

REPORT FOR THE BOARD OF HEALTH

Administration Committee Meeting

Regular meeting of Aug. 28, 2019

Committee members present: Scott Bader, Sam Low, Kyoko Matsumoto Wright, Liam Olsen

Committee members absent: Nate Nehring

Staff present: Shawn Frederick, Tracey Kellogg, Heather Thomas, Bruce Straughn, Pam Aguilar, Rich Son, Linda Carl

The meeting was called to order at 3:35 p.m.

Motions passed at this meeting:

- Approved minutes of the regular meeting of May 22 and July 24, 2019
- Approved vouchers and Res. 19-19 authorizing August 2019 expenditures for Health District and PHEPR fund, and forwarded to the full Board for action
- Approved the Finance Manager's report for June 2019, and forwarded to the full Board as a briefing
- Approved 2019 budget amendments, and forwarded to the full Board for action
- Forwarded Res. 19-20 regarding the Division of Responsibilities to the full Board for discussion

Briefings

Environmental Health proposed fee schedule (no staff report)

Mr. Bruce Straughn presented the proposed fee scheduled to the budget ad hoc committee and at this morning's executive committee meeting. It will be on the agenda at the September Board meeting as a discussion item and reviewed again at the September committee meetings. The final fee schedule will be at the October Board meeting for approval.

For existing fees, staff recommends a 5.5% increase (reflecting COLAs in 2018 and 2019). A new fee was added to license B&Bs, which we're required to do by code; the fee matches that for bakeries. Mr. Straughn is proposing two new fees in the septic program related to report submittals. We have about 2,600 report submittals per year; the new fees will generate about \$100K in additional revenue. Existing staff will be dedicated to monitor this work. The state is rewriting OSS submittal requirements that will include inspection by the local health department of septic systems in homes that sell. There was brief discussion regarding permit turnaround times. Mr. Straughn indicated he'll look into how much fees would need to be adjusted to add more FTEs. Ms. Kellogg added that it would be good to calculate how much one or two FTEs would shorten wait times, then balance this with revenues. Mr. Frederick stated we may consider automatic fee increases, whereas now staff bring forward the proposed fee schedule.

HVAC project update (no staff report)

Mr. Frederick reported that the project is complete.

Next meeting date: Wednesday, Sept. 25, at 3:30 p.m.

The meeting adjourned at 4:30 p.m.