food is stored, prepared, portioned or packaged for service elsewhere.

Cooling	The process of rapidly bringing food from hot/ambient temperatures to 41F or lower.
Donated Food Distributing Organization	A food establishment that is a charitable nonprofit organization under Section 501(c) of the federal Internal Revenue Code that distributes food free of charge to the needy. Permits are not required per WAC 246-215.
Extended Temporary – Farmers Market Permit	Extended Temporary Events are for the same location and menu only. Operation is limited to no more than 3 days per week and must be part of an approved, organized recurring event. Event organizer may be required to obtain a Large Event Permit. Use Risk level to determine category.
Food Service Establishment (FSE)	Food Service Establishments (FSE) store, package, serve or vends food to customers and defined in the Retail Food Code, WAC 246-215.
Food Worker Card	Food workers are required to obtain food safety training when handling food.
FSE Risk #1	Commercial kitchens, FSE's Serves pre-packaged food only, no food handling. Examples: Commissary kitchen, Retail sales of milk or packaged grocery items, convenience store with items heated by the customer. <i>Exception: Bed and Breakfasts are moved from a Risk # 2 Category to a Risk # 1 due to the limited nature of breakfast service to overnight guests only.</i>
FSE Risk #2	Food is prepared, cooked and served for immediate service, or display. May involve hot and cold holding of TCS foods. Pre-cooked commercially produced TCS foods are cooked, held and served. No cooling or reheating of TCS foods. Examples; sandwich shops, coffee stands, convenience stores deep frying frozen foods, or ice cream shops and some pizza restaurants.

FSE Risk #3	Storage, preparation, cooking and assembly of foods, including from raw ingredients. Foods may be cooled and reheated. Examples: full service restaurants, grocery delis, main school kitchens, buffets,
Large Event Permit	Organized events with 4 or more Food vendors requires an application for the event. Building, zoning, planning and other jurisdictional approval is required. Event organizer is responsible for ensuring water, wastewater and restroom facilities with handwash are maintained for FSE operators. May be required to show documentation of approval to operate from other departments or jurisdictions.
Mobile Food Establishments- Food trucks or Food Carts	Mobile Food Establishments are readily movable Food Establishments and are subject to approval by Washington State L&I. A commissary kitchen and servicing area is required for food storage, acquiring drinking water and disposal of wastewater.
Operating without a Permit	Operating without a permit is not allowed. If a Plan Review or Change in Ownership Application is not received within 30 days of operation, a Plan Review fee in addition to a penalty fee equal to 2x the annual permit fee will be required before an annual operating permit is approved.
Owner	The person, organization or entity that is the Food Establishment Permit holder.
Plan Review	Plan reviews are required for all new FSE's, Only complete applications are accepted for review. The plan review of a complete application for a new FSE requires submission a minimum of 30 days prior to intended opening date. A full plan review is required if 30 days have passed since the Change in Ownership occurred. Fee includes 6 hours, including the pre-opening inspection. Additional time will be assessed at the hourly rate

	for technical assistance. Plan Review fees are exempt from fee waiver reductions.
Potluck	An event where people are gathered to share food; people attending the event are expected to bring food to share; there is no compensation provided for people bringing food to the event; There is no charge for any food or beverage provided at the event; and the event is not conducted for commercial purposes.
Reinspection	A specific evaluation of compliance of violations that were recorded during the previous inspection. These inspections may occur as many times as needed until violations are sufficiently corrected.
Recurring Temporary	Recurring Temporary Event permits operators serving the same menu, at different locations, in conjunction with a fair or festival operating up to 6 events in 6 months. Use Risk Levels for FSE's to determine fee category. Required to notify CCHHS EH in advance of dates of service. Required to post permit at each event. <i>This does not include Farmers Markets.</i>
Recurring Temporary for 501c3's	Approved 501c3 organizations operating at multiple locations with rotating staff may qualify for a Recurring Temporary Event Permit with more than 6 events per year. The menu must be approved for all events at the time the application is submitted. ALL food workers are required to have a valid food worker card available at all times they are working an event.
Seasonal	FSE that operates for 6 months per year, meeting all of the physical facility requirements of an annually permitted FSE. All staff must have a food worker card available at time of food preparation or service. Examples: an ice cream stand open only in the summer, camp facility that does not

	operate year-round. Full plan review required for Seasonal operations.
Special Processes	FSE may apply to include a special processed food such as sous vide, acidification to preserve foods or package foods in reduced oxygen packaging. This may increase the FSE Risk level, depending on WSDA food processor permit approval, additional food safety training and extent of processing.
TCS	TIME/TEMPERATURE CONTROL FOR SAFETY FOOD means a FOOD that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.
Temporary Event	A Temporary food establishment operates at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a fair or festival. Extent of food handling determines Risk level.

Re-Classification of FSE's to 2024 Fee Categories	
Bed and Breakfast	Bed and Breakfast FSE's are limited to breakfast service to overnight guests only. Inspection frequency place these establishments into the FSE Risk Category #1.
Concessions	Concessions offering the same menu at the same location with temporary permit operating conditions may utilize the 501c3 Recurring Temporary (if temporary facilities are present) or use a Seasonal permit to operate 6 months at the rate of 50% of the annual permit fee (if permanent facilities support the operation).
Catering (Stand Alone)	Catering permits fall under the Mobile Fee. Sales site agreements, restroom agreements and commissary kitchen documents are all required for both FSEs.
DFDO	Donated Food Distributing Organizations are exempt from permitting, but we maintain communication with operators through the permitting system. Meal programs and food banks will not be required to apply for a permit.
Espresso or Desserts	Service of Milk and Ice-cream only may be eligible to operate as a Risk #1 FSE. Food handling dictates the Risk category for additional food preparation or service. <i>Exceptions: soft serve machines are not considered lower risk.</i>
Grocery no Deli (3 or less Check Stands)	Risk Category #1 0-25 Seats
Grocery no Deli (4 or more Check Stands)	Risk Category #1 0-25 Seats
Grocery w/Deli (3 or less Check Stands)	Food service at the Deli dictates the Risk Category, 3 or less Check Stands = 0-25 seats
Grocery w/Deli and additional Food Prep Locations	Risk Category #2 or #3 with 50+ seats (QFC, Safeway, Costco)
Jail Kitchen	Risk Category #3 50+ seats
Restaurants	Risk Category and Seating
Restaurants w/ lounge	Risk Category and Seating
Restaurants w/ Catering	Risk Category and an additional \$294 for catering

POLICY 500.4
FEE WAIVER

Policy Statement #500.4

CLALLAM COUNTY ENVIRONMENTAL HEALTH DIVISION

A Policy Statement Addressing the Fee Waiver Policy

Effective this date, the Clallam County Environmental Health Division adopts this policy regarding Fee Waivers.

1.0 Purpose: Assessment of fees to support mandated public health services is authorized by RCW 70.05.060(7). The Board of Health finds that fee waivers are a legitimate policy tool to promote public health goals, address personal hardship issues, and implement defined policy objectives. The purpose of this policy is specify criteria to be used by the health officer in responding to requests for the waiver of public health fees and to define a process for review of these requests and appeal of decisions by the health officer.

2.0 Procedure: Requests for a waiver from an existing public health fee should be submitted to the health officer in writing. A form to submit this information will be provided by the Clallam County Department of Health and Human Services and will specify information needed for different types of waivers. Incomplete requests cannot be processed.

Decisions regarding fee waiver requests will be made by the health officer or his/her designee based on criteria established by the Clallam County Board of Health. Decisions of the health officer may be appealed to the Board of Health within 10 days of the decision. The Board of Health will hear this appeal at their next scheduled meeting. Appeal decisions of the Board are final.

3.0 Criteria for Fee Waiver: The following categories are established for full or partial fee waiver:

- 3.1 Financial Hardship Waiver:** Fees charged to individuals (e.g. homeowners for onsite sewage repair permits) are eligible for waiver using the income-based (i.e. "sliding fee scale") system in place for public health fees. This sliding fee schedule is based on percentage of Federal Poverty Level income and is subject to periodic revision.
- 3.2 Not-for-profit Organization Waiver:** Certain community organizations that are organized on a nonprofit basis may be eligible for reduced fees, based on the determination that the organization is providing a local public benefit through its activities. Factors to be considered in granting fee waivers to not-for-profit organizations include: 1) 501c3 status, 2) financial resources of the organization, 3) demonstrated benefit of the organization to the community, and 4) level of public health risk associated with the activity subject to a fee.
- 3.3 In Kind Services Exemption:** Other governmental agencies (county, municipal, or tribal) that are subject to PH/EH fees may request to meet these fee obligations through in-kind services, e.g. provision of specific services that would otherwise need to be purchased at public expense. In-kind services could be used either to directly reduce program expenses

or as part of a local match on grant funded activities. The dollar value of the in-kind service would be subtracted from the assessed fee.

- 3.4 Special Initiative/ Priority Project Waiver: Under this category a time-limited and/or site-specific waiver may be granted to promote development of a health-related community service (e.g. to promote a new community event) or priority project (e.g. a non-point pollution study). Special initiatives or priority projects must be specifically designated as such by the Board of Health in order for applicants to be eligible for this waiver.

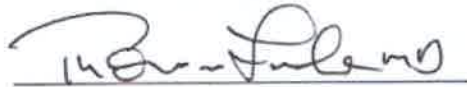
APPROVED this 10th Day of June 2003

CLALLAM COUNTY BOARD OF HEALTH



Stephen P. Tharinger, Chair

CLALLAM COUNTY HEALTH OFFICER



Thomas H. Locke, M.D.



Clallam County Department of Health and Human Services

223 East 4th Street, Suite #14 • Port Angeles, WA 98362-3015 • 360-417-2274 • FAX: 360-417-2519

Public Health Fee Waiver Application

Thank you for your application for a fee waiver under Clallam County Board of Health Policy # 500.4, adopted June 10, 2003. The Board has created four general categories for fee waivers. Please provide the requested information under the category of fee waiver you wish to apply for. You are invited to provide additional information supporting your application on the back of this form, if you so choose.

General Information:

Name _____
Organization _____
Address _____
Telephone # _____
Type of Fee Supported Service _____

Waiver Categories:

1) **Financial Hardship:** This is a waiver for fees charged to individuals based on their annual income as compared to federal poverty levels. Information needed to calculate this waiver is:

Adjusted Gross Income from last IRS 1040 Tax Return (last line of page 1) \$ _____
Number of Dependents Claimed on last federal Tax Return _____

2) **Not-for-profit Organization:** This waiver is for a non-profit organization that provide a "local public benefit through its activities." Please provide the following information:

Does your organization qualify for 501c3 status? Yes _____ No _____
Are there financial resources available to your organization to pay this fee? Yes _____ No _____
Please describe the benefit your organization provides to the community:

3) **In-Kind Services:** This waiver is for governmental entities (county, city, and tribal) who wish to meet their fee obligations through in-kind services. Information required includes:

Type of governmental entity _____
In-kind service to be provided _____

4) **Special Initiative/Priority Project:** This waiver is for activities promoting a health-related community service. The Board of Health specifically designates eligible projects for a defined time period. Information needed:

Specify Type of Designated Special Initiative/Priority Project _____