

**Meeting Minutes**  
**October 26, 2022**

The meeting was held via Zoom conference call.

**Committee members present**

Neil Tibbott (Chair) (Virtual)  
Mark James (Vice Chair)  
Nate Nehring (Virtual)  
Sam Low (Virtual)  
Joseph Hund (Virtual)

**Comings and Goings**

Joseph Hund arrived at 3:33 pm  
Nate Nehring left at 4:59 pm

**Staff present**

Pamela Aguilar, Shawn Frederick, James Lewis, Theresa Bengtson, Ragina Gray, Katie Curtis, Tony Colinas, Nicole Thomsen, Carrie Parker, Pia Sampaga-Khim, Sarah de Jong

**Guests present**

Stephanie Wright, Snohomish County

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**Call to Order**

The regular meeting of the Administration Committee was called to order by Mr. Neil Tibbott at 3:31 p.m. via Zoom video conference.

**Roll Call**

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

**Approval of Agenda Contents and Order**

It was moved by Mr. Mark James and seconded by Mr. Tibbott to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

It was moved by Mr. James and seconded by Mr. Tibbott to approve the minutes of the regular meeting of September 28. The motion passed unanimously.

**Public Comment**

No public comment was received and no member of the public was in attendance to speak. The public comment portion of the meeting was closed.

**Briefings**

*2023 Budget update (SR 22-108; S. Frederick)*

Ms. Pamela Aguilar began a briefing on the preliminary budget that will be presented to the full Board of Health at its November meeting as a public hearing and briefing and then will go as a public hearing and action item for approval at the December Board meeting. The balanced budget currently has a net

revenue of \$675,000 and the District is in a financially stable condition. Ms. Pam Aguilar, Ms. Katie Curtis, and Ms. Ragina Gray walked through budget updates for their respective divisions, which can be found in the meeting packet.

Board members and staff discussed the following:

- The current call system is through the County and uses Skype, which is not meant to be used as a call center. Upgrades to the call center phone system would be done in collaboration with County IT.
- The County is expected to add \$400k to the Health District for a GIS study for targeted Savvy Septic efforts.
- The Health District will have to continue as an organization until all its business is able to close out. Staff are currently in the process of transferring the grants to the County.

#### *Enforcement of new food code changes (SR 22-099; R. Gray)*

Ms. Gray shared an update regarding a revision to Washington State Code for food safety. This change requires enforcement for new requirements that are outlined in the WAC revision. The Health District has been performing outreach to food safety establishments regarding this change, through channels such as education at routine inspections and newsletter articles. The WAC revision included a six-month grace period, which was up in September. Councilmembers may see an increase in outreach from constituents regarding these changes.

#### **Action**

*Vouchers and Resolution 22-29 authorizing Health District expenditures from September 16, 2022, to October 15, 2022 (no staff report; T. Bengtson)*

It was moved by Mr. Joseph Hund and seconded by Mr. Nehring to approve vouchers and Resolution 22-29 authorizing Health District expenditures from September 16, 2022, to October 15, 2022, and forward to the full Board on consent. The motion passed unanimously.

#### *Finance Manager's report for August 2022 (SR 22-090; T. Bengtson)*

Revenues and expenditures are tracking as usual for this time of the year.

It was moved by Mr. Tibbott and seconded by Mr. Low to approve the Finance Manager's report for August 2022, and forward to the full Board as a written report. The motion passed unanimously.

#### *Adopt Resolution 22-29 approving the proposed Environmental Health fee schedules as shown in Exhibit A (SR 22-106; R. Gray)*

Ms. Gray briefed the Committee members on the proposed Environmental Health (EH) fee schedules, which includes a 2% increase for most items to fund the 2022 COLA increase. The food safety fee schedule would take effect in November due to a large number of annual permit renewals that still take place in January. The exception to the 2% increase is in Hazardous Analysis and Critical Control Point (HACCP) reviews, which currently is operating at a loss of about \$8,000 per inspection. Ms. Gray is proposing increasing the fee from \$1,600 to \$2,000 to close the gap to cost recovery. Staff would also like to add a \$0 fee for school self-assessments. This addition would be to be able to track these assessments in the District's system.

Committee members discussed the following:

- Possibility of refining processes to reduce the HACCP fee. In the future, the District will have health educators create educational campaigns for food safety and processes.

It was moved by Mr. Tibbott and seconded by Mr. Hund to adopt Resolution 22-29 approving the proposed Environmental Health fee schedules as shown in Exhibit A, and forward to the full Board for action.

*Adopt letter requesting the Department of Health revise Chapter 246-272A WAC, section -0280(1) consistent with the intent of SB 5503 (SR 22-105; R. Gray)*

Around this time last year, Councilmembers Nate Nehring and Sam Low requested the Board consider adopting a letter that would be submitted as a public comment to the State Board of Health on an impending WAC revision for septic systems. At that time, Committees declined to move the letter forward to the full Board and the public comment period for the revision was closed. It was requested to bring this item back through Committees this year. The letter is specifically regarding a line in the revised WAC to “allow a system to be repaired using the least expensive alternative that *meets standards*.” The Health District requires new drain field designs to have at least 36 inches between a water table or restrictive layer (i.e. bedrock) and the bottom of a drain field trench to allow for proper effluent treatment and health safety. However, prior to 1991 the distance requirement was 12 inches. The WAC, states that a local health jurisdiction can continue to allow repairs to the standards at which the house was originally permitted under, so for example, if a septic system was built before 1991, the 12 inches of vertical separation could be allowed for a repair. This latest revision to the WAC would require all septic systems to conform to standards, or the 36 inch vertical separation between the bottom of the trench and a water table or restrictive layer. This change has both positive and negative impacts:

Positive

- Increased treatment / water quality protection
- Increased protection of public health
- Increased protection of environmental resources like shellfish – tribal treaty rights

Negative

- Increased cost to landowners
- Potentially increase in unpermitted “bootlegged” repairs (something other counties have experienced)

The letter presented today would request the State Board of Health consider striking the WAC revision that would require repairs to conform to today’s standards.

District staff are also working on implementing programs found in the 2007 Local Management Plan and will be taking over the Savvy Septic program after integrating into the County.

Committee members discussed the potential impacts this letter could have on public health and financial impacts on landowners.

No motion was made and the Committee moved on to the next item.

*Legislative Priorities (SR 22-082; N. Thomsen)*

This item was presented as a briefing at last month’s Committee meetings. Comments and recommendations were taken from Board and PHAC members and have been incorporated into this updated document. Ms. Nicole Thomsen read through the proposed priorities. The final version will be designed with graphics.

It was moved by Mr. Hund and seconded by Mr. Nehring to approve the 2023 legislative priorities and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to reimburse a staff member \$1,000 for tuition-related expenses for fall quarter 2022 (SR 22-101; K. Curtis)*

The Prevention Services division received a request from a staff member for full reimbursement for fall quarter 2022. This is an allowable request according to union contracts and the employee handbook, however, there is no set policy on how to handle a request. Ms. Katie Curtis is proposing reimbursing the staff member \$1,000 for fall quarter. Committee members discussed the need for a policy that outlines set parameters. Mr. Tibbott recommended there be a policy to cover this in the future.

It was moved by Mr. Tibbott and seconded by Mr. Low to authorize the Administrative Officer to reimburse a staff member \$1,000 for tuition-related expenses for fall quarter 2022, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to purchase a Bruker X-Ray Florescent (XRF) machine for environmental health sampling (SR 22-097; K. Curtis)*

The Health District previously borrowed a machine from the Department of Health for lead testing but is no longer able to do so.

It was moved by Mr. Tibbott and seconded by Mr. Hund to authorize the Administrative Officer to purchase a Bruker X-Ray Florescent (XRF) machine for environmental health sampling. The motion passed unanimously.

*Authorize the Administrative Officer to sign agreements with North Sound Media, Lamar Transit, National CineMedia, and Bonneville Communications for public health awareness and vaccine advertising (SR 22-104; N. Thomsen)*

Last June, Committees received a briefing on a large advertising campaign related to COVID and broader public health topics. Staff have been working to solidify contracts with various organizations around the county for this work. Presented today are four agreements that exceed staffs' monetary approval threshold.

It was moved by Mr. Tibbott and seconded by Mr. James to authorize the Administrative Officer to sign agreements with North Sound Media, Lamar Transit, National CineMedia, and Bonneville Communications paid for out of grant funding and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to fully execute an agreement with Patagonia Health for an electronic health record system (SR 22-102; K. Curtis)*

A couple of months ago the Health District submitted a request for proposal to find a new vendor for its electronic health record system. Patagonia Health was chosen as the company to move forward with and offers a cloud-based program. The cost for the initial startup is about \$124,000 and will be covered completely by the funds received from Suzan DelBene's office. The monthly subscription fee is around \$5,000 which is actually less than the current fee for the outdated program the Health District currently uses, resulting in an annual savings of \$25,000 per year.

It was moved by Mr. Hund and seconded by Mr. Tibbott to authorize the Administrative Officer to fully execute an agreement with Patagonia Health for an electronic health record system, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to hire a temporary project manager for electronic health record implementation (SR 22-098; K. Curtis)*

This temporary position would be paid for with funds from Suzan DelBene's office and their sole job would be to interface with County IT and Patagonia Health to ensure the new system has a successful launch.

It was moved by Mr. Tibbott and seconded by Mr. Hund to authorize the Administrative Officer to hire a temporary project manager for electronic health record implementation, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to sign the amendment to the contract with the Department of Social and Health Services for the Refugee and Health Screening program (SR 22-100; K. Curtis)*

This is an ongoing contract the District has for the refugee and health screening program. The funding for the next year has been increased to \$300,000, which reflects an expectation for an increase in refugees coming into the county for the coming year.

It was moved by Mr. Tibbott and seconded by Mr. Low to authorize the Administrative Officer to sign the amendment to the contract with the Department of Social and Health Services for the Refugee and Health Screen program, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to sign amendment #8 to the consolidated contract with the Washington State Department of Health (SR 22-093; K. Curtis)*

As the state-wide emergency sunsets on October 31, so does the FEMA funding for mass vaccination. This amendment revises the consolidated contract to reflect this change.

It was moved by Mr. Tibbott and seconded by Mr. Hund to authorize the Administrative Officer to sign amendment #8 to the consolidated contract with the Washington State Department of Health, and forward to the full Board on consent. The motion passed unanimously.

### **Information Items**

Ms. Sarah de Jong announced the upcoming meetings and noted the November meeting takes place the day before Thanksgiving. Committee members suggested November 30 as a potential date. Ms. de Jong will confirm that date via email with Committee members.

Committee members also discussed the December meeting.

It was moved by Mr. Joseph Hund and seconded by Mr. Tibbott to cancel December 28 Administration Committee meeting. The motion passed unanimously.

Mr. Tibbott shared an email from the City of Edmonds regarding a family's ability to connect to resources.

### **Adjournment**

The meeting was adjourned at 5:27 p.m.