

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING THE) RESOLUTION 11-2013
NORTHEAST TRI COUNTY HEALTH)
DISTRICT ENVIRONMENTAL HEALTH) ADOPTING THE NORTHEAST TRI COUNTY
FEE GUIDANCE POLICY) HEALTH DISTRICT ENVIRONMENTAL
HEALTH FEE GUIDANCE POLICY)

WHEREAS, the Northeast Tri County Health District Board of Health is authorized under RCW 70.05.060 to establish fee schedules for services; **AND**

WHEREAS, it is the intent of this guidance document to establish the general principles of how fees are established for environmental health services;

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Northeast Tri County Health District Board of Health that the attached policy be established.

Done this 16th day of October, 2013 in Colville, Washington and effective immediately upon signatures as of this date.

Board Member, City of Republic

Board Member, Ferry County

Board Member, City of Colville

Board Member, Ferry County

Board Member, City of Newport

Board Member, Pend Oreille County

Health Officer

Board Member, Pend Oreille County

Board Member, Stevens County

Board Member, Stevens County



Northeast Tri County Health District

Environmental Public Health Policy/Procedure

Title:	Environmental Public Health Fee Guidance Policy	
References:	NECTHD Schedule of Charges RCW 70.05.060	
Effective Date:		
Supersedes:	N/A	
Approved by: Northeast Tri County Health District Board of Health Resolution 11-2013	Date Approved: October 16, 2013	

Public health must have stable financial sources to be functional and effective. The Northeast Tri County Health District (NETCHD) Board of Health (BOH) has determined that fees for certain environmental public health (EPH) services are necessary to augment and maximize public funds for environmental public health programs.

RCW 70.05.060 provides that the BOH shall *“Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by law and the rules and regulations of the State Board of Health: Provided, that such fees for services shall not exceed the actual cost of providing any such services.”*

It is the intent of this guidance document to establish general principles of how fees are established for environmental health services.

Section 1: Determination of Fees

1. Fees for any NETCHD environmental public health service will be based on the total cost of providing the service, including the proportionate share of indirect costs. It is understood that indirect costs includes program support and overhead costs.
2. It is recognized that a portion of environmental public health services to proprietors or individuals is provided for the “public benefit”. These services primarily benefit the population by protecting them from potential health threats or hazards. For programs that provide for a greater public benefit, fee recovery will generally be based on 50% of the cost of providing the service. EPH programs within this classification include but are not limited to:
 - Food service establishment permitting and routine inspections
 - Temporary food establishment permitting and routine inspections
 - On-site wastewater permitting and routine inspections
 - Public drinking water operating permits
 - School health and safety inspections
 - Water recreational facility permitting and routine inspections
3. It is recognized that there are environmental public health services for which there is primarily a benefit to a proprietor or individual. Further, it is also recognized that there are services provided which are enforcement related. For services and activities, fee recovery will be based on 100% of the cost of providing such service or activity. EPH programs within this classification include but are not limited to:
 - New food establishment plan review and pre-operational inspections
 - Food service establishment and temporary food establishment violation fees, including operation without a permit, follow-up and re-inspections, and administrative conferences
 - Platting and land development reviews
 - Operational surveys for water and on-site sewage systems
 - Sewage installer and pumper certification fees
 - On-site sewage activities associated with re-inspections, additional site inspections, design revision reviews, soil only evaluations, waiver requests, violation related activities.
 - Water recreation facility violation fees, including operating without a permit, follow-up and re-inspections, and administrative conferences
 - Clandestine drug contaminated property activities
 - Non routine variance or waiver requests.

4. It is further recognized that a high rate of cost recovery for some services may significantly influence practices and behaviors which can result in negative public health outcomes. For those services where high rates of cost recovery are not practical, the BOH will establish fees based on rates deemed appropriate. EHP programs within this classification include but are not limited to:
 - Non-profit temporary food service permitting and inspecting.
 - Repair permits for on-site sewage systems
5. Some EPH programs receive grant support. For those programs, fees recovery will be based on 100% of the cost of providing the service minus the level of grant support. EPH programs within this classification include but are not limited to:
 - Solid waste permitting and inspections

Section 2: Periodic Review and Fee Adjustments

1. The NETCHD EPH fees will be reviewed annually and revised in accordance with this guidance document and the fee schedule approval process. Cost studies of services provided will be included in such reviews. Proposed fee adjustments will be presented for consideration to the BOH mid-year for implementation January 1st of the following year.
2. Fee adjustments will generally not be increased more than 20% until the appropriate level of fee support is achieved, unless there are extenuating circumstances that necessitate greater fee adjustments.
3. Fees will be adjusted for inflation based on the Consumer Price Index, as published by the United States Department of Labor.