



# Clallam County Department of Health and Human Services

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Environmental Health Services ♦ 111 East 3<sup>rd</sup> 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: Environmental Health Fee Schedule  
DATE: April 12, 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.

At the February 20, 2024, Board of Health meeting, Jennifer Garcelon, Environmental Health Director, provided an extensive overview of the Environmental Health budget and a review of the planned fee update process. 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.
- Coordination with Finance Office for updated fee schedule.

At the March 19, 2024, Board of Health meeting, the Deputy Chief Financial Officer provided an in-depth report of all Environmental Health Programs and provided an overview of the fee calculation methodology (Attachment 1). The Board also requested that staff prepare how the current and proposed fees compare with comparable counties (Attachment 2, page 6) and to explore increasing the hourly rate for work performed in different program areas to see the difference (Attachment 3).

## **Recommendation**

Staff is recommending that the Board of Health review the attached fee options (Attachment 4) with staff's input and move forward the appropriate fee option for next month's public hearing. Staff is requesting that the Board of Health call for a Public Hearing (Attachment 5) for Tuesday, May 21, 2024 and an Ordinance to repeal and replace Clallam County Code Chapter 41.50, Fees, as related to the Environmental Health Section 010-A of the Department of Health and Human Services (Attachment 6).



# CLALLAM COUNTY BOARD OF HEALTH

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

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4<sup>th</sup> 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](mailto:nan.furford@clallamcountywa.gov)

- Call to Order
- Roll Call
- Request for Modifications/Approval of Agenda
- Approval of Draft Meeting Minutes for March 19, 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: Update on Medical Respite by Olympic Peninsula Community Clinic (OPCC)
- Discussion Items: Review of the proposed draft Environmental Health Division Fee Schedule and Call for Public Hearing
- Board of Health Public Hearings: None
- Board of Health Presentations:
- 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** – May 21, 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

# MARCH 19, 2024 DRAFT MINUTES



# CLALLAM COUNTY BOARD OF HEALTH

MINUTES of March 19, 2024 @ 1:30 pm – 3:30 pm

Clallam County Courthouse

Board of Commissioners Meeting Room 160

223 E. 4<sup>th</sup> 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; 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: City Council Member Representative, Jeff Gingell

### Request for Modifications/Approval of Agenda

Commissioner Randy Johnson made a motion to approve the agenda, Tia Skerbeck seconded. Agenda approved.

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

### Approval of Draft Meeting Minutes for February 20, 2024

Commissioner Randy Johnson made a motion to approve the meeting minutes; Dr. Stephanz seconded. Minutes approved.

### Action Items:

None.

### Public Comment for Agenda Items:

None.

### Health Officer – Infectious Disease Update – Dr. Berry

Dr. Berry reported that we are moving out of RSV and flu season. Covid-19 is down trending but is well above our base line. It will likely worsen with the CDC guideline change. Covid-19 is not the same as other respiratory illnesses and people are ten times more likely to be hospitalized with it. A person is still contagious for ten days after, so stay home and then mask for ten days. It's recommended for 65 and older to get the most available update of Covid-19 vaccine. Discussion followed.

### Discussion Items: Review of the proposed draft Environmental Health Division Fee Schedule

Reviewed last month's conversation. The department has been working on revising fees. Jennifer Garcelon provided a presentation on the fees and program expenditures and revenues for Environmental Health Division. Deputy CFO, Rebecca Turner presented the three options of the draft fee schedule. Discussion followed. The Board requested to revisit the discussion and review the fee recommendations with a comparison of other county fees at the next meeting with the public hearing tentatively set for May.

### Board of Health Hearings:

None.

### Board of Health Presentations:

None.

### Old Business and Information Items:

None.

**Environmental Health Director - Jennifer Garcelon**

None.

**HHS Director- Kevin LoPiccolo**

None.

**Public Comment**

None.

**Adjournment**

Meeting was adjourned at 3:48 p.m.

**Next Meeting – April 16, 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

# ATTACHMENT 1

# INFORMATIONAL

# REPORT



## **An Informational Report to the Clallam County Board of Health**

### **Environmental Health Department Fees for Services**

#### **Board of Health Board Members**

Mike French, Chair  
Shahida Shahrir, Vice Chair  
Paul Cunningham, MD  
Jeff Gingell  
Randy Johnson  
Helen Kenoyer  
Mark Ozias  
Tia Skerbeck  
Gerald Stephanz, MD

#### **Health & Human Services Staff:**

Kevin LoPiccolo, **Health & Human Services Director**  
Jennifer Oppelt, **Health & Human Services Deputy Director**,  
Allison Berry, MD, MPH, **Health & Human Services Health Officer**

#### **Prepared/Submitted by:**

Jennifer Garcelon, **Environmental Health Director**  
Rebecca Turner, **Deputy Chief Financial Officer**

During the October 2023 Health & Human Services (HHS) Board of County Commissioners (BOCC) budget meeting, a desire to see an evaluation of the fees HHS Environmental Health (EH) charges was expressed since fees had not been updated since 2018. Discussion led to the decision that an updated fee schedule should be prepared, presented, and adopted early 2024.

Jennifer Garcelon, HHS Environmental Health Director, and Rebecca Turner, Deputy Chief Financial Officer, met in November 2023 to discuss the process by which this evaluation would take place. It was decided that EH employees would be asked to quantify the average amount of time spent on each non-hourly fee type on the current EH Fee Schedule, and that information would be provided to Finance by mid-December 2023. Analysis was done for each program within HHS Environmental Health to determine whether an updated hourly rate or a cost-based calculation would be best applied to each program's fees. New fee schedule options were calculated and discussed with HHS management and are now presented to the Board of Health on March 19, 2024, for discussion, with the goal of adoption at the April BOH meeting.

Accordingly, this report was produced to provide explanatory information. EH fees and specific circumstances are discussed throughout the report, though much of the information is applicable to all County fees.

This report is organized as follows:

- Chapter 1: Background info on the budget, staffing, and functions of EH
- Chapter 2: The RCWs and WACs that govern inspections and fees
- Chapter 3: Fee amounts and resulting program revenue
- Chapter 4: Determining the average number of hours needed to perform an inspection
- Chapter 5: An overview of the fee calculation methodology
- Chapter 6: Discussion of each component part used in the fee calculation
- Chapter 7: Summary

## **Chapter 1 - Background Info about Environmental Health**

Environmental Health, a department within HHS (but is a General Fund department), is tasked with promoting and enforcing state regulations pertaining to:

- Public drinking water systems
- Public pools and spas
- Restaurants and food trucks
- On-Site Septic systems

In 2023, the Environmental Health department's programs had the following Revenue & Expenditures:

- Drinking Water Quality
  - Program Fees/FPHS/Other Revenues: \$129,854.43
  - Expenditures: \$177,414.94
  - Surplus/(Deficit): (\$47,560.51)
- Solid & Hazardous Waste
  - Program Fees/FPHS/Other Revenues: \$123,044.52
  - Expenditures: \$98,964.29
  - Surplus/(Deficit): \$24,080.23

- On Site Septic
  - Program Fees/FPHS/Other Revenues: \$545,951.85
  - Expenditures: \$608,512.23
  - Surplus/(Deficit): (\$62,560.38)
- Food
  - Program Fees/FPHS/Other Revenues: \$185,822.21
  - FPHS Funding: 160,000 (estimated)
  - Expenditures: \$431,205.97
  - Surplus/(Deficit): (\$85,383.76)
- Other Environmental Health
  - Program Fees/Other Revenues: \$18,784.85
  - FPHS Funding: 279,855.44 (estimated)
  - Expenditures: \$302,292.95
  - Surplus/(Deficit): (\$3,652.66)
- Environmental Water Quality
  - Program Fees/FPHS/Other Revenues: \$206,199.06
  - Expenditures: \$136,260.34
  - Surplus/(Deficit): \$69,858.72
- 2023 HHS EH Department Overall Surplus/(Deficit): (\$105,218.36)

The County structure is becoming ever more increasingly difficult to rely on property taxes and sales taxes to fund all expenditures, with revenues growing year over year at a lesser rate than expenditures. During the preparation of the 2024 budget, facing a large General Fund deficit due to this inherent nature of the revenues & expenditures growth, the BOCC, the Administrator, and Finance staff worked diligently to think in creative ways to reduce the deficit. Even with measures taken, we knew that labor negotiations for represented employees would begin & take effect in 2024, so the full extent of the deficit wouldn't be known at the time of the budget process. One of the decisions made in reducing the budget deficit for the General Fund was to look at General Fund FTE positions that were vacant at that time and recommend some for deferral. County policy requires all approved FTE positions to be fully funded (budgeted) for the entire year, even though we know that won't ever be the case (employee turnover, retirements, etc.). An exception exists that positions may be funded for a portion of the year if specifically designated by the Board of County Commissioners. There was no desire to lay off any current employees, so only vacant positions were considered in this process. HHS EH had 2 vacant positions that were deferred: 1 Environmental Health Specialist & 1 Customer Service Specialist, both within the On Site Septic program.

In 2024 the Environmental Health department had an adopted budget of approximately \$1.6 million. Personnel costs account for about 80% of the budget with the remaining 20% being for supplies & services costs.

The department's total FTE count is 12.28 FTE, which consists of:

- 1 Manager
- 2 Customer Service Specialists
- 7.48 Environmental Health Specialists
- .8 Database Technician
- 1 Water Quality Specialist

The EH department is divided into the following 6 main programs:

- Food – The Clallam County Environmental Health Food Safety and Living Environment Program is responsible for working with the public, local and state organizations, businesses, community partners, food service establishments (FSE's), food service workers and owners or operators of water recreation facilities to protect public health. EH works to prevent the spread of communicable diseases, including foodborne and waterborne illnesses through education, inspection, plan review and permitting responsibilities.

The chart below provides the number of permits & food handler cards issued, inspections completed, and complaints prior to and during the pandemic, as well as a yearly average back to 2013 (or as far back as the statistics have been tracked if after 2013).

| Food Program Statistics                               |       |       |       |       |       |                   |
|-------------------------------------------------------|-------|-------|-------|-------|-------|-------------------|
|                                                       | 2019  | 2020  | 2021  | 2022  | 2023  | 2013-2023 Average |
| Food Service Permits Issued (Permanent)               | 360   | 334   | 351   | 357   | 395   | 407               |
| Food Service Permits (Temporary)                      | 219   | 26    | 55    | 152   | 191   | 157               |
| Food Service Inspections (permanent and temp)         | 435   | 165   | 119   | 117   | 248   | 455               |
| Food Handler Cards Issued (both in class and on-line) | 3,904 | 2,486 | 3,055 | 3,726 | 3,888 | 3,454             |
| Food Service Plan Reviews                             | 48    | 23    | 29    | 47    | 34    | 29                |
| Food Service Complaints Investigated                  | 51    | 15    | 23    | 32    | 55    | 37                |
| Food Service Change in Service or Owner               | 13    | 7     | 14    | 13    | 18    | 14                |
| Foodborne Illnesses/Outbreaks Reported to DOH         | 0     | 0     | 0     | 0     | 14/1  | 1                 |
| Fee Waivers Issued for Food                           | 80    | 37    | 26    | 47    | 77    | 54                |

Data Source: Clallam County Environmental Health

Of the 7.48 Environmental Health Specialists' time, 3 FTE are assigned to Food, along with 1 FTE Customer Service Specialist.

- Drinking Water Quality – The Drinking Water Program includes an accredited drinking water lab for nitrate and bacteria testing maintained by an Environmental Health Specialist who also provides well siting and proof of potable water reviews, and water system surveys.

The Clallam County Environmental Health Drinking Water and Laboratory Program is responsible for the regulation of drinking water sources in Clallam County through sanitary surveys, technical assistance, and complaint investigation. The program also operates and manages the County's accredited environmental health water laboratory to provide routine and investigative water testing for public and private water systems in Clallam County. The drinking water program operates under the authority from WAC 246-290, WAC 246-291, WAC 173-50, and RCW 19.27.097.

The chart below provides the number of water availability requests processed and water samples processed by type prior to and during the pandemic.

| Drinking Water Quality Program Statistics |       |       |       |       |       |                   |
|-------------------------------------------|-------|-------|-------|-------|-------|-------------------|
|                                           | 2019  | 2020  | 2021  | 2022  | 2023  | 2013-2023 Average |
| Water Availability Requests Processed     | 229   | 222   | 261   | 275   | 287   | 209               |
| Water Samples Processed (bact)            | 1,671 | 1,541 | 1,645 | 1,844 | 2,965 | 1,858             |
| Water Samples Processed (nitrate)         | 171   | 142   | 211   | 284   | 500   | 221               |
| Water Samples Processed (fecal)           | 530   | 610   | 779   | 602   | 512   | 773               |
| Water Samples Processed (enterolert)      | 782   | 318   | 192   | 298   | 935   | 730               |

Data Source: Clallam County Environmental Health

Of the 7.48 Environmental Health Specialists' time, 1 FTE is assigned to Drinking Water.

- **Solid & Hazardous Waste** – The Clallam County Environmental Solid and Hazardous Waste Program is responsible for assisting with, and responding to, solid and hazardous waste issues within Clallam County. There are 13 permitted solid waste facilities in Clallam County. EH enforces solid waste codes with authority by WAC 173-304, WAC 173-350, WAC 173-351, and CCC 41.11.

Routine program activities include, but are not limited to; business assistance, resident assistance, facility inspections, complaint investigations, complaint enforcement, issuance of permits, review of permits, review of new facilities or modification of existing facilities, updating the County website, public outreach and education, working in partnership with Code Enforcement, working in partnership with the septic team, working in partnership with the Sheriff's Department, working in partnership with the Cities of Sequim and Forks, contributing to the Solid Waste Advisory Committee and the development of the Clallam County Solid Waste Management Plan.

| Solid & Hazardous Waste Program Statistics   |      |      |      |      |      |                   |
|----------------------------------------------|------|------|------|------|------|-------------------|
|                                              | 2019 | 2020 | 2021 | 2022 | 2023 | 2013-2023 Average |
| Solid Waste Permits Issued- Renewed/Reviewed | 13   | 13   | 13   | 13   | 13   | 13                |
| Solid Waste Inspections                      | 38   | 40   | 39   | 33   | 37   | 51                |
| Solid Waste Complaints Investigated          | 71   | 54   | 50   | 60   | 89   | 56                |
| Complaints Closed                            |      |      |      |      | 46   |                   |
| Cases at max fine referred to PAO/HE         |      |      |      | 2    | 0    |                   |

Data Source: Clallam County Environmental Health

Of the 7.48 Environmental Health Specialists' time, 1 FTE is assigned to Solid & Hazardous Waste.

- **On Site Septic** – The Clallam County Environmental Health Onsite Septic Operation & Maintenance (O&M) Program is responsible for preventing premature failures by normalizing

regular inspections, tracking O&M activity including failures and assisting with various grant tasks. The O&M inspection program is required by WAC 246-272A-0270 and CCC 41.20.170. Each septic system must be inspected annually or every three years, depending on the system.

The Clallam County Environmental Health Onsite Septic Permitting Program is responsible for assuring that septic systems are designed, installed, and maintained in ways that meet State and local standards. Staff receive permits at the EH counter, perform data entry of all permits, soil reports, waivers, complaints from professionals and the public. EH enforces Washington State Administrative Code (WAC) 246-272A and Clallam County Chapter 41.20 onsite septic codes by conducting soil evaluations in the field and reviewing and approving septic permit designs. EH also investigates complaints of sewage surfacing and will send correspondence regarding failures and onsite permitting requirements.

The table below provides the number of permits by type, site registrations by type, complaints investigated, referrals to the Prosecuting Attorney's Office, as well as land divisions/BLA/CUP processed.

| On Site Septic Program Statistics  |      |      |      |      |      |                   |
|------------------------------------|------|------|------|------|------|-------------------|
|                                    | 2019 | 2020 | 2021 | 2022 | 2023 | 2013-2023 Average |
| On-site Permits                    | 331  | 323  | 431  | 295  | 301  | 312               |
| New                                | 215  | 223  | 322  | 192  | 223  | 231               |
| Repair                             | 93   | 90   | 93   | 91   | 61   | 88                |
| Other                              | 23   | 10   | 16   | 12   | 17   | 30                |
| Site Registrations                 | 277  | 300  | 374  | 274  | 236  | 249               |
| New SIR                            | 203  | 228  | 284  | 182  | 180  | 210               |
| Repair SIR                         | 71   | 60   | 65   | 61   | 56   | 64                |
| LDV                                | 2    | 9    | 23   | 30   | 0    | 11                |
| On-site Complaints Investigated    | 61   | 57   | 63   | 31   | 26   | 40                |
| OSS Referrals to PAO               |      |      | 3    | 1    | 1    | 2                 |
| Land Divisions, BLA, CUP Processed | 60   | 53   | 75   | 122  | 73   | 69                |

Data Source: Clallam County Environmental Health

Of the 7.48 Environmental Health Specialists' time, 2.48 FTE are assigned to On Site Septic, as well as the .8 FTE Database Technician.

- **Environmental Water Quality** – The Clallam County Water Quality Program is responsible for managing reporting and deliverables for several grants, coordinating current work and future steps for the Clallam County PIC program, and for responding to public inquiries and providing guidance related to local water quality concerns, primarily due to pollution.

The Water Quality Specialist 1 FTE is assigned to the Environmental Water Quality program.

- Other Environmental Health – The Environmental Health Administration Program oversees the Environmental Health staffing and program activities. The Environmental Health Director coordinates EH staff and programs. Other Environmental Health programs include emergency preparedness, foundational public health services (FPHS), and vector surveillance.

The 1 FTE Manager and 1 FTE Customer Service Specialist are assigned to the Other Environmental Health program.

## Chapter 2: Washington Administrative Codes (WAC's) Clallam County Code (CCC) that Govern Inspections and Fees

The following table details the various Washington Administrative Codes (WAC's) and Clallam County Code (CCC) that pertain to Environmental Health.

| Environmental Health Regulations |                  |                                                             |
|----------------------------------|------------------|-------------------------------------------------------------|
| Drinking Water                   | WAC 246-290      | Group A Public Water Supplies                               |
|                                  | WAC 246-291      | Group B Public Water Supplies                               |
| Food Safety                      | WAC 246-215      | Food Service                                                |
|                                  | WAC 246-217      | Food Worker Cards                                           |
|                                  | CCC 41.40        | Rules and Regulations Governing Food Service Establishments |
| On-Site Septic                   | WAC 246-272A     | On-Site Sewage Systems                                      |
|                                  | CCC 41.20        | On-Site Sewage System                                       |
| Schools                          | WAC 246-366/366A | EH and Safety Standards for Primary and Secondary Schools   |
| Solid Waste                      | WAC 173-304      | Minimum Functional Standards for Solid Waste Handling       |
|                                  | WAC 173-350      | Solid Waste Handling Standards                              |
|                                  | WAC 173-351      | Criteria for Municipal Solid Waste Landfills                |
|                                  | CCC 41.11        | Solid Waste Regulation                                      |
| Water Recreation                 | WAC 246-260      | Water Recreation Facilities                                 |

Data Source: Clallam County Environmental Health

## Chapter 3: Fee Amounts and Resulting Program Revenue

RCW 70.05.060 grants each local Board of Health (BOH) supervision over all matters pertaining to the life and health of the people within its jurisdiction, as well as the authority to establish fee schedules for issuing or renewing licenses or permits 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.

The following table provides a comparison of hourly rates charged for Technical Assistance and other hourly tasks in select comparable counties.

| Hourly Rates across select WA Counties |             |              |
|----------------------------------------|-------------|--------------|
| County                                 | Hourly Rate | Last Updated |
| Clallam                                | \$ 93.00    | 2018         |
| Jefferson                              | \$ 109.20   | 2023         |
| Kitsap                                 | \$ 150.00   | 2023         |
| Skagit                                 | \$ 95.00    | 2023         |
| Whatcom                                | \$ 138.00   | 2023         |
| Mason                                  | \$ 95.00    | 2023         |
| Pacific                                | \$ 80.00    | 2022         |
| Grays Harbor                           | \$ 105.00   | 2023         |
| Lewis                                  | \$ 100.00   | 2023         |
| Cowlitz                                | \$ 150.00   | 2022         |

Data Source: Clallam County Environmental Health

Because each local BOH has the authority to set rates for their jurisdiction, it isn't surprising that hourly rates across counties vary substantially. A standard calculation that utilizes actual staffing standards and costs should be developed to determine the hourly rate(s) to be used. This hourly rate will then be used for any services charged out by the hour and will also be a component of flat-fee charges.

Clallam County has developed a calculation intended to recoup all costs (direct, indirect, capital assets, and general overhead) incurred in providing a service. Failure to include all associated costs in any given methodology will result in a lower fee, as those costs will be absorbed elsewhere in an organization's budget. As will be discussed in chapters 5 and 6, Clallam County's methodology is thorough insofar as it captures all costs associated with a program's operations.

Clallam County staff also perform work for grant-funded projects and other non-fee work, which are reimbursed based on actual costs. Time spent on grant-funded projects and other non-fee work should be taken into account when determining the amount of productive time spent in each program to minimize the chance that a specific program fee will attempt to collect more than the actual cost of providing the service.

#### **Chapter 4: Determining the Number of hours to perform a service**

For some programs, fee amounts are partially/fully determined based upon the amount of time it takes to perform the service for which the fee is being charged. Logically, if it takes 2 hours to provide a service, the cost will be more than if it takes 1 hour. Time studies and/or other reviews should be periodically conducted to determine the average time it takes to perform a service.

Conducting a time study involves having staff record the amount of time it takes to perform a task during a pre-determined, limited amount of time. For example, each inspector may record the time it takes to complete each inspection during a week. This data is then used to determine the average amount of time it takes to complete each type of inspection.

To expedite the time collection efforts to fit within the desired timeframe for implementing new fee amounts, Clallam County EH staff reviewed the current fee schedule and compiled a listing of the average amount of time spent on each non-hourly fee item. Theoretically, the 'average time' of each type of service multiplied by the corresponding number of inspections completed during the year should approximately equate to the number of employees multiplied by the 'billable hours' (i.e., the average number of hours an inspector is available to perform inspections).

When we performed this calculation for one of the programs using 2023 statistics, the results indicated that all fee-based work should have been able to be completed within 815 staff hours for all the tests performed for the year, yet the program supports 1 full time employee at 2,080 hours. This is not an unexpected result.

Time studies rarely show 100% of time paid/worked as billable time. Logically, staff taking time off work due to vacation/sick/jury/etc. reduces the number of billable hours available to be worked by staff. Also, in a department such as Environmental Health, employees are skilled in areas other than just their program and may spend time assisting customers at the front counter, compiling Public Records Requests, or assisting other programs in non-billable ways. While the estimates of the average time to complete each service were provided by the employees doing the work, individual services may vary greatly in the amount of time that it takes to perform.

Some work performed by employees is not billable, even within their program. For example, EH receives complaints from the public that must be investigated, but has no revenue associated, unless fines are assessed. Time spent answering general questions and providing information to the public, which is also not billable. And again, as mentioned above, though program fees are the primary activity of the EH department, some productive time is spent on grant-funded and other non-fee work.

## **Chapter 5: Overview of the Fee Calculation Methodology**

Recognizing that different programs/fees may require different calculations, here is an overview of the various options considered in this process:

1. Hourly charge – based on the internal costs (direct costs, indirect costs, capital assets, and general overhead) for that program. Changes in FTE levels, demand for services, and other influencing factors can cause the hourly rate to greatly vary from one year to the next. Some fees, however, are simply based on the amount of time spent performing the service, and an hourly rate provides an easy way to cover costs. This type of calculation can be reviewed annually or periodically and is easier to apply either a CPI % factor to or adjust for overall costs.
2. Per activity charge – based on the internal costs (direct costs, indirect costs, capital assets, and general overhead) to run the program, and is based on the average time spent per activity. This type of calculation splits costs out to each activity in a more direct method than the hourly charge method. However, it is based off prior historical statistics, which can greatly change at any point in time. Also, if efficiencies are gained in the repetition of one of the services/tests, the calculation will ill-proportionally shift fee amounts to the other services/tests.
3. Combination of hourly charge & per quantity charge – proportionately breaks out the wages & benefits according to how many activities performed within a year, with supplies & services evenly distributed across all types & quantities of tests/services, no matter the length of time to complete. As this method is based off prior historical statistics as well, a CPI % factor should be applied.

These calculation options consider all 4 of the applicable cost components that should be used when establishing fees:

1. Direct Costs – means all applicable operational costs including, but not restricted to, salaries, wages, fringe benefits, supplies, and services, incurred by the department to impose the regulation, perform the service, or provide the product for which the fee or charge is being levied.
2. Indirect Costs – means all applicable costs incurred by the department in the provision of managerial, administrative, and general support of those imposing the regulation, performing the service, or providing the product for which the fee or charge is being levied. Because the current programmatic funding of EH includes FPHS funding, this exercise did not contemplate any Department/Program Overhead rate, but if those costs should, in the future, exceed any FPHS or other applicable funding source(s), it should be revisited.
3. Capital Assets - means the annual depreciation expense of those capital assets used by the department to impose the regulation, perform the service, or provide the product for which the fee or charge is being levied.
4. General Overhead - means the expenses not otherwise included in the categories of direct costs, indirect costs, and capital assets but that are incurred by the County to impose the regulation, perform the service, or provide the product for which the fee or charge is being levied. General overhead includes those expenses incurred by central service departments, which provide managerial, administrative, and general support, that are not otherwise charged to the operating departments (Information Technology, Human Resources, Payroll, Accounts Payable, Facilities, etc.).

Fee calculations based on the cost per activity are much more time intensive and complex for the hourly charge calculations. Per activity charge calculations require someone to detail out specific quantities of specific supplies to quantify the cost of supplies used to perform each activity. The cost of services used throughout the year are either activity-specific or are aggregated and then divided by the expected number of activities in the prior year (or the estimated number for the upcoming year). This method is preferred over the hourly charge method for programs that have consistent and repetitive tasks to perform throughout the year.

The following is a very generic, but easy to follow, formula to calculate the cost of providing 1 unit of service (hourly charge). The formula is:

$$\begin{array}{r}
 \text{Cost of 1 'billable' hour of time to perform a service} \\
 + \\
 \text{Cost of direct materials \& services used in 1 hour} \\
 + \\
 \text{1 hour of depreciation of capital assets} \\
 \times \\
 \text{Department/Program Overhead rate (if applicable)} \\
 \times \\
 \text{County Overhead rate} \\
 \times \\
 \text{Number of hours to perform a service} \\
 = \\
 \text{Cost of Providing 1 Unit of Service}
 \end{array}$$

Fee calculations can be performed annually/periodically. However, there are challenges and nuances that impact each component of the fee methodology calculation and can therefore impact the resulting fee amount. These challenges and nuances will be discussed in the next chapter.

## **Chapter 6: Discussion of the Component Parts**

Calculating the cost of 1 'billable' hour of time to perform the service:

At the time the calculation is performed, a Schedule A that shows the loaded payroll cost data (pay and benefits) of all employees who were in the applicable position at the start of the following year is used to calculate the average hourly cost of Program FTE(s). However, because there is expected to be more hours paid to employees than 'billable' hours, the Program needs to estimate how many 'billable' hours per FTE are expected or are expected for the Program as a whole. This involves subtracting holidays and estimating how many hours will be spent on vacation and sick time, in meetings and training, and other work attributable to the service throughout the year. Alternatively, a review of the prior year's statistics or a time study could be utilized to determine the number of billable hours in that period and assume it will remain consistent until the next review is performed.

In the earlier case, if it is expected that an FTE will produce 815 billable hours, the per 'billable' hour cost is 2,080 hours paid divided by 815 billable hours multiplied by the hourly FTE loaded payroll cost. In this example, the multiplier is 2.55 times the hourly FTE loaded payroll cost ( $2,080/815=2.56$ ).

Several things present challenges in accurately calculating the future cost of 1 FTE. They include:

1. If the cost-of-living adjustments (COLA) that will go into effect at the start of the next year is not known at the time the calculation is performed, then a COLA is not factored into the payroll cost.
2. If a new collective bargaining agreement (CBA) is to be implemented in the next year, the impact of the hourly FTE cost may not be yet known.
3. If turnover occurs during the year, it is likely that the exiting employee will be replaced by an employee at a lower step. Because of the unknowns of turnover and recruitment, the potential impact cannot be included in the calculation.
4. Time worked beyond an employee's normal schedule (e.g., overtime) is not included in the average pay since it is budgeted for the BARS section as a whole vs. the employee(s) who work it. Rather than call out specific programs with only 1 FTE that also have overtime budgeted, as opposed to programs with multiple FTE, to remain consistent across programs, overtime is not included.
5. Time spent on yet unknown, future grant-funded and other non-hourly fee work can have an impact on the number of billable hours for an FTE/the FTEs in an entire program.

Calculating the cost of direct supplies & services used in 1 hour:

To perform this part of the calculation, a program must first distinguish between its direct and indirect costs. Direct costs (program-specific costs of supplies & services) are applicable to this portion of the rate. Indirect costs (department-wide costs that aren't attributable to a single program) are recouped through the overhead rate, which is discussed later in this report.

Depending on when the calculation is performed, if actual costs are to be used, the costs are most likely 1 or 2 years old. As a result, cost data should be increased for a one-year CPI change to help make it a more accurate reflection of current & future costs. For example, if the 2024 fees schedule were to be

implemented as of January 1, 2024, calendar year 2022 data would have been the most recent complete year to pull actual data from. In this review of fees, because it will be implemented mid-year, the 2024 budgeted figures have been used.

The CPI adjusted direct costs is divided by the number of direct FTE and then by the 'billable' hours per FTE to calculate the direct materials and services costs used to provide 1 hour of service. Alternatively, if a program estimated 'billable' hours for the entire program, the CPI adjusted direct costs is divided by the overall 'billable' hours to calculate the direct materials and services costs used to provide 1 hour of service.

Calculating the cost of 1 hour of depreciation of capital assets:

The hourly rate is calculated by taking the annual depreciation per program and dividing it by the program's 'billable' hours. The annual depreciation of any capital assets comes from the most recent Fixed Asset Listing prepared by the Auditor's Office. As discussed in relation to calculating direct costs, to implement a new fee at the start of the year, the fee calculation is performed prior to the release of the new Fixed Asset Listing to be presented (for January 1, 2024, the 2023 Fixed Asset Listing wouldn't be released yet). Therefore, the 2022 Fixed Asset Listing data was used when calculating fees to be charged in 2024.

Depreciation is factored into the hourly cost per service to 'even out' the effect of purchasing capital assets over the useful life of the assets, rather than only including them in the year of purchase. Some costs are clearly useful only in the year of expenditure, but assets which are purchased once and used over several years should have their impact on fees spread out over the years that the assets are used for that program.

Calculating the department/program administrative and overhead rate:

The calculation of the overhead rate depends on how a department has set up their accounting structure. There are 3 general methods used within the County General Fund departments, and there are slight variances within each of the 3 general methods that are used by these departments.

The 3 methods are:

1. Department utilizes an administration business unit(s) to record all indirect costs and these costs are not allocated out to the programs within the department,
2. Department utilizes an administration business unit(s) to record all indirect costs and these costs are allocated out to the program within the department, or
3. Department does not utilize an administration business unit and all costs associated with a program are recorded to that program.

EH uses option 1 detailed above. The Other Environmental Services program contains management and other costs that will need to be allocated among the other EH programs if its sources of revenues don't adequately cover these costs. These costs include costs associated with administrative staff (e.g., EH Manager), general administration materials and services (e.g., paper). EH utilizes a separate program and BARS account section to capture these costs. For this review, there is sufficient FPHS revenue covering the unfunded costs of this program, so no Department/Program Administrative and Overhead is being calculated. If in the future there are unfunded costs within this program, these costs will then be allocated to each of the other programs for the purpose of calculating the fee schedule fees.

The overhead calculation for EH is:

$$\frac{\text{EH Other Environmental Health unfunded costs}}{\text{Remaining Program costs (estimated direct costs)}} = \text{Overhead Rate}$$

County Cost Allocation rate:

The intent of this rate is to allocate costs incurred at the County-wide level in imposing regulations, performing services, and providing products when those costs are not directly paid for by a department, but are paid for through another County General Fund Department. This rate is calculated by the Auditor's Office each year.

Like the capital asset rate, these costs are not recorded within the program charging the fee for service and revenue is not transferred back to the central service department providing the central service. Recognizing that the costs of running the programs of the EH department go beyond the costs incorporated in their budget, it is important to keep in mind that if EH programs overall were to charge program fees that fully support all programmatic & central service costs, the department's budget would show a surplus each year. This does not mean that EH would be charging more than it costs to perform that service, as again, the department budget would not show the central service expenditures.

Once fees for individual services were calculated, a comparison of the new calculations to the pre-existing fees was made. Some fee items had decreased in price, which wasn't in line with the intent of this process but is shown in the 'Option A' & 'Option B' sets of fees. For the 'Option C' set of fees, if a fee was calculated to decrease, the original fee was used. For instance, the Administrative Hearing fee cost of \$331 was calculated to \$203 under the Hourly Charge calculation. Rather than decreasing the cost of that fee, it was left at \$331 under 'Option C'.

Some of the fee items had increased substantially in price, which could be a shock to that program's customers. If a fee was calculated to increase, an increase factor of 50% or 75% of the original fee was applied to limit how much the fee could increase. For instance, the Public or Private Water Availability fee cost of \$70 was calculated to \$161 under the Hourly Charge calculation. Rather than increasing the fee by 130%, a 50% increase factor was applied to limit the increase to no more than 50% of the existing fee (a \$35 increase) and shows as \$105 under 'Option C'.

As future fee schedules are evaluated and updated, these variances should be required less and less and the process should become more and more objective, rather than subjective.

## Chapter 7: Summary

This report sets out to explain how the County determines what dollar amount to assign to the different fees for services and how this process can result in fee amounts changing from one year to the next beyond an amount that can be explained by inflation.

Labor and materials/services costs, the depreciation of capital assets, and overhead costs are all included in the fee calculation methodology. The cost of these expenses is calculated on a 'billable' hourly rate and then multiplied based on the number of hours required to provide the specific service. Then, increased by the overhead rates.

Changes from one year to the next can occur for multiple reasons. Generally, changes in labor costs and the relationship between direct and indirect costs are the primary reasons. Employee turnover can cause a reduction in labor costs when more tenured employees leave employment and are replaced by individuals at entry level pay rates. Conversely, labor rates can rise as employees move up the pay scale.

Lastly, the number of hours determined to be necessary to perform the service and the ratio of hours spent in direct service vs. indirect activities impacts the results of the fee calculation.

Please see the attached HHS Environmental Health Fee Schedule comparison page that shows: the currently adopted 2024 fee schedule, 'Option A' Simple Hourly-based Charge fees, 'Option B' Hourly Charge fees, and 'Option C' Combo fees. Also attached is a comparison of the 2023 actual revenues & expenditures, the currently adopted 2024 budgeted revenues & expenditures, and the annual impact of each of the Options. These two sets of comparisons are meant to be viewed together, to give you both the micro and the macro impacts of each of the suggested Options.

# ATTACHMENT 2

## EH FEE OVERVIEW

# Health & Human Services Environmental Health Fees

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Rebecca Turner, CPA, MBA  
Deputy Chief Financial Officer

## 2024 Budgeted Program Revenues & Expenditures

|                      | Drinking<br>Water<br>Quality | Solid &<br>Hazardous<br>Waste | On Site<br>Septic | Food       | Other<br>Env.<br>Health | Env.<br>Water<br>Quality | Net Total  |
|----------------------|------------------------------|-------------------------------|-------------------|------------|-------------------------|--------------------------|------------|
| Revenues             | \$100,001                    | \$160,500                     | \$636,400         | \$201,000  | \$50,978                | \$61,500                 |            |
| FPHS<br>Revenues     | 24,886                       | 5,379                         | 3,342             | 165,325    | 158,937                 | 265                      |            |
| Expenditures         | 182,338                      | 133,849                       | 512,465           | 435,788    | 204,474                 | 130,793                  |            |
| Surplus<br>(Deficit) | (\$57,451)                   | 32,030                        | 127,277           | (\$69,463) | 5,441                   | (\$69,028)               | (\$31,194) |

## Review of Original Options

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### Option A

- \$107/hr

### Option B

- Programmatic per hour cost

### Option C+

- Mix of Programmatic per hour, Water Lab as Per Activity, with no fee decreasing & new fees limited to 50/75% increase

## Modified Option D+ as result of BOH discussion

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Board of Health and Environmental  
Health Management prefer an hourly  
charge-based fee schedule, except  
Water Lab fees being based on  
Per Activity costing



New hourly rate of \$115 directed by  
Environmental Health Director

## Impact of Option D+

|                       | Drinking<br>Water<br>Quality | Solid &<br>Hazardous<br>Waste | On Site<br>Septic | Food      | Other<br>Env.<br>Health | Env.<br>Water<br>Quality | Net Total |
|-----------------------|------------------------------|-------------------------------|-------------------|-----------|-------------------------|--------------------------|-----------|
| Additional<br>Revenue | \$103,753                    | \$15,775                      | \$12,285          | \$101,880 | \$0                     | \$0                      |           |
| Revenues              | 100,001                      | 160,500                       | 636,400           | 201,000   | 50,978                  | 61,500                   |           |
| FPHS<br>Revenues      | 24,886                       | 5,379                         | 3,342             | 165,325   | 158,937                 | 265                      |           |
| Expenditures          | 182,338                      | 133,849                       | 612,666           | 435,788   | 204,474                 | 130,793                  |           |
| Surplus<br>(Deficit)  | \$46,302                     | \$47,805                      | \$39,360          | \$32,417  | \$5,441                 | (\$69,027)               | \$102,298 |

## How do the Current & Proposed Fees Compare?

|                             | Clallam County |           |
|-----------------------------|----------------|-----------|
|                             | Current        | Option D+ |
| <b>Food</b>                 |                |           |
| Food TCS Plan Review        | \$278          | \$460     |
| Food TCS Annual Permit      | \$687          | \$509     |
| School-Satellite            | \$93           | \$115     |
| Mobile/Food Truck           | -              | \$460     |
| Catering-Stand Alone        | \$278          | \$460     |
| Temporary TCS               | \$132          | \$173     |
| Pool                        | \$317          | \$460     |
| <b>OSS</b>                  |                |           |
| OSS Residential Permit      | \$424          | \$518     |
| Tank Placement              | \$239          | \$230     |
| Waiver                      | \$185          | \$345     |
| O&M Fee or Operating Permit | \$13           | \$13      |
| <b>Drinking Water</b>       |                |           |
| Bacteria Test               | \$23           | \$31      |
| Water Availability          | \$70           | \$86      |
| <b>Solid Waste</b>          |                |           |
| Transfer Station            | \$ 3,703       | \$4,600   |
| Post Closure Landfill       | \$ 2,777       | \$3,450   |

| Cowlitz  | Grays Harbor | Jefferson | Lewis      |
|----------|--------------|-----------|------------|
| \$600    | \$255+       | \$268     | \$215+     |
| \$770    | \$660        | \$729     | \$665      |
| \$400    | \$165        | -         | -          |
| -        | -            | -         | -          |
| -        | \$265        | \$434     | -          |
| \$180    | \$210        | \$166     | \$145      |
| \$450    | \$560        | \$506     | -          |
| \$450    | \$750        | \$763     | \$425      |
| \$400    | \$350        | \$456     | -          |
| \$328    | \$220        | \$317     | -          |
| -        | -            | \$67      | \$245/3 yr |
| -        | \$29         | -         | \$43       |
| \$150    | -            | \$173     | \$130      |
| \$1.01/T | \$1.75/T     | \$2,782   | \$200      |
| \$7,500  | \$3,230      | \$2,782   | \$630      |

| Average of the 4 Counties | Difference of Option D+ to Average |
|---------------------------|------------------------------------|
| \$334.50                  | \$125.50                           |
| \$706.00                  | (\$197.00)                         |
| \$282.50                  | (\$167.50)                         |
| -                         | \$460.00                           |
| \$349.50                  | \$110.50                           |
| \$175.25                  | (\$2.25)                           |
| \$505.33                  | (\$45.33)                          |
| \$597.00                  | (\$79.00)                          |
| \$402.00                  | (\$172.00)                         |
| \$288.33                  | \$56.67                            |
| \$74.33                   | (\$61.33)                          |
| \$36.00                   | (\$5.50)                           |
| \$151.00                  | (\$65.00)                          |
| \$3,535.50                | (\$85.50)                          |

# ATTACHMENT 3

## HOURLY RATE

## COMPARISON

|                                       | Current<br>2018 | Proposed<br>2024 | Difference |
|---------------------------------------|-----------------|------------------|------------|
| Hourly Rate                           | \$93            | \$115            | \$22       |
| Drinking Water                        |                 |                  |            |
| Bacteria Sample                       | \$23            | \$23             | \$-        |
| Water Availability                    | \$70            | \$86             | \$16       |
| Solid Waste                           |                 |                  |            |
| Transfer Station >5,000<br>yards/year | \$3,703         | \$4,600          | \$897      |
| Landfill in Post Closure              | \$2,777         | \$4,600          | \$673      |
| On-Site Septic                        |                 |                  |            |
| Site Registration, aka Soils          | \$397           | \$460            | \$63       |
| Individual Alternative OSS Permit     | \$503           | \$575            | \$72       |
| Repair Permit                         | \$239           | \$345            | \$106      |
| Food/Living Environment               |                 |                  |            |
| Plan Review                           | \$278           | \$690            | \$412      |
| Restaurant 0-25 (now risk 2)          | \$278           | \$440            | \$172      |
| Restaurant 100+ (now risk 3)          | \$872           | \$1,035          | \$163      |
| Temporary Food Permit at Events       | \$132           | \$173            | \$41       |
| Mobile/Food Truck                     | \$185           | \$460            | \$275      |
| Fee Waived Permits                    | \$-             | 50% of fee       | \$5,780    |

# ATTACHMENT 4

## FEE OPTIONS

## HHS Environmental Health Fee Schedule Options:

| HHS Environmental Health Fee Schedule Options:    |        |    | Option A            |         | Option B      |     | Option C         |    | Option D              |       |    |     |         |
|---------------------------------------------------|--------|----|---------------------|---------|---------------|-----|------------------|----|-----------------------|-------|----|-----|---------|
|                                                   |        |    | Simple Hourly-based |         | Hourly Charge |     | Combo Option     |    | Change all to Hourly  |       |    |     |         |
|                                                   |        |    | Increase            |         | Per           |     | (with 50 & 75%   |    | Fee at \$115, except  |       |    |     |         |
| Current Fee Schedule                              |        |    | \$ 107              |         | Option        |     | increase limits) |    | Drinking Water Lab at |       |    |     |         |
|                                                   |        |    |                     |         |               |     |                  |    | Per Activity          |       |    |     |         |
|                                                   |        |    |                     |         |               |     |                  |    | \$ 115                |       |    |     |         |
|                                                   |        |    | Difference          |         | Difference    |     | 75% inc limit    |    | Difference            |       |    |     |         |
|                                                   |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| General Environmental Health                      |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Technical Assistance                              | \$ 93  | \$ | 107                 | \$14    | \$            | 68  | (\$25)           | \$ | 107                   | \$14  | \$ | 115 | \$22    |
| Waiver Request                                    |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Local Code Only                                   | \$ 125 | \$ | 268                 | \$143   | \$            | 169 | \$44             | \$ | 169                   | \$44  | \$ | 288 | \$163   |
| State Code                                        | \$ 185 | \$ | 321                 | \$136   | \$            | 203 | \$18             | \$ | 203                   | \$18  | \$ | 345 | \$160   |
| Appeals to the Board of Health for Determination  | \$ 265 | \$ | 535                 | \$270   | \$            | 339 | \$74             | \$ | 339                   | \$74  | \$ | 575 | \$310   |
| Administrative Conference                         | \$ 199 | \$ | 321                 | \$122   | \$            | 203 | \$4              | \$ | 203                   | \$4   | \$ | 345 | \$146   |
| Administrative Hearing                            | \$ 331 | \$ | 321                 | (\$10)  | \$            | 203 | (\$128)          | \$ | 331                   | \$0   | \$ | 345 | \$14    |
|                                                   |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Environmental Health Land Use Proposal Fees       |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Site Evaluations                                  | \$ 397 | \$ | 428                 | \$31    | \$            | 352 | (\$45)           | \$ | 397                   | \$0   | \$ | 460 | \$63    |
| Administrative Fee                                | \$ 93  | \$ | 107                 | \$14    | \$            | 88  | (\$5)            | \$ | 107                   | \$14  | \$ | 115 | \$22    |
| Land Use Technical Review Fee                     | \$ 132 | \$ | 214                 | \$82    | \$            | 176 | \$44             | \$ | 214                   | \$82  | \$ | 230 | \$98    |
| Land Division Seasonal Water Table Observation    | \$ 465 | \$ | 535                 | \$70    | \$            | 440 | (\$25)           | \$ | 535                   | \$70  | \$ | 575 | \$110   |
| Final Plan Review for Signature                   | \$ 159 | \$ | 214                 | \$55    | \$            | 176 | \$17             | \$ | 176                   | \$17  | \$ | 230 | \$71    |
|                                                   |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| On-Site Septic Program                            |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Site Registration                                 | \$ 397 | \$ | 428                 | \$31    | \$            | 352 | (\$45)           | \$ | 397                   | \$0   | \$ | 460 | \$63    |
| Construction Permit                               |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Individual                                        |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Conventional                                      | \$ 424 | \$ | 482                 | \$58    | \$            | 396 | (\$28)           | \$ | 424                   | \$0   | \$ | 518 | \$94    |
| Alternative                                       | \$ 503 | \$ | 535                 | \$32    | \$            | 440 | (\$63)           | \$ | 503                   | \$0   | \$ | 575 | \$72    |
| Owner Installed                                   | \$ 569 | \$ | 642                 | \$73    | \$            | 528 | (\$41)           | \$ | 569                   | \$0   | \$ | 690 | \$121   |
| Commercial                                        | \$ 569 | \$ | 642                 | \$73    | \$            | 528 | (\$41)           | \$ | 569                   | \$0   | \$ | 690 | \$121   |
| Community                                         | \$ 569 | \$ | 642                 | \$73    | \$            | 528 | (\$41)           | \$ | 569                   | \$0   | \$ | 690 | \$121   |
| Repair Permit                                     |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Individual - Conventional or Alternative System   | \$ 239 | \$ | 321                 | \$82    | \$            | 264 | \$25             | \$ | 264                   | \$25  | \$ | 345 | \$106   |
| Commercial                                        | \$ 569 | \$ | 321                 | (\$248) | \$            | 264 | (\$305)          | \$ | 569                   | \$0   | \$ | 345 | (\$224) |
| Community                                         | \$ 569 | \$ | 321                 | (\$248) | \$            | 264 | (\$305)          | \$ | 569                   | \$0   | \$ | 345 | (\$224) |
| Tank Placement Only                               | \$ 239 | \$ | 214                 | (\$25)  | \$            | 176 | (\$63)           | \$ | 239                   | \$0   | \$ | 230 | (\$9)   |
| Expansion of Existing System                      | \$ 384 | \$ | 428                 | \$44    | \$            | 352 | (\$32)           | \$ | 384                   | \$0   | \$ | 460 | \$76    |
| Vault Toilet or Waterless System                  | \$ 239 | \$ | 321                 | \$82    | \$            | 264 | \$25             | \$ | 264                   | \$25  | \$ | 345 | \$106   |
| Re-inspection Fee                                 | \$ 186 | \$ | 321                 | \$135   | \$            | 264 | \$78             | \$ | 264                   | \$78  | \$ | 345 | \$159   |
| Services                                          |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Operation & Maintenance                           |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Annual O&M Fee                                    | \$ 13  | \$ | 13                  | \$0     | \$            | 13  | \$0              | \$ | 13                    | \$0   | \$ | 13  | \$0     |
| System Status Report Review Fees                  |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Electronic Submission-Gov't Action                | \$ 46  | \$ | 214                 | \$168   | \$            | 176 | \$130            | \$ | 81                    | \$35  | \$ | 230 | \$184   |
| Paper Submission-Gov't Action                     | \$ 56  | \$ | 214                 | \$158   | \$            | 176 | \$120            | \$ | 98                    | \$42  | \$ | 230 | \$174   |
| Return Fee for Incomplete Report                  | \$ 43  | \$ | 214                 | \$171   | \$            | 176 | \$133            | \$ | 75                    | \$32  | \$ | 230 | \$187   |
| Seasonal Water Table Observations                 | \$ 465 | \$ | 535                 | \$70    | \$            | 440 | (\$25)           | \$ | 535                   | \$70  | \$ | 575 | \$110   |
| Permit Re-design                                  | \$ 132 | \$ | 214                 | \$82    | \$            | 176 | \$44             | \$ | 176                   | \$44  | \$ | 230 | \$98    |
| On-site Sanitary Surveys                          | \$ 185 | \$ | -                   | (\$185) | \$            | -   | (\$185)          | \$ | 185                   | \$0   | \$ | -   | (\$185) |
| Septic System Decommissioning Certification       | \$ 93  | \$ | 214                 | \$121   | \$            | 176 | \$83             | \$ | 163                   | \$70  | \$ | 230 | \$137   |
| Sewage Installers Certification                   |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Sewage System Installer Annual Fee                | \$ 317 | \$ | 535                 | \$218   | \$            | 440 | \$123            | \$ | 440                   | \$123 | \$ | 575 | \$258   |
| Site Installer Annual Fee                         | \$ 159 | \$ | 535                 | \$376   | \$            | 440 | \$281            | \$ | 278                   | \$119 | \$ | 575 | \$416   |
| Septic Tank Pumpers Certification                 |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Septic Pumper Annual Fee                          | \$ 317 | \$ | 642                 | \$325   | \$            | 528 | \$211            | \$ | 528                   | \$211 | \$ | 690 | \$373   |
| Operation & Maintenance Specialists Certification |        |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| Examination                                       | \$ 199 |    |                     |         |               |     |                  |    |                       |       |    |     |         |
| O&M Specialists Fee                               | \$ 317 | \$ | 642                 | \$325   | \$            | 528 | \$211            | \$ | 528                   | \$211 | \$ | 690 | \$373   |

## HHS Environmental Health Fee Schedule Options:

| Current Fee Schedule                                    | \$ 93    | Option A                                     |         | Option B          |           | Option C                        |            | Option D                                   |            |
|---------------------------------------------------------|----------|----------------------------------------------|---------|-------------------|-----------|---------------------------------|------------|--------------------------------------------|------------|
|                                                         |          | Simple Hourly-based                          |         | Hourly Charge Per |           | Combo Option                    |            | Change all to Hourly                       |            |
|                                                         |          | Increase                                     | \$ 107  | Option            | Program   | (with 50 & 75% increase limits) |            | Fee at \$115, except Drinking Water Lab at | \$ 115     |
|                                                         |          | Difference                                   |         | Difference        |           | 50% inc limit                   | Difference | Per Activity                               | Difference |
| <b>Solid Waste Program</b>                              |          |                                              |         |                   |           |                                 |            |                                            |            |
| Plan Review for New Application                         | \$ 930   | \$ 1,070                                     | \$140   | \$ 886            | (\$44)    | \$ 1,070                        | \$140      | \$ 1,150                                   | \$220      |
| Municipal Solid Waste Landfill (MSWLF)                  |          |                                              |         |                   |           |                                 |            |                                            |            |
| MSWLF Annual Permit                                     | \$ 7,935 | \$ 8,560                                     | \$625   | \$ 7,087          | (\$848)   | \$ 7,935                        | \$0        | \$ 9,200                                   | \$1,265    |
| MSWLF Closure Permit                                    | \$ 9,919 | \$ 10,700                                    | \$781   | \$ 8,858          | (\$1,061) | \$ 9,919                        | \$0        | \$ 11,500                                  | \$1,581    |
| MSWLF Post Closure Permit Annual Fee                    | \$ 3,968 | \$ 4,280                                     | \$312   | \$ 3,543          | (\$425)   | \$ 3,968                        | \$0        | \$ 4,600                                   | \$632      |
| Recycling                                               | \$ 926   | \$ 1,070                                     | \$144   | \$ 886            | (\$40)    | \$ 926                          | \$0        | \$ 1,150                                   | \$224      |
| Composting                                              | \$ 1,852 | \$ 2,140                                     | \$288   | \$ 1,772          | (\$80)    | \$ 1,852                        | \$0        | \$ 2,300                                   | \$448      |
| Land Application                                        | \$ 926   | \$ 1,070                                     | \$144   | \$ 886            | (\$40)    | \$ 926                          | \$0        | \$ 1,150                                   | \$224      |
| Anaerobic Digester                                      | \$ 926   | \$ 1,070                                     | \$144   | \$ 886            | (\$40)    | \$ 926                          | \$0        | \$ 1,150                                   | \$224      |
| Energy Recovery and Incineration                        | \$ 926   | \$ 1,070                                     | \$144   | \$ 886            | (\$40)    | \$ 926                          | \$0        | \$ 1,150                                   | \$224      |
| Intermediate Solid Waste Material Recovery Facility     |          |                                              |         |                   |           |                                 |            |                                            |            |
| Intermediate Solid Waste Facility Transfer Station      |          |                                              |         |                   |           |                                 |            |                                            |            |
| TS Handling <5,000 tons/year                            | \$ 926   | \$ 2,675                                     | \$1,749 | \$ 2,215          | \$1,289   | \$ 1,389                        | \$463      | \$ 2,875                                   | \$1,949    |
| TS Handling >5,000 tons/year                            | \$ 3,703 | \$ 4,280                                     | \$577   | \$ 3,543          | (\$160)   | \$ 3,703                        | \$0        | \$ 4,600                                   | \$897      |
| Piles Used for Storage or Treatment                     | \$ 463   | \$ 1,070                                     | \$607   | \$ 886            | \$423     | \$ 695                          | \$232      | \$ 1,150                                   | \$687      |
| Surface Impoundments and Tanks                          | \$ 463   | \$ 1,070                                     | \$607   | \$ 886            | \$423     | \$ 695                          | \$232      | \$ 1,150                                   | \$687      |
| Waste Tire Storage and Transportation                   | \$ 463   | \$ 1,070                                     | \$607   | \$ 886            | \$423     | \$ 695                          | \$232      | \$ 1,150                                   | \$687      |
| Moderate Risk Waste Handling Facility                   | \$ 1,852 | \$ 2,675                                     | \$823   | \$ 2,215          | \$363     | \$ 2,215                        | \$363      | \$ 2,875                                   | \$1,023    |
| Satellite Moderate Risk Waste Handling Facility         | \$ 278   | \$ 535                                       | \$257   | \$ 443            | \$165     | \$ 417                          | \$139      | \$ 575                                     | \$297      |
| Limited Purpose Landfill                                |          |                                              |         |                   |           |                                 |            |                                            |            |
| Limited Purpose Landfill Annual Permit                  | \$ 4,629 | \$ 5,350                                     | \$721   | \$ 4,429          | (\$200)   | \$ 4,629                        | \$0        | \$ 5,750                                   | \$1,121    |
| Limited Purpose Landfill Closure Permit                 | \$ 6,613 | \$ 7,490                                     | \$877   | \$ 6,201          | (\$412)   | \$ 6,613                        | \$0        | \$ 8,050                                   | \$1,437    |
| Limited Purpose Landfill Post Closure Permit            | \$ 2,777 | \$ 3,210                                     | \$433   | \$ 2,658          | (\$119)   | \$ 2,777                        | \$0        | \$ 3,450                                   | \$673      |
| Inert Waste Landfill                                    | \$ 2,777 | \$ 3,210                                     | \$433   | \$ 2,658          | (\$119)   | \$ 2,777                        | \$0        | \$ 3,450                                   | \$673      |
| Permit Exempt Facilities Which Require Review           | \$ 370   | \$ 428                                       | \$58    | \$ 354            | (\$16)    | \$ 370                          | \$0        | \$ 460                                     | \$90       |
| Other Solid Waste Facilities or Activities              | \$ 93    | \$ 107                                       | \$14    | \$ 89             | (\$4)     | \$ 107                          | \$14       | \$ 115                                     | \$22       |
| Late Solid Waste Permit Fee                             |          |                                              |         |                   |           |                                 |            |                                            |            |
| Penalty Fee                                             |          |                                              |         |                   |           |                                 |            |                                            |            |
| Secure Medicine Return Program                          |          | No longer in effect due to statewide program |         |                   |           |                                 |            |                                            |            |
| <b>Proposed Food Safety Program</b>                     |          |                                              |         |                   |           |                                 |            |                                            |            |
| Annual FSE                                              |          |                                              |         |                   |           |                                 |            |                                            |            |
| Risk Category 1                                         |          |                                              |         |                   |           |                                 |            |                                            |            |
| Seating 0-25                                            | \$ 278   | \$ 214                                       | (\$64)  | \$ 294            | \$16      | \$ 294                          | \$16       | \$ 230                                     | (\$48)     |
| Seating 26-50                                           | \$ 343   | \$ 268                                       | (\$76)  | \$ 367            | \$24      | \$ 367                          | \$24       | \$ 288                                     | (\$56)     |
| Seating 50+                                             | \$ 417   | \$ 321                                       | (\$96)  | \$ 441            | \$25      | \$ 441                          | \$25       | \$ 345                                     | (\$72)     |
| Risk Category 2                                         |          |                                              |         |                   |           |                                 |            |                                            |            |
| Seating 0-25                                            | \$ 343   | \$ 321                                       | (\$22)  | \$ 441            | \$98      | \$ 441                          | \$98       | \$ 345                                     | \$2        |
| Seating 26-50                                           | \$ 408   | \$ 428                                       | \$20    | \$ 588            | \$180     | \$ 588                          | \$180      | \$ 460                                     | \$52       |
| Seating 50+                                             | \$ 482   | \$ 535                                       | \$54    | \$ 735            | \$254     | \$ 722                          | \$241      | \$ 575                                     | \$94       |
| Risk Category 3                                         |          |                                              |         |                   |           |                                 |            |                                            |            |
| Seating 0-25                                            | \$ 432   | \$ 535                                       | \$103   | \$ 735            | \$303     | \$ 648                          | \$216      | \$ 575                                     | \$143      |
| Seating 26-50                                           | \$ 475   | \$ 642                                       | \$167   | \$ 881            | \$406     | \$ 713                          | \$238      | \$ 690                                     | \$215      |
| Seating 50+                                             | \$ 509   | \$ 749                                       | \$240   | \$ 1,028          | \$519     | \$ 764                          | \$255      | \$ 805                                     | \$296      |
| Catering Stand Alone                                    | \$ 185   | \$ 428                                       | \$243   | \$ 588            | \$403     | \$ 278                          | \$93       | \$ 460                                     | \$275      |
| Catering Added to FSE                                   | \$ 278   | \$ 214                                       | (\$64)  | \$ 294            | \$16      | \$ 294                          | \$16       | \$ 230                                     | (\$48)     |
| Satellite Kitchens (Schools, etc.)                      | \$ 139   | \$ 107                                       | (\$32)  | \$ 147            | \$8       | \$ 147                          | \$8        | \$ 115                                     | (\$24)     |
| Mobile Unit                                             |          | \$ 428                                       | \$428   | \$ 588            | \$588     | \$ -                            | \$0        | \$ 460                                     | \$460      |
| Temporary Permit                                        |          |                                              |         |                   |           |                                 |            |                                            |            |
| Temporary Event Low Risk (one event, up to 21 consecu   | \$ 33    | \$ 80                                        | \$47    | \$ 110            | \$77      | \$ 50                           | \$17       | \$ 86                                      | \$53       |
| Temporary Event High Risk (one event, up to 21 consecu  | \$ 132   | \$ 161                                       | \$29    | \$ 220            | \$88      | \$ 198                          | \$66       | \$ 173                                     | \$41       |
| Recurring Temporary Event low risk (same menu, up to 6  | \$ 33    | \$ 107                                       | \$74    | \$ 147            | \$114     | \$ 50                           | \$17       | \$ 115                                     | \$82       |
| Recurring Temporary Event high risk (same menu, up to 6 | \$ 132   | \$ 214                                       | \$82    | \$ 294            | \$162     | \$ 198                          | \$66       | \$ 230                                     | \$98       |
| Temporary Farmers Market/Demonstrators Low Risk         | \$ 185   | \$ 107                                       | (\$78)  | \$ 147            | (\$38)    | \$ 185                          | \$0        | \$ 115                                     | (\$70)     |
| Temporary Farmers Market/Demonstrators High Risk        | \$ 185   | \$ 214                                       | \$29    | \$ 294            | \$109     | \$ 278                          | \$93       | \$ 230                                     | \$45       |

## HHS Environmental Health Fee Schedule Options:

|                                                          |        | Option A            |         | Option B          |         | Option C                        |       | Option D                                                       |         |
|----------------------------------------------------------|--------|---------------------|---------|-------------------|---------|---------------------------------|-------|----------------------------------------------------------------|---------|
|                                                          |        | Simple Hourly-based |         | Hourly Charge Per |         | Combo Option                    |       | Change all to Hourly                                           |         |
| Current Fee Schedule                                     | \$ 93  | Increase \$ 107     |         | Option Program    |         | (with 50 & 75% increase limits) |       | Fee at \$115, except Drinking Water Lab at Per Activity \$ 115 |         |
| Other Food Fees                                          |        |                     |         |                   |         |                                 |       |                                                                |         |
| Late Annual Fee 1-30 days after date due                 | \$ -   | \$ 0                | \$ -    | \$ 0              | \$ -    | \$ 0                            | \$ -  | \$ 805                                                         | \$805   |
| Late Annual Fee 31+ days after date due                  | \$ -   | \$ 0                | \$ -    | \$ 0              | \$ -    | \$ 0                            | \$ -  | \$ 805                                                         | \$805   |
| Temporary Permit Received w/in 10 business days of event | \$ -   | \$ 0                | \$ -    | \$ 0              | \$ -    | \$ 0                            | \$ -  | \$ 805                                                         | \$805   |
| NEW 501©3                                                | \$ -   | \$ 0                | \$ -    | \$ 0              | \$ -    | \$ 0                            | \$ -  | \$ -                                                           | \$0     |
| Re-inspection Fee                                        | \$ 321 | \$321               | \$ 441  | \$441             | \$ -    | \$ 0                            | \$ -  | \$ 345                                                         | \$345   |
| Operating without a Permit                               |        |                     |         |                   |         |                                 |       |                                                                |         |
| Food Worker Card                                         |        |                     |         |                   |         |                                 |       |                                                                |         |
| Food Worker Card-Copy                                    |        |                     |         |                   |         |                                 |       |                                                                |         |
| Plan Review, minimum 6 hrs, billed hrly afterwards       | \$ 166 | \$ 642              | \$476   | \$ 881            | \$715   | \$ 249                          | \$83  | \$ 690                                                         | \$524   |
|                                                          |        | Difference          |         | Difference        |         | 50% inc limit Difference        |       | Difference                                                     |         |
| Current Food Safety Program                              |        |                     |         |                   |         |                                 |       |                                                                |         |
| Restaurants                                              |        |                     |         |                   |         |                                 |       |                                                                |         |
| 0-25 Seats                                               | \$ 278 | \$ 107              | (\$171) | \$ 159            | (\$119) | \$ 278                          | \$0   | \$ 115                                                         | (\$163) |
| 26-50 Seats                                              | \$ 408 | \$ 321              | (\$87)  | \$ 478            | \$70    | \$ 478                          | \$70  | \$ 345                                                         | (\$63)  |
| 51-100 Seats                                             | \$ 463 | \$ 428              | (\$35)  | \$ 637            | \$174   | \$ 637                          | \$174 | \$ 460                                                         | (\$3)   |
| More than 100 Seats                                      | \$ 555 | \$ 535              | (\$20)  | \$ 796            | \$241   | \$ 796                          | \$241 | \$ 575                                                         | \$20    |
| Cocktail Lounge                                          | \$ 132 | \$ -                | (\$132) | \$ -              | (\$132) | \$ 132                          | \$0   | \$ -                                                           | (\$132) |
| Catering                                                 |        |                     |         |                   |         |                                 |       |                                                                |         |
| Off-site by Restaurant                                   | \$ 185 | \$ 535              | \$350   | \$ 796            | \$611   | \$ 278                          | \$93  | \$ 575                                                         | \$390   |
| Stand Alone                                              | \$ 278 | \$ 535              | \$257   | \$ 796            | \$518   | \$ 417                          | \$139 | \$ 575                                                         | \$297   |
| Institutional Facilities                                 |        |                     |         |                   |         |                                 |       |                                                                |         |
| Schools                                                  |        |                     |         |                   |         |                                 |       |                                                                |         |
| Main Kitchen                                             | \$ 185 | \$ 535              | \$350   | \$ 796            | \$611   | \$ 278                          | \$93  | \$ 575                                                         | \$390   |
| Satellite Kitchen                                        | \$ 93  | \$ 428              | \$335   | \$ 637            | \$544   | \$ 140                          | \$47  | \$ 460                                                         | \$367   |
| Jail Kitchen                                             | \$ 185 | \$ 428              | \$243   | \$ 637            | \$452   | \$ 278                          | \$93  | \$ 460                                                         | \$275   |
| Limited Food Services                                    |        |                     |         |                   |         |                                 |       |                                                                |         |
| B&B, Taverns, etc.                                       | \$ 185 | \$ 428              | \$243   | \$ 637            | \$452   | \$ 278                          | \$93  | \$ 460                                                         | \$275   |
| Temporary Special Events                                 |        |                     |         |                   |         |                                 |       |                                                                |         |
| PHF Foods                                                | \$ 132 | \$ 321              | \$189   | \$ 478            | \$346   | \$ 198                          | \$68  | \$ 345                                                         | \$213   |
| Non-PHF Foods                                            | \$ 33  | \$ 214              | \$181   | \$ 319            | \$286   | \$ 50                           | \$17  | \$ 230                                                         | \$197   |
| Late Application Fee                                     |        |                     |         |                   |         |                                 |       |                                                                |         |
| Farmers' Market Vendor                                   | \$ 185 | \$ 214              | \$29    | \$ 319            | \$134   | \$ 278                          | \$93  | \$ 230                                                         | \$45    |
| Large Event Permit (4+ vendors)                          | \$ 140 | \$ 214              | \$74    | \$ 319            | \$179   | \$ 210                          | \$70  | \$ 230                                                         | \$90    |
| Groceries                                                |        |                     |         |                   |         |                                 |       |                                                                |         |
| 0-3 Check Stands                                         | \$ 278 | \$ 107              | (\$171) | \$ 159            | (\$119) | \$ 278                          | \$0   | \$ 115                                                         | (\$163) |
| 4 or More Check Stands                                   | \$ 370 | \$ 107              | (\$263) | \$ 159            | (\$211) | \$ 370                          | \$0   | \$ 115                                                         | (\$255) |
| Grocery with Food                                        |        |                     |         |                   |         |                                 |       |                                                                |         |
| Meat                                                     | \$ 93  | \$ 321              | \$228   | \$ 478            | \$385   | \$ 140                          | \$47  | \$ 345                                                         | \$252   |
| Bakery                                                   | \$ 93  | \$ 321              | \$228   | \$ 478            | \$385   | \$ 140                          | \$47  | \$ 345                                                         | \$252   |
| Fish                                                     | \$ 93  | \$ 321              | \$228   | \$ 478            | \$385   | \$ 140                          | \$47  | \$ 345                                                         | \$252   |
| Deli                                                     | \$ 185 | \$ 428              | \$243   | \$ 637            | \$452   | \$ 278                          | \$93  | \$ 460                                                         | \$275   |
| Espresso                                                 | \$ 93  | \$ 321              | \$228   | \$ 478            | \$385   | \$ 140                          | \$47  | \$ 345                                                         | \$252   |
| Community Kitchen                                        | \$ 93  | \$ 107              | \$14    | \$ 159            | \$66    | \$ 140                          | \$47  | \$ 115                                                         | \$22    |
| Penalty Fee                                              |        |                     |         |                   |         |                                 |       |                                                                |         |
| Re-inspection                                            | \$ 186 | \$ 214              | \$28    | \$ 319            | \$133   | \$ 279                          | \$93  | \$ 230                                                         | \$44    |
| Late Fees                                                |        |                     |         |                   |         |                                 |       |                                                                |         |
| 1 month delinquent                                       |        |                     |         |                   |         |                                 |       |                                                                |         |
| 2 months delinquent                                      |        |                     |         |                   |         |                                 |       |                                                                |         |
| Food Handler Cards*                                      |        |                     |         |                   |         |                                 |       |                                                                |         |
| New                                                      | \$ 10  | \$ 10               | \$0     | \$ 10             | \$0     | \$ 10                           | \$0   | \$ 10                                                          | \$0     |
| Duplicate                                                | \$ 5   | \$ 5                | \$0     | \$ 5              | \$0     | \$ 5                            | \$0   | \$ 5                                                           | \$0     |

## HHS Environmental Health Fee Schedule Options:

|                                                       |        | Option A            |       | Option B          |         | Option C                        |        | Option D                                                |        |
|-------------------------------------------------------|--------|---------------------|-------|-------------------|---------|---------------------------------|--------|---------------------------------------------------------|--------|
|                                                       |        | Simple Hourly-based |       | Hourly Charge Per |         | Combo Option                    |        | Change all to Hourly                                    |        |
| Current Fee Schedule                                  |        | Increase            |       | Option            |         | (with 50 & 75% increase limits) |        | Fee at \$115, except Drinking Water Lab at Per Activity |        |
|                                                       |        |                     |       |                   |         |                                 |        |                                                         |        |
| Plan Review                                           | \$ 93  | \$ 107              |       |                   |         |                                 |        | \$ 115                                                  |        |
| Complex menu                                          | \$ 278 | \$ 428              | \$150 | \$ 637            | \$359   | \$ 417                          | \$139  | \$ 460                                                  | \$182  |
| Non-complex menu                                      | \$ 159 | \$ 428              | \$269 | \$ 637            | \$478   | \$ 239                          | \$80   | \$ 460                                                  | \$301  |
| PHF limited                                           | \$ 132 | \$ 428              | \$296 | \$ 637            | \$505   | \$ 198                          | \$66   | \$ 460                                                  | \$328  |
| Non-PHF limited menu                                  | \$ 93  | \$ 428              | \$335 | \$ 637            | \$544   | \$ 140                          | \$47   | \$ 460                                                  | \$367  |
| Change in Ownership                                   |        | \$ 428              | \$428 | \$ 637            | \$637   | \$ -                            | \$0    | \$ 460                                                  | \$460  |
|                                                       |        | Difference          |       | Difference        |         | 50% inc limit Difference        |        | Difference                                              |        |
| Laboratory Services and Drinking Water Program        |        |                     |       |                   |         |                                 |        |                                                         |        |
| Water Testing                                         |        |                     |       |                   |         |                                 |        |                                                         |        |
| Bacteria Presence/Absence                             | \$ 23  | \$ 26               | \$3   | \$ -              | (\$23)  |                                 | (\$23) | \$ -                                                    | (\$23) |
| Coliform-Colilert 18                                  | \$ 23  | \$ 26               | \$3   | \$ 47             | \$24    | \$ 41                           | \$18   | \$ 41                                                   | \$18   |
| Coliform-Colilert 24                                  | \$ 23  | \$ 26               | \$3   | \$ 11             | (\$12)  | \$ 21                           | (\$2)  | \$ 20                                                   | (\$2)  |
| Total Coliform/E. coli count                          | \$ 35  | \$ 40               | \$5   | \$ 60             | \$25    | \$ 49                           | \$14   | \$ 51                                                   | \$14   |
| E Coli                                                | \$ 35  | \$ 40               | \$5   | \$ 60             | \$25    | \$ 49                           | \$14   | \$ 51                                                   | \$14   |
| Enterococcus (Beach)                                  | \$ 40  | \$ 46               | \$6   | \$ 60             | \$20    | \$ 49                           | \$9    | \$ 63                                                   | \$9    |
| Bacterial retest                                      | \$ 18  | \$ 21               | \$3   | \$ 47             | \$29    | \$ 21                           | \$3    | \$ 20                                                   | \$3    |
| Fecal coliform                                        | \$ 30  | \$ 35               | \$5   | \$ 71             | \$41    | \$ 55                           | \$25   | \$ 48                                                   | \$25   |
| Nitrate                                               | \$ 30  | \$ 35               | \$5   | \$ 28             | (\$2)   | \$ 31                           | \$1    | \$ 27                                                   | \$1    |
| After Hours/Weekend Surcharge                         |        |                     |       | \$ 429            | \$429   | \$ 429                          | \$429  | \$ 230                                                  | \$ 230 |
| Water Availability (GMA Requirement)                  |        |                     |       |                   |         |                                 |        |                                                         |        |
| Public or Private                                     | \$ 70  | \$ 80               | \$10  | \$ 161            | \$91    | \$ 105                          | \$35   | \$ 86                                                   | \$16   |
| Alternative Water System Plan Review (Rainwater Catch | \$ 200 | \$ 214              | \$14  | \$ 429            | \$229   | \$ 300                          | \$100  | \$ 230                                                  | \$30   |
| Public Water System Plan Review                       |        |                     |       |                   |         |                                 |        |                                                         |        |
| Plan Review                                           | \$ 93  | \$ 107              | \$14  | \$ 214            | \$121   | \$ 107                          | \$14   | \$ 115                                                  | \$22   |
| Well Site Inspection                                  | \$ 278 | \$ 321              | \$43  | \$ 643            | \$365   | \$ 417                          | \$139  | \$ 345                                                  | \$67   |
| Water System Sanitary Survey                          |        |                     |       |                   |         |                                 |        |                                                         |        |
| Private Individual Well                               | \$ 242 | \$ 278              | \$36  | \$ 536            | \$294   | \$ 363                          | \$121  | \$ 288                                                  | \$46   |
| Public Water System                                   | \$ 460 | \$ 529              | \$69  | \$ 1,822          | \$1,362 | \$ 690                          | \$230  | \$ 978                                                  | \$518  |
|                                                       |        | Difference          |       | Difference        |         | 50% inc limit Difference        |        | Difference                                              |        |
| Living Environment Program                            |        |                     |       |                   |         |                                 |        |                                                         |        |
| Swimming Pools/Spas Permit                            |        |                     |       |                   |         |                                 |        |                                                         |        |
| Open All Year                                         | \$ 317 | \$ 428              | \$111 | \$ 267            | (\$50)  | \$ 317                          | \$0    | \$ 460                                                  | \$143  |
| Seasonal                                              | \$ 231 | \$ 321              | \$90  | \$ 200            | (\$31)  | \$ 231                          | \$0    | \$ 345                                                  | \$114  |
| Each Additional Pool/Spa                              | \$ 93  | \$ 107              | \$14  | \$ 67             | (\$26)  | \$ 93                           | \$0    | \$ 115                                                  | \$22   |
| Plan Review                                           |        |                     |       |                   |         |                                 |        |                                                         |        |
| Schools                                               |        |                     |       |                   |         |                                 |        |                                                         |        |
| Plan Review                                           | \$ 93  | \$ 321              | \$228 | \$ 200            | \$107   | \$ 321                          | \$228  | \$ 345                                                  | \$252  |
| Safety Inspections                                    | \$ 93  | \$ 214              | \$121 | \$ 133            | \$40    | \$ 214                          | \$121  | \$ 230                                                  | \$137  |
| Food Preparation Facilities                           | \$ 93  | \$ 107              | \$14  | \$ 67             | (\$26)  | \$ 107                          | \$14   | \$ 115                                                  | \$22   |
| Drug Lab Clean up                                     |        |                     |       |                   |         |                                 |        |                                                         |        |
| Sampling for Meth Contamination                       | \$ 93  | \$ 107              | \$14  | \$ 67             | (\$26)  | \$ 107                          | \$14   | \$ 115                                                  | \$22   |
| Meth Cleanup Plan Review                              | \$ 93  | \$ 107              | \$14  | \$ 67             | (\$26)  | \$ 107                          | \$14   | \$ 115                                                  | \$22   |
| Meth Habitation Determination                         | \$ 93  | \$ 107              | \$14  | \$ 67             | (\$26)  | \$ 107                          | \$14   | \$ 115                                                  | \$22   |

# HHS Environmental Health Fee Schedule Update: Annual Impact of Revenue Projections

|                      | Drinking Water<br>Quality | Solid &<br>Hazardous<br>Waste | On Site<br>Services | Food        | Other<br>Environmental<br>Health | Environmental<br>Water Quality | Total        |
|----------------------|---------------------------|-------------------------------|---------------------|-------------|----------------------------------|--------------------------------|--------------|
| <b>2023 Actuals:</b> |                           |                               |                     |             |                                  |                                |              |
| Total Revenue        | \$ 129,854                | \$ 123,045                    | \$ 545,952          | \$ 345,822  | \$ 298,640                       | \$ 206,119                     | \$ 1,649,432 |
| Expenditures         | \$ 177,415                | \$ 98,964                     | \$ 608,512          | \$ 431,206  | \$ 302,293                       | \$ 136,260                     | \$ 1,754,651 |
| Surplus(Deficit)     | \$ (47,561)               | \$ 24,080                     | \$ (62,560)         | \$ (85,384) | \$ (3,653)                       | \$ 69,859                      | \$ (105,218) |

|                             |             |            |            |             |            |             |              |
|-----------------------------|-------------|------------|------------|-------------|------------|-------------|--------------|
| <b>Current 2024 Budget:</b> |             |            |            |             |            |             |              |
| Program Revenue             | \$ 100,000  | \$ 28,500  | \$ 606,400 | \$ 196,000  | \$ -       | \$ -        | \$ 930,900   |
| FPHS Revenue                | \$ 24,886   | \$ 5,379   | \$ 3,342   | \$ 165,325  | \$ 158,937 | \$ 265      | \$ 358,134   |
| Non-Fee Revenue             | \$ 1        | \$ 132,000 | \$ 30,000  | \$ 5,000    | \$ 50,978  | \$ 61,500   | \$ 279,479   |
| Total Revenue               | \$ 124,887  | \$ 165,879 | \$ 639,742 | \$ 366,325  | \$ 209,915 | \$ 61,765   | \$ 1,568,513 |
| Expenditures                | \$ 182,338  | \$ 133,849 | \$ 512,465 | \$ 435,788  | \$ 204,474 | \$ 130,793  | \$ 1,599,707 |
| Surplus(Deficit)            | \$ (57,451) | \$ 32,030  | \$ 127,276 | \$ (69,463) | \$ 5,441   | \$ (69,027) | \$ (31,194)  |

|                                   |            |            |             |             |            |             |              |
|-----------------------------------|------------|------------|-------------|-------------|------------|-------------|--------------|
| <b>2024 Budget with Option A:</b> |            |            |             |             |            |             |              |
| Additional Program Revenue        | \$ 86,595  | \$ 8,172   | \$ (24,736) | \$ 36,293   | \$ -       | \$ -        | \$ 106,324   |
| Program Revenue                   | \$ 100,000 | \$ 28,500  | \$ 606,400  | \$ 196,000  | \$ -       | \$ -        | \$ 930,900   |
| FPHS Revenue                      | \$ 24,886  | \$ 5,379   | \$ 3,342    | \$ 165,325  | \$ 158,937 | \$ 265      | \$ 358,134   |
| Non-Fee Revenue                   | \$ 1       | \$ 132,000 | \$ 30,000   | \$ 5,000    | \$ 50,978  | \$ 61,500   | \$ 279,479   |
| Total Revenue                     | \$ 211,482 | \$ 174,051 | \$ 615,006  | \$ 402,618  | \$ 209,915 | \$ 61,765   | \$ 1,674,837 |
| Expenditures                      | \$ 182,338 | \$ 133,849 | \$ 512,465  | \$ 435,788  | \$ 204,474 | \$ 130,793  | \$ 1,599,707 |
| Surplus(Deficit)                  | \$ 29,144  | \$ 40,202  | \$ 102,540  | \$ (33,170) | \$ 5,441   | \$ (69,027) | \$ 75,130    |

|                                   |            |            |             |            |            |             |              |
|-----------------------------------|------------|------------|-------------|------------|------------|-------------|--------------|
| <b>2024 Budget with Option B:</b> |            |            |             |            |            |             |              |
| Additional Program Revenue        | \$ 124,864 | \$ 5,608   | \$ (71,576) | \$ 167,763 | \$ -       | \$ -        | \$ 226,659   |
| Program Revenue                   | \$ 100,000 | \$ 28,500  | \$ 606,400  | \$ 196,000 | \$ -       | \$ -        | \$ 930,900   |
| FPHS Revenue                      | \$ 24,886  | \$ 5,379   | \$ 3,342    | \$ 165,325 | \$ 158,937 | \$ 265      | \$ 358,134   |
| Non-Fee Revenue                   | \$ 1       | \$ 132,000 | \$ 30,000   | \$ 5,000   | \$ 50,978  | \$ 61,500   | \$ 279,479   |
| Total Revenue                     | \$ 249,751 | \$ 171,487 | \$ 568,166  | \$ 534,088 | \$ 209,915 | \$ 61,765   | \$ 1,795,172 |
| Expenditures                      | \$ 182,338 | \$ 133,849 | \$ 512,465  | \$ 435,788 | \$ 204,474 | \$ 130,793  | \$ 1,599,707 |
| Surplus(Deficit)                  | \$ 67,413  | \$ 37,638  | \$ 55,700   | \$ 98,300  | \$ 5,441   | \$ (69,027) | \$ 195,465   |

|                                   |            |            |            |            |            |             |              |
|-----------------------------------|------------|------------|------------|------------|------------|-------------|--------------|
| <b>2024 Budget with Option C:</b> |            |            |            |            |            |             |              |
| Additional Program Revenue        | \$ 102,143 | \$ 5,127   | \$ -       | \$ 78,282  | \$ -       | \$ -        | \$ 185,552   |
| Program Revenue                   | \$ 100,000 | \$ 28,500  | \$ 606,400 | \$ 196,000 | \$ -       | \$ -        | \$ 930,900   |
| FPHS Revenue                      | \$ 24,886  | \$ 5,379   | \$ 3,342   | \$ 165,325 | \$ 158,937 | \$ 265      | \$ 358,134   |
| Non-Fee Revenue                   | \$ 1       | \$ 132,000 | \$ 30,000  | \$ 5,000   | \$ 50,978  | \$ 61,500   | \$ 279,479   |
| Total Revenue                     | \$ 227,030 | \$ 171,006 | \$ 639,742 | \$ 444,607 | \$ 209,915 | \$ 61,765   | \$ 1,754,065 |
| Expenditures                      | \$ 182,338 | \$ 133,849 | \$ 512,465 | \$ 435,788 | \$ 204,474 | \$ 130,793  | \$ 1,599,707 |
| Surplus(Deficit)                  | \$ 44,692  | \$ 37,157  | \$ 127,276 | \$ 8,819   | \$ 5,441   | \$ (69,027) | \$ 154,358   |

|                                                                 |            |            |            |            |            |             |              |
|-----------------------------------------------------------------|------------|------------|------------|------------|------------|-------------|--------------|
| <b>2024 Budget with Option C (+ Deferred EH Spec Position):</b> |            |            |            |            |            |             |              |
| Additional Program Revenue                                      | \$ 102,143 | \$ 5,127   | \$ -       | \$ 78,282  | \$ -       | \$ -        | \$ 185,552   |
| Program Revenue                                                 | \$ 100,000 | \$ 28,500  | \$ 606,400 | \$ 196,000 | \$ -       | \$ -        | \$ 930,900   |
| FPHS Revenue                                                    | \$ 24,886  | \$ 5,379   | \$ 3,342   | \$ 165,325 | \$ 158,937 | \$ 265      | \$ 358,134   |
| Non-Fee Revenue                                                 | \$ 1       | \$ 132,000 | \$ 30,000  | \$ 5,000   | \$ 50,978  | \$ 61,500   | \$ 279,479   |
| Total Revenue                                                   | \$ 227,030 | \$ 171,006 | \$ 639,742 | \$ 444,607 | \$ 209,915 | \$ 61,765   | \$ 1,754,065 |
| Expenditures                                                    | \$ 182,338 | \$ 133,849 | \$ 512,666 | \$ 435,788 | \$ 204,474 | \$ 130,793  | \$ 1,699,908 |
| Surplus(Deficit)                                                | \$ 44,692  | \$ 37,157  | \$ 27,075  | \$ 8,819   | \$ 5,441   | \$ (69,027) | \$ 54,157    |

|                                                                                                                                               |            |            |            |            |            |             |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|-------------|--------------|
| <b>2024 Budget with Option D (Change all to Hourly Fee at \$115, except Drinking Water Lab at Per Activity, + Deferred EH Spec Position):</b> |            |            |            |            |            |             |              |
| Additional Program Revenue                                                                                                                    | \$ 103,753 | \$ 15,775  | \$ 12,285  | \$ 101,880 | \$ -       | \$ -        | \$ 233,693   |
| Program Revenue                                                                                                                               | \$ 100,000 | \$ 28,500  | \$ 606,400 | \$ 196,000 | \$ -       | \$ -        | \$ 930,900   |
| FPHS Revenue                                                                                                                                  | \$ 24,886  | \$ 5,379   | \$ 3,342   | \$ 165,325 | \$ 158,937 | \$ 265      | \$ 358,134   |
| Non-Fee Revenue                                                                                                                               | \$ 1       | \$ 132,000 | \$ 30,000  | \$ 5,000   | \$ 50,978  | \$ 61,500   | \$ 279,479   |
| Total Revenue                                                                                                                                 | \$ 228,640 | \$ 181,654 | \$ 652,027 | \$ 468,205 | \$ 209,915 | \$ 61,765   | \$ 1,802,206 |
| Expenditures                                                                                                                                  | \$ 182,338 | \$ 133,849 | \$ 512,666 | \$ 435,788 | \$ 204,474 | \$ 130,793  | \$ 1,699,908 |
| Surplus(Deficit)                                                                                                                              | \$ 46,302  | \$ 47,805  | \$ 39,360  | \$ 32,417  | \$ 5,441   | \$ (69,027) | \$ 102,298   |

|                                                                                                                                  |           |             |            |            |           |            |            |
|----------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|------------|------------|-----------|------------|------------|
| <i>County Indirect Costs (Building repairs, Utilities, IT support staff, HR support staff, Accounts Payable, Finance, etc.):</i> | \$ 49,961 | \$ 36,675   | \$ 167,871 | \$ 119,406 | \$ 56,026 | \$ 35,837  | \$ 465,775 |
| <b>County General Fund Dependence:</b>                                                                                           | \$ 3,658  | \$ (11,130) | \$ 128,510 | \$ 86,989  | \$ 50,585 | \$ 104,864 | \$ 363,477 |

**ATTACHMENT 5**  
**CALL FOR PUBLIC**  
**HEARING**

## PUBLIC HEARING

Proposed ordinance 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

**NOTICE:** The Clallam County Board of Health will conduct a public hearing on Tuesday, May 21, 2024 at 1:30 p.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4<sup>th</sup> Street, Room 160, Port Angeles, Washington. The public hearing is to consider the ordinance listed above. All proposed ordinances are available on the County website:

<https://www.clallamcountywa.gov/228/Comment-on-Proposed-Ordinances-Policies>

Public comments are encouraged. Submit written comments to the address below before the hearing or present comments in person at the public hearing.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request. The facility is considered "barrier free" and accessible to those with physical disabilities.

**PROPONENT:** Health and Human Services Department  
111 E. 3<sup>rd</sup> Street  
Port Angeles, WA 98362  
Telephone: 360.417.2276

**FORMAL IDENTIFICATION:** Proposed Ordinance 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

### **SUMMARY OF PROPOSED CHANGES:**

An Ordinance repealing the prior Environmental Health Fee Schedule 010-A dated July 1, 2022 in its entirety and replacing it with a new fee schedule. All proposed ordinances are available on the County website: <https://www.clallamcountywa.gov/228/Comment-on-Proposed-Ordinances-Policies>

Publish: April 19, 2024  
Bill: Health and Humans Services

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Mike French, Chair  
Board of Health

**ATTACHMENT 6**  
**DRAFT ORDINANCE**  
**TO REPEAL AND**  
**REPLACE**



Clallam County Board of Health  
111 E. 3<sup>rd</sup> Street  
Port Angeles WA 98362

**Board of Health Ordinance \_\_\_\_**

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 \_\_\_\_\_ day of \_\_\_\_\_, 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

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

| <b>SERVICE</b>                                            | <b>FEE</b>                                                           |
|-----------------------------------------------------------|----------------------------------------------------------------------|
| <b><i>General Environmental Health</i></b>                |                                                                      |
| 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                                                                |
| <b><i>Environmental Health Land Use Proposal Fees</i></b> |                                                                      |
| 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                                                                |
| <b><i>On-Site Septic Program</i></b>                      |                                                                      |
| 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                                                                |
| <b><i>Services</i></b>                                    |                                                                      |
| 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, 2022<sup>i</sup>**

| <b>SERVICE</b>                                          | <b>FEE</b>                                        |
|---------------------------------------------------------|---------------------------------------------------|
| 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                                             |
| <b><i>Solid Waste Program</i></b>                       |                                                   |
| 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                                           |

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

| <b>SERVICE</b>                                      | <b>FEE</b>                                       |
|-----------------------------------------------------|--------------------------------------------------|
| 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 <sup>ii</sup>        |                                                  |
| Initial Plan Review Fee <sup>iii</sup>              | \$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  |
| <b><i>Food Safety Program</i></b>                   |                                                  |
| 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/Food                                      |                                                  |

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

| <b>SERVICE</b>                                               | <b>FEE</b>                             |
|--------------------------------------------------------------|----------------------------------------|
| 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 <sup>iv</sup>                             |                                        |
| 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 |
| <b><i>Laboratory Services and Drinking Water Program</i></b> |                                        |
| Water Testing                                                |                                        |
| Bacteria Presence/Absence                                    | \$23                                   |
| Total coliform/ <i>E.coli</i> 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                                  |
| <b><i>Living Environment Program</i></b>                     |                                        |
| Swimming Pools/Spas Permit                                   |                                        |
| Open All Year                                                | \$317                                  |
| Seasonal                                                     | \$231                                  |
| Each Additional Pool/Spa                                     | \$93                                   |

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

| <b>SERVICE</b>                  | <b>FEE</b>               |
|---------------------------------|--------------------------|
| 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                |

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

<sup>ii</sup> 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

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

<sup>iv</sup> Food Worker Card Fees are set by Washington State