



# **SNOHOMISH COUNTY**

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## **HEALTH DEPARTMENT**

### **SNOHOMISH COUNTY BOARD OF HEALTH**

#### **AGENDA**

April 9, 2024

3:00 PM

Auditorium, 3020 Rucker Ave, Everett, WA 98201 or Remote::

<https://us02web.zoom.us/j/87098263636>

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- 1. Call to Order**
  - 2. Roll Call**
  - 3. Approval of Agenda Contents and Order**
  - 4. Approval of Minutes**
    - a. Approval of minutes of the regular meeting of March 12, 2024
  - 5. Public Comment**
  - 6. Public Hearing**
    - a. Ordinance BOH24-01 relating to health department fees; amending chapter 1.40 of the Snohomish County Board of Health code (SR 24-007B; Ragina Gray)
  - 7. Briefings**
    - a. Environmental health 2024 code plan updates (SR 24-008B; Robert Evjue)
    - b. Prevention services - vaccine preventable disease (SR 24-009; Kaija Corry)
    - c. Public health communications (SR 24-010; Kari Bray)
    - d. Board of Health administrative rules (SR 24-011; Nicole Thomsen)
  - 8. Department Director's Report**
  - 9. Information Items**
    - a. Upcoming meetings
  - 10. Adjournment**
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#### **Board of Health members:**

Jared Mead, Megan Dunn, Heather Logan, Joseph Hund, Lisa George, Janet Anderberg, Desmond

Skubi, Julie Smith-Hopkins

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Questions or additional information about the board meeting may be obtained by contacting Sarah de Jong at 425.339.5210; Relay: 711; Email [sarah.dejong@co.snohomish.wa.us](mailto:sarah.dejong@co.snohomish.wa.us). To request reasonable accommodations, please contact Ms. de Jong by the Friday prior to the board meeting. It's customary at each regular meeting of the full Board to include an assigned period for public comment from individuals present at the meeting. Generally, the public comment occurs near the beginning of the meeting and comments are limited to no more than three minutes per person. The Chair of the board may, as circumstances require at each meeting, reduce the time allotted to individuals or reduce the overall time assigned for public comments.



BOARD OF HEALTH STAFF REPORT ()  
APRIL 9, 2024  
APPROVAL OF MINUTES

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Approval of minutes of the regular meeting of March 12, 2024

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**Division:**

Office of the Director / Sarah de Jong

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**ATTACHMENTS:**

Description

- ▣ Draft Minutes

**Snohomish County Board of Health  
Board of Health Minutes  
March 12, 2024**

The regular meeting was held in the auditorium of the Rucker Building and via Zoom conference call/video.

**Members Present**

Megan Dunn, County Councilmember, Board Chair (In Person)  
Heather Logan, Councilmember, Arlington, Board Vice Chair (In Person)  
Julie Smith (Virtual)  
Janet Anderberg (Virtual)  
Lisa George (Virtual)  
Joseph Hund, Councilmember, Sultan (Virtual)  
Desmond Skubi (In Person)

**Members Absent**

Jared Mead, County Councilmember

**Comings and Goings**

Heather Logan left at 4:24 p.m.

**Call to Order**

The regular meeting of the Board of Health was called to order using a hybrid setting at 3:10 p.m. by Ms. Megan Dunn.

**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. Desmond Skubi and seconded by Mr. Joseph Hund to approve the agenda contents and order. The motion passed with seven ayes, zero nays, and one absent (Mead).

**Approval of Minutes**

It was moved by Ms. Lisa George and seconded by Mr. Skubi to approve the minutes of the special meeting of January 30, 2024. The motion passed with seven ayes, zero nays, and one absent (Mead).

**Public Comment**

Ms. Dunn opened the floor for public comment. No one from the public volunteered to speak and Ms. Dunn closed public comment.

**Action**

*Resolution 24-01 approving the 2024 Board of Health work plan (SR 24-002B; N. Thomsen)*

Ms. Thomsen walked through the proposed plan. Board members requested the work item connecting to the public health strategic planning be changed from "Alignment with Public Health Strategic Planning" to "Participation in Public Health Strategic Planning."

It was moved by Ms. Julie Smith and seconded by Mr. Skubi to approve Resolution 24-01 adopting the Snohomish County Board of Health 2024 work plan and direct staff to make minor content changes. The motion passed with seven ayes, zero nays, and one absent (Mead).



### **Special Business**

*Tuberculosis Control Program Update (SR 24-003: T. Rugg)*

Ms. Teresa Rugg gave a special presentation on the tuberculosis program.

*Proclamation 24-01 recognizing World Tuberculosis Day, March 24, 2024 (SR 24-004; N. Thomsen)*

Mr. Dennis Worsham read aloud the proclamation.

It was moved by Mr. Skubi and seconded by Mr. Hund to approve Proclamation 24-01. The motion passed with seven ayes, zero nays, and one absent (Mead).

*Proclamation 24-02 recognizing National Public Health Week (SR 24-005; N. Thomsen)*

Mr. Dennis Worsham read aloud the proclamation. Board members requested recognition for environmental health programs and the local board of health be included in the proclamation.

It was moved by Mr. Skubi and seconded by Ms. George to approve Proclamation 24-02 and direct staff to make some content changes. The motion passed with seven ayes, zero nays, and one absent (Mead).

### **Briefings**

*Environmental health fee schedule (SR 24-007; R. Gray)*

Ms. Ragina Gray shared proposed changes to the fee schedule, which include an approximate 5% increase of fees across the board.

*Environmental health 2024 code update plans (SR 24-008; R. Evjue)*

Mr. Robert Evjue walked through a proposed plan for updating the Board of Health code.

*2024 Washington legislative session review (SR 24-006; N. Thomsen)*

Ms. Nicole Thomsen shared the final status of legislative items as the legislative session closed the week prior.

### **Health Officer's Report**

Dr. James Lewis gave a presentation on public health concerns and updates.

### **Information Items**

*Upcoming Meetings*

Ms. Dunn noted the dates of the next Board of Health meetings.

### **Adjournment**

The meeting was adjourned at 4:49 p.m.

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Megan Dunn  
Board of Health, Chair

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Dennis Worsham, Director

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Ordinance BOH24-01 relating to health department fees; amending chapter 1.40 of the Snohomish County Board of Health code (SR 24-007B; Ragina Gray)

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**Division:**

Environmental Health / Ragina Gray, Director

**Prior Board Review:**

March 12, 2024

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**Background**

The Snohomish County Board of Health passed an environmental health fee schedule in October 2023, which took effect November 1, 2023. In March 2024, EH staff briefed the Board of Health on a fee schedule adjustment ordinance that would take effect on November 1, 2024. The proposed adjustment includes an across the board 5% increase over all fees, and some additional increases to the food safety fees in order to continue to fund the two permit technician positions that were hired in late 2023. No fee changes have been made to the proposal that was presented in March.

**Board Authority**

RCW 70.05.060 (7) Establish fee schedules for issuing or renewing licenses or permits or 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.

**Recommended Motion**

**MOVE TO approve Ordinance BOH24-01, relating to health department fees and amending chapter 1.40 of the Snohomish County Board of Health code.**

**ATTACHMENTS:**

Description

- Ordinance BOH24-01 - Fee Schedule

SNOHOMISH COUNTY BOARD OF HEALTH  
Snohomish County, Washington

ORDINANCE NO. BOH24-01

RELATING TO HEALTH DEPARTMENT FEES; AMENDING CHAPTER 1.40 OF THE  
SNOHOMISH COUNTY BOARD OF HEALTH CODE

WHEREAS, the Snohomish County Board of Health has authority to establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by law and the rules of the state board of health; and

WHEREAS, only city and county elected officials on the board of health may vote on any decision related to the setting or modification of permit, licensing, and applications fees; and

WHEREAS, revisions to the existing fee schedules are necessary to reflect the changing costs of delivering services.

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Board of Health Code Section 1.40.020, adopted by Ordinance No. BOH23-02 on October 10, 2023, is amended to read:

**1.40.020      Miscellaneous fee schedule.**

TITLE	FEE	DESCRIPTION
<b><u>APPEAL PROCEDURE</u></b> <u>Fee also applies to appeals to Health Department enforcement of RCW 70.160, entitled Presumptively Reasonable Distance.</u> a) Step One b) Step Two	NO FEE <del>(\$1,385.00)</del> <u>\$1,455.00</u>	
<b><u>MISCELLANEOUS PERMIT FEES</u></b> The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or <b>per hour charge</b> .	<del>(\$215.00)</del> <u>\$225.00</u>	Per Hour

<b><u>HOURLY CHARGE</u></b> For Project/Permit/Enforcement Investigations & Reviews.	<del>(((\$215.00))</del> <u>\$225.00</u>	Per Hour
<b><u>ENFORCEMENT FEES</u></b> Reinstatement Following Closure by Health Officer's Order	<del>(((\$430.00))</del> <u>\$450.00</u>	Reinstatement Fee
<b><u>RECORD RETRIEVAL</u></b> a) Duplicating b) Color Copies c) Other (Oversized Doc, Postage, etc.)	\$0.15 \$0.26 Varies	(Fee Set by RCW) Per Page (Fee Set by RCW) Per Page
<b><u>REFUND PROCESSING FEE</u></b>	\$35.00	May Be Waived Upon Approval By Division Director
<b><u>SERVICE CHARGE</u></b>	<del>(((\$30.00))</del> <u>\$35.00</u>	Returned Check (Bank Service Charge)

Section 2. Snohomish County Board of Health Code Section 1.40.030, last amended by Ordinance No. BOH23-03 on November 12, 2023, is amended to read:

**1.40.030 Solid waste fee schedule.**

<b>TITLE</b>	<b>FEE</b>	<b>DESCRIPTION</b>
<b>LESS THAN FULL YEAR PERMIT / FOR PERMITS EXPIRING JUNE 30</b>		Permits issued on or after the preceding January 1 are charged one-half of annual permit fee.
<b>LATE CHARGE / RENEWAL OF ANNUAL PERMITS</b>	<del>(((\$335.00))</del> <u>\$350.00</u>	Additional charge if annual permit renewal fee has not been received by the Health Department by the end of the last day that the permit is valid.
<b>MULTIPLE SOLID WASTE &amp; TOXIC PERMITS</b>		Fees for multiple Solid Waste & Toxic Facilities at one location are charged the highest permit fee plus 2/3 the applicable permit fee for each additional permitted operation.
<b>OTHER METHODS OF SOLID WASTE HANDLING</b>	Varies	The Health Officer is authorized to establish fees

		on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee.
<b>PERMITS FOR SOLID WASTE SITES (Valid July 1 to June 30)</b>		
<b><u>CLOSURE (ENGAGED IN) or CLOSED (PRIOR TO 2/10/2003) LANDFILL</u></b>	<del>(((\$645.00))</del> <u>\$675.00</u>	Includes Abandoned Landfill Permit Review and Inspection
<b><u>COMPOSTING FACILITY</u></b>		
a) 30,000 Tons or Less (Incoming Raw Material)	<del>(((\$4,070.00))</del> <u>\$4,280.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour Over <b>19</b>
b) Over 30,000 Tons (Incoming Raw Material)	<del>(((\$5,575.00))</del> <u>\$5,870.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour Over <b>26</b>
<b><u>CONDITIONALLY EXEMPT SITES &amp; FACILITIES</u></b>		
a) New Sites and Facilities	<del>(((\$645.00))</del> <u>\$675.00</u>	
b) Existing Sites and Facilities	<del>(((\$430.00))</del> <u>\$450.00</u>	
<b><u>ENERGY RECOVERY AND INCINERATION</u></b>		
a) Mixed Municipal Waste	\$6.00	Per Ton, Annual Permit Fee
b) Demolition / Industrial Waste	<del>(((\$4,070.00))</del> <u>\$4,280.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Annual Permit Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour Over <b>19</b>
<b><u>INERT WASTE LANDFILL</u></b>	<del>(((\$4,070.00))</del> <u>\$4,280.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Annual Permit Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour <del>((over))</del> Over <b>19</b>
<b><u>INTERMEDIATE SOLID WASTE HANDLING FACILITIES</u></b> (Includes Transfer Station, Baling and Compaction Facility, Drop Box)	<del>(((\$4,070.00))</del> <u>\$4,280.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Annual Permit Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour Over <b>19</b>



<b>REVISED OR AMENDED PLAN REVIEW</b> Application Review (Applies to Approved Plans & Permitted Sites/Facilities)	<del>(((\$645.00))</del> <u>\$675.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour Over <b>3</b> , <b>Plus</b> Costs For Publishing SEPA Notices in Newspaper.
<b>WASTE SCREENING DETERMINATION</b> Application Review	<del>(((\$215.00))</del> <u>\$225.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Base Fee <b>Plus:</b>  Per Hour For Each Additional Hour Over <b>1</b>

Section 3. Snohomish County Board of Health Code Section 1.40.040, last amended by Ordinance No. BOH23-03 on November 12, 2023, is amended to read:

**1.40.040 Food safety fee schedule.**

TITLE	FEE	DESCRIPTION
<b>LATE CHARGE FOR RENEWAL OF ANNUAL PERMITS</b>	<del>(((\$335.00))</del> <u>\$350.00</u>	Additional charge if annual permit renewal fee has not been received by the Health Department by 5 p.m. on the last business day that the permit is valid.
Expedited Review Fee: Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. Available for the following submittals: Tap Room / Tasting Room Plan Review, General Plan Review. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis.  Expedited reviews are available at staff discretion as resources allow and may be declined.

BAKERY		
Establishments Selling Baked Goods ONLY	(( <del>\$420.00</del> )) \$440.00	Annual Permit Fee
BED AND BREAKFASTS		
Bed and Breakfast	(( <del>\$420.00</del> )) \$440.00	Annual Permit Fee
CAMPGROUNDS / PARKS – FOOD SERVICE		
a) Food Service – All Year (Valid June 1 through May 31)		<b>**USE GENERAL FOOD FEES</b>
b) Food Service – Seasonal (No more than six consecutive months)	(( <del>\$440.00</del> )) \$460.00	
CATERER (All Caterers Will Be Permitted Separately)		
a) Low Risk	(( <del>\$420.00</del> )) \$440.00	Annual Permit Fee
b) Medium Risk	(( <del>\$630.00</del> )) \$660.00	
c) High Risk	(( <del>\$870.00</del> )) \$915.00	
CATERING ENDORSEMENT		
For Permitted Food Service Establishments That ALSO Offer Catering Services	(( <del>\$215.00</del> )) \$225.00	Annual Permit Fee (In Addition to General Food Fee)
FOOD SERVICE ESTABLISHMENT PERMIT FEES		
GENERAL FOOD		
Includes but not limited to restaurant (with or without lounge), concession stand, mobile food vehicle, food stand concession, commissary, bakery, caterer, grocery with multiple permits, limited grocery with or without food prep, private club, retail meat dealer, retail fish dealer, tavern with or without food prep, year-round campground/park food service.		
Additional onsite sewage system review fee and catering endorsement fee may apply.		
LOW RISK PERMIT (All Low Risk Food Service Establishments)	(( <del>\$420.00</del> )) \$450.00	Annual Permit Fee
<b>0 – 50 SEATS:</b>		Annual Permit Fees
a) Medium Risk	(( <del>\$630.00</del> )) \$675.00	
b) High Risk	(( <del>\$870.00</del> )) \$930.00	
<b>51 – 150 SEATS:</b>		Annual Permit Fees
a) Medium Risk	(( <del>\$730.00</del> )) \$780.00	
b) High Risk	(( <del>\$1,005.00</del> ))	



	\$1,175.00	
<del>((OVER 151 SEATS:))</del> <b><u>151 SEATS OR OVER:</u></b>		Annual Permit Fees
a) Medium Risk	<del>(((\$800.00))</del> \$850.00	
b) High Risk	<del>(((\$1,090.00))</del> \$1,160.00	
<b>FOOD SERVICE OPERATING WITHOUT A PERMIT</b>		
Double Prescribed Permit Fee	**	<b>**Double Permit Fee</b>
<b>FOOD SERVICE WITH ONSITE SEWAGE DISPOSAL REVIEW</b>		
Review	<del>(((\$215.00))</del> \$225.00	Fee Charged at Time of Annual Food Service Permit Fee. Paid review fee and current Onsite Sewage Monitoring and Maintenance report are required prior to annual permit issuance.
<b>FOOD WORKER CARDS</b>		
a) 2-Year Initial or 3-Year Renewal	\$10.00	Food worker card fees are set by the State at \$10.00
b) Replacement For Lost Card	\$10.00	
<b>MOBILE FOOD VEHICLE (All Mobile Food Vehicles Will Be Permitted Separately)</b>		
a) Low Risk	<del>(((\$420.00))</del> \$440.00	Annual Permit Fees
b) Medium Risk	<del>(((\$630.00))</del> \$660.00	Annual Permit Fees
c) High Risk	<del>(((\$870.00))</del> \$915.00	Annual Permit Fees
<b>PLAN REVIEWS</b>		
a) Tap Room / Tasting Room / Vending Machine	<del>(((\$215.00))</del> \$225.00	Plan Review & Pre-Operation Inspection Fee
b) Tap Room / Tasting Room / Vending Machine – Expedited Review Fee	<del>(((\$325.00))</del> \$340.00	Expedited Plan Review & Pre-Operation Inspection Fee
c) General Plan Review	<del>(((\$855.00))</del> \$1,000.00	Plan Review & Pre-Operation Inspection Fee
d) Multiple Permit Facility (Additional Permits)	<del>(((\$215.00))</del> \$225.00	Each Additional Permit
e) General Plan Review – Expedited Review Fee	<del>(((\$1,290.00))</del> \$1,500.00	Expedited Plan Review & Pre-Operation Inspection Fee

f) Change of Ownership	<del>(((\$430.00))</del> <u>\$455.00</u>	Charged with the <del>((addition or subtraction of owner name or))</del> change in UBI number.
g) Variance without Hazard Critical Control Point (HACCP) Review	<del>(((\$215.00))</del> <u>\$225.00</u>	For new plan reviews, charged in addition to plan review fee.
h) Hazard Analysis Critical Control Point (HACCP) Review (When Required by <del>((WAC))</del> <u>chapter 246-215 WAC</u> for Menu Items) with or without variance.	\$2,100.00	For new plan reviews, charged in addition to plan review fee. Lab Fees are additional.  HACCP Review is required for some types of food or food processing methods.
i) Remodel / Plan Revision	<del>(((\$215.00))</del> <u>\$275.00</u>	For Alteration to Existing Establishment or Revision of Approved Plan. Includes Pre-Operation Inspection.
j) Plan Review Consultation (On and/or Offsite)	<del>(((\$215.00))</del> <u>\$225.00</u>	
<b>REINSPECTION AND REINSTATEMENT FEES</b>		
a) Office Conference (Includes Reinspection)	<del>(((\$360.00))</del> <u>\$380.00</u>	Reinspection and Office Conference Fee
b) Reinstatement Following Closure by Health Officer's Order	<del>(((\$430.00))</del> <u>\$450.00</u>	Reinstatement Fee
c) Food Service Establishment Reinspection	<del>(((\$215.00))</del> <u>\$250.00</u>	Reinspection Fee. Applies to All Food Service Operations.
<b>SCHOOL – FOOD SERVICE (VALID SEPT 1 THROUGH AUG 31)</b>		
a) Central Kitchen, No Direct Food Service ( <del>((valid Sept 1 through Aug 31))</del> )	<del>(((\$675.00))</del> <u>\$710.00</u>	Annual Permit fee
b) Satellite Kitchen With Food Service ( <del>((valid Sept 1 through Aug 31))</del> )	<del>(((\$430.00))</del> <u>\$450.00</u>	Annual Permit fee
c) School Kitchen With Food Service ( <del>((Valid Sept 1 through Aug 31))</del> )	<del>(((\$510.00))</del> <u>\$535.00</u>	Annual Permit fee
		New permits may be prorated to correspond with existing permit expiration dates.
<b>SCHOOL / YOUTH ACTIVITY CONCESSION STAND</b>		
a) Low Risk	<del>(((\$165.00))</del> <u>\$175.00</u>	Annual Permit Fees
b) Medium Risk	<del>(((\$270.00))</del>	Annual Permit Fees

c) High Risk	<del>\$285.00</del> <del>(((\$385.00))</del> <u>\$405.00</u>	Annual Permit Fees
<b>TEMPORARY FOOD SERVICES</b>		
<b><u>LATE FEE CHARGE</u></b> <del>((TEMPORARY FOOD SERVICES- OPERATING WITHOUT A PERMIT))</del>	<del>(((\$65.00))</del> <u>\$80.00</u>	<b>Non-refundable</b> fee charged if the application is received between 1 and 13 days prior to the event. Payments received online after 9 p.m. PST will be received the following business day. <b>**Double Permit Fee</b>
Temporary Food Services Operating Without a Permit	**	
<b><u>LOW RISK</u></b>		
a) Single Event – Must Meet WAC 246-215-01115	<del>(((\$90.00))</del> <u>\$100.00</u>	Event Permit Fee
b) Recurring Event – WAC 246-215-01115 Farmer's Market only	<del>(((\$180.00))</del> <u>\$200.00</u>	Seasonal Temporary Permit Fee associated with a Farmers Market, defined as five or more Washington growers who assemble at a defined physical location for the purpose of selling products that they have grown, raised, and may have processed, directly to consumers.
c) Recurring Low Risk – Additional Location, Farmers Markets only	<del>(((\$90.00))</del> <u>\$100.00</u>	
<b><u>MEDIUM RISK</u></b>		
a) Single Event – Must Meet WAC 246-215-01115	<del>(((\$130.00))</del> <u>\$145.00</u>	Event Permit Fee
b) Recurring Event WAC 246-215-01115 Farmer's Markets only	<del>(((\$270.00))</del> <u>\$290.00</u>	Seasonal Temporary Permit Fee associated with a Farmers Market, defined as five or more Washington growers who assemble at a defined physical location for the purpose of selling products that they have grown, raised, and may have processed, directly to consumers.
c) Recurring Medium Risk – Additional Location, Farmers Markets only	<del>(((\$140.00))</del> <u>\$145.00</u>	
<b><u>HIGH RISK</u></b>		
a) Single Event – Must Meet WAC 246-215-01115	<del>(((\$235.00))</del> <u>\$250.00</u>	Event Permit Fee
b) Recurring Event – WAC 246-215-01115	<del>(((\$620.00))</del> <u>\$650.00</u>	Seasonal Temporary Permit Fee associated with a Farmers

Farmer's Markets only c) Recurring High Risk – Additional Location, Farmers Markets only	<del>(((\$310.00))</del> <u>\$325.00</u>	Market, defined as five or more Washington growers who assemble at a defined physical location for the purpose of selling products that they have grown, raised, and may have processed, directly to consumers.
<b><u>BLANKET EVENT PERMIT</u></b>	<del>(((\$590.00))</del> <u>\$620.00</u>	Judged Cooking Events
<b><u>FOOD DEMONSTRATOR PERMIT</u></b> <b>(Non-Time/Temperature Control for Safety Foods Only)</b> a) Single Event  b) Recurring Event – Must Meet WAC 246-215-01115	<del>(((\$65.00))</del> <u>\$70.00</u>  <del>(((\$130.00))</del> <u>\$135.00</u>	Event Permit Fee  Annual Permit Fee
<b><u>EXEMPT FROM PERMIT</u></b>	<del>(((\$55.00))</del> <u>\$60.00</u>	Only Processing Fee Required
<b><u>VENDING MACHINES</u></b>		
With Time/Temperature Control for Safety Foods – Risk Level – Low	<del>(((\$215.00))</del> <u>\$225.00</u>	Annual Permit Fee

Section 4. Snohomish County Board of Health Code Section 1.40.050, adopted by Ordinance No. BOH23-02 on October 10, 2023, is amended to read:

**1.40.050 Illegal drug manufacturing or storage sites response fee schedule.**

<b>TITLE</b>	<b>FEE</b>	<b>DESCRIPTION</b>
<b><u>APPEAL PROCEDURE For Illegal Drug Sites Only</u></b> a) Step One b) Step Two	NO FEE <del>(((\$1,385.00))</del> <u>\$1,455.00</u>	
<b><u>DECONTAMINATION WORKPLAN REVIEW</u></b> a) Stationary Property   b) Vehicle	<del>(((\$1,075.00))</del> <u>\$1,140.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>  <del>(((\$645.00))</del> <u>\$675.00</u>	Base Fee <b>Plus:</b>  Per Hour Fee for Additional Hours Over 5 Base Fee <b>Plus:</b>

	<del>(((\$215.00))</del> <u>\$225.00</u>	Per Hour Fee for Additional Hours Over 3
<b><u>ENFORCEMENT</u></b>	<del>(((\$215.00))</del> <u>\$225.00</u>	Per Hour Plus Other Costs Including but Not Limited to Analytical Fees, Hearing Examiners Fees, Contractor Costs of Barricading or Otherwise Securing Contaminated Properties and Contractor Fees. NOTE: These fees do not include civil penalties for violations of Snohomish <del>((Health Department))</del> <u>County Board of Health Code, 2.60.090</u>
<b><u>INSPECTION OF SUSPECTED CONTAMINATED PROPERTY</u></b> (Requested by Property Owner)	<del>(((\$430.00))</del> <u>\$450.00</u> <del>(((\$215.00))</del> <u>\$225.00</u>	Base Fee <b>Plus</b> Analytical Sample Costs, <b>Plus:</b> Per Hour Fee for Additional Hours Over 2

Section 5. Snohomish County Board of Health Code Section 1.40.060, adopted by Ordinance No. BOH23-02 on October 10, 2023, is amended to read:

**1.40.060 Group camp fee schedule.**

TITLE	FEE	DESCRIPTION
Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis. Expedited reviews are available at staff discretion as resources allow and may be declined.
a) Group Camp Permit (valid June 1 to May 31)	<del>(((\$360.00))</del> <u>\$380.00</u>	Annual Permit Fee
b) Group Camp Plan Review	<del>(((\$555.00))</del> <u>\$585.00</u>	
c) Group Camp Plan Review – Expedited Review	<del>(((\$830.00))</del> <u>\$880.00</u>	

<b>LATE CHARGE / RENEWAL OF ANNUAL PERMITS EXPIRING MAY 31</b>	<del>(((\$335.00))</del> <u>\$350.00</u>	Additional charge if annual permit renewal fee has not been received by the Health Department by the last day of the following May.
<b>LESS THAN FULL YEAR PERMIT / FOR PERMITS EXPIRING MAY 31</b>		Permits issued on or after the preceding December 1 are charged one-half of annual permit fee.

Section 6. Snohomish County Board of Health Code Section 1.40.070, adopted by Ordinance No. BOH23-02 on October 10, 2023, is amended to read:

**1.40.070 School safety fee schedule.**

<b>TITLE</b>	<b>FEE</b>	<b>DESCRIPTION</b>
Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis. Expedited reviews are available at staff discretion as resources allow and may be declined.
<b><u>INSPECTIONS</u></b>		
a) School Safety Inspection	<del>(((\$215.00))</del> <u>\$225.00</u>	Per Hour
b) School Construction Pre-Occupancy Inspection	<del>(((\$215.00))</del> <u>\$225.00</u>	Per Hour
<b><u>PLAN REVIEW</u></b>		
a) School Construction Plan Review	<del>(((\$1,015.00))</del> <u>\$1,065.00</u>	<b>Plus: Add</b> Food Establishment Plan Review Fee if Review Includes Kitchen (see Food Section) And <b>Add</b> Pool Plan Review if Review Includes School Pool.
b) School Construction Plan Review – Expedited	<del>(((\$1,525.00))</del> <u>\$1,600.00</u>	
c) Portable Classroom Plan Review	<del>(((\$315.00))</del> <u>\$330.00</u>	
d) Portable Classroom Plan Review – Expedited	<del>(((\$480.00))</del> <u>\$495.00</u>	

e) Addition/Remodel of Existing School Building	<del>(((\$645.00))</del> <u>\$675.00</u>	
f) School Site Review	NO FEE	

Section 7. Snohomish County Board of Health Code Section 1.40.080, adopted by Ordinance No. BOH23-02 on October 10, 2023, is amended to read:

**1.40.080 Water recreational facilities fee schedule.**

<b>TITLE</b>	<b>FEE</b>	<b>DESCRIPTION</b>
Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis. Expedited reviews are available at staff discretion as resources allow and may be declined.
<b><u>FLOAT POD FACILITY SAFETY INSPECTION</u></b> (No Water Quality Testing)		
a) First Facility (Float Pod Unit)	<del>(((\$540.00))</del> <u>\$565.00</u>	
b) Each Additional Facility (Float Pod Unit)	<del>(((\$120.00))</del> <u>\$125.00</u>	
<b><u>OFFICE CONFERENCE</u></b>	<del>(((\$360.00))</del> <u>\$380.00</u>	
<b>LATE CHARGE / RENEWAL OF ANNUAL PERMITS EXPIRING MAY 31</b>	<del>(((\$335.00))</del> <u>\$350.00</u>	Additional charge if annual permit renewal fee has not been received by the Health Department by the last day of the following May.
<b>LESS THAN FULL YEAR PERMIT / FOR PERMITS EXPIRING MAY 31</b>		Permits issued on or after the preceding December 1 are charged one half of annual permit fee.
<b><u>POOL PERMITS (Swimming, Spa, Wading &amp; Spray)</u></b>		<b>Note:</b> Permits are valid June 1 to May 31
a) Year Round – Open 6 months or More	<del>(((\$840.00))</del> <u>\$855.00</u>	Annual Permit Fee for <b>FIRST</b> Pool
b) Each Additional Year-round Pool	<del>(((\$540.00))</del> <u>\$575.00</u>	Fee for Each <b>Additional Year-round</b> pool

c) Seasonal – Open Less Than 6 Months	<del>(((\$540.00))</del> <u>\$575.00</u>	Annual Permit Fee for <b>FIRST</b> Pool Fee for Each <b>Additional Seasonal</b> Pool
d) Each Additional Seasonal Pool	<del>(((\$335.00))</del> <u>\$355.00</u>	
<b><u>POOL PLAN REVIEW</u></b>		
a) Swimming Pools – 50,000 Gallons or More in Volume	<del>(((\$1,075.00))</del> <u>\$1,130.00</u>	
b) Swimming Pools – Less Than 50,000 Gallons in Volume	<del>(((\$810.00))</del> <u>\$850.00</u>	
c) Swimming Pools, Expedited Review – 50,000 Gallons or More in Volume	<del>(((\$1,610.00))</del> <u>\$1,690.00</u>	
d) Swimming Pools, Expedited Review – Less Than 50,000 Gallons in Volume	<del>(((\$1,215.00))</del> <u>\$1,275.00</u>	
e) Spa Pools	<del>(((\$405.00))</del> <u>\$425.00</u>	
f) Spa Pools – Expedited Review	<del>(((\$605.00))</del> <u>\$640.00</u>	
g) Spray Pools	<del>(((\$405.00))</del> <u>\$425.00</u>	
h) Spray Pools – Expedited Review	<del>(((\$605.00))</del> <u>\$640.00</u>	
i) Wading Pools	<del>(((\$405.00))</del> <u>\$425.00</u>	
j) Wading Pools – Expedited Review	<del>(((\$605.00))</del> <u>\$640.00</u>	
k) Pre-Occupancy Inspection	<del>(((\$275.00))</del> <u>\$290.00</u>	
l) Plan Revision – (For Alteration to Existing Facility or Revision of Approved Plan)	<del>(((\$215.00))</del> <u>\$225.00</u>	
<b><u>RE-INSPECTION / RE-OPENING FOLLOWING CLOSURE</u></b>	<del>(((\$215.00))</del> <u>\$250.00</u>	

Section 8. Snohomish County Board of Health Code Section 1.40.090, last amended by Ordinance No. BOH23-03 on November 12, 2023, is amended to read:

**1.40.090 Land use fee schedule.**

TITLE	FEE	DESCRIPTION
Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. Available for the



		following submittals: New Onsite Sewage Disposal System Applications and Well Site Reviews. As shown below. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis. Expedited reviews are available at staff discretion as resources allow and may be declined.
<b>ALTERATION (Licensed Designer Submittal)</b>		
a) Absorption System and/or Approved Reserve Area	<del>(((\$435.00))</del> <u>\$455.00</u>	Fee Includes Application Review & Permit
b) Complete System	**	<b>**USE NEW ON-SITE SEWAGE DISPERSAL APPLICATION FEE</b>
c) Tank Only	<del>(((\$350.00))</del> <u>\$370.00</u>	Fee Includes Application Review & Permit
d) As-Built Submittal / Reserve Area Designation – Concurrent with Building Clearance Review	<del>(((\$215.00))</del> <u>\$225.00</u>	
<b>BUILDING CLEARANCE (For Building Permit)</b>		
a) Review	<del>(((\$215.00))</del> <u>\$230.00</u>	Upon request by Snohomish County Planning and Development Services
b) Expedited Review	<del>(((\$215.00))</del> <u>\$345.00</u>	
c) GMA Drinking Water Determination	<del>(((\$140.00))</del> <u>\$145.00</u>	Upon request by Snohomish County Planning and Development Services
d) Preliminary Clearance Review	No fee	
e) Other Agency Clearance Review	<del>(((\$215.00))</del> <u>\$230.00</u>	Upon request by Other Agency to review
<b>COMPOSTING TOILET Non Residential (No Drinking Water Under Pressure to the Site)</b>		
a) Review and Permit (DOH Approved Listing)	<del>(((\$350.00))</del> <u>\$370.00</u>	
b) Annual Monitoring (per site)	<del>(((\$215.00))</del> <u>\$225.00</u>	

CONTRACTORS CERTIFICATION – INSTALLERS, M & M SPECIALISTS OR PUMBERS		
a) Installer Annual Certificate	<del>(((\$460.00))</del> <u>\$485.00</u>	PER CERTIFICATION
b) Monitor & Maintenance Specialist Annual Certificate	<del>(((\$460.00))</del> <u>\$485.00</u>	PER CERTIFICATION
c) Pumper Annual Certificate	<del>(((\$460.00))</del> <u>\$485.00</u>	PER CERTIFICATION
d) Examination (INSTALLERS or PUMBERS ONLY)	<del>(((\$345.00))</del> <u>\$360.00</u>	PER EXAMINATION
e) Late Fee Charge	<del>(((\$335.00))</del> <u>\$350.00</u>	Late Fee Charged for Certificate Renewed March 1st through March 31st. Beginning April 1st, reexamination is required along with annual certification fee.
FOOD SERVICE WITH ON-SITE SEWAGE SYSTEM REVIEW		
Review	<del>(((\$215.00))</del> <u>\$225.00</u>	Fee Charged at Time of Annual Food Service Permit Fee. Paid review fee and current Onsite Sewage Monitoring and Maintenance report are required prior to annual permit issuance.
HOLDING TANK		
a) Preliminary Review	<del>(((\$1,010.00))</del> <u>\$1,060.00</u>	Late fee for annual monitoring fee not paid by January 1st
b) Permit Fee	<del>(((\$580.00))</del> <u>\$610.00</u>	
c) Annual Monitoring Fee	<del>(((\$430.00))</del> <u>\$450.00</u>	
d) Late Fee	<del>(((\$335.00))</del> <u>\$350.00</u>	
LAND USE REVIEWS Includes, but not limited to, Boundary Line Adjustment, Conditional Use, Binding Site Plan, Administrative Site Plan, Grading Permit, Commercial Building Permit)		
Review	<del>(((\$215.00))</del> <u>\$225.00</u>	
ON-SITE SEWAGE DISPERSAL SYSTEMS		
COMMUNITY SYSTEM		

a) Application Review	(( <del>\$1,965.00</del> )) \$2,065.00	Fee Includes Site Review & Permit
b) Permit	(( <del>\$695.00</del> )) \$730.00	Per Each Service Connection
<b><u>GRAVITY DISTRIBUTION SYSTEM</u></b> Approval Valid for 2 Years	(( <del>\$1,010.00</del> )) \$1,075.00	Application Review Fee
<b><u>GRAVITY DISTRIBUTION SYSTEM – EXPEDITED REVIEW FEE</u></b>	(( <del>\$1,515.00</del> )) \$1,615.00	Expedited Application Review Fee
<b><u>PRESSURE DISTRIBUTION SYSTEM</u></b> Approval Valid for 2 Years	(( <del>\$1,010.00</del> )) \$1,075.00	Application Review Fee
<b><u>PRESSURE DISTRIBUTION SYSTEM – EXPEDITED REVIEW FEE</u></b>	(( <del>\$1,515.00</del> )) \$1,615.00	Expedited Application Review Fee
<b><u>ALL OTHER SYSTEMS – (Approved by DOH)</u></b> Approval Valid for 2 Years	(( <del>\$1,150.00</del> )) \$1,230.00	Application Review Fee
<b><u>ALL OTHER SYSTEMS – EXPEDITED REVIEW FEE</u></b>	(( <del>\$1,730.00</del> )) \$1,845.00	Expedited Application Review Fee
<b><u>PRODUCT DEVELOPMENT SYSTEM</u></b> Approval Valid for 2 Years	(( <del>\$1,270.00</del> )) \$1,335.00 (( <del>\$215.00</del> )) \$225.00	Base <b>Plus:</b> Each Additional Hour Over 6 Hours
<b><u>SYSTEMS OVER 1000 GALLONS PER DAY</u></b> Approval Valid for 2 Years	**	<b>**USE DOUBLE OSS REVIEW FEE</b>
<b><u>SYSTEMS OVER 1000 GALLONS PER DAY – EXPEDITED REVIEW FEE</u></b>	**	<b>**USE DOUBLE OSS REVIEW FEE PLUS 50% APPLICATION REVIEW FEE</b>
<b>OPERATION CHECK (Request for Report on)</b>		
a) On-Site Sewage System Only	(( <del>\$405.00</del> )) \$425.00	Includes “Short List” Inorganics & Bacteriological Includes “Short List” Inorganics & Bacteriological
b) On-Site Sewage System and Drinking Water System	(( <del>\$920.00</del> )) \$965.00	
c) Drinking Water System Only	(( <del>\$580.00</del> )) \$610.00	
d) Re-Inspection	(( <del>\$215.00</del> )) \$225.00	
<b>PERMIT FOR ON-SITE SEWAGE DISPERSAL SYSTEM</b>		
Permit	(( <del>\$345.00</del> )) \$365.00	All System Types Except Community
<b>REDESIGN</b>		
Redesign	(( <del>\$350.00</del> )) \$375.00	Subsequent redesigns of previously disapproved

		application or any changes in an approved application design.
<b>RENEWAL (Within 30 Days of Expiration)</b>		
Approval Valid for 2 Years	<del>(((\$385.00))</del> <u>\$410.00</u>	No Redesigns
<b>REPAIR (Licensed Designer Submittal)</b>		
a) Single Family Residence	<del>(((\$350.00))</del> <u>\$370.00</u>	Fee Includes Application Review & Permit
b) Redesign to Repair	NO FEE	No fee for a redesign to a repair
c) All Other Repairs	**	**USE NEW ON-SITE SEWAGE DISPERSAL APPLICATION FEE, Permit Fee Not Required.
<b>REPLACEMENT</b>		
	**	<b>**USE NEW ON-SITE SEWAGE DISPERSAL APPLICATION FEE</b>
<b>REPORT SUBMITTAL</b>		
Monitoring & Maintenance Report Submittal	<del>(((\$37.00))</del> <u>\$40.00</u>	Paid via OnlineRME
Septic Tank Pumping Report Submittal	<del>(((\$10.50))</del> <u>\$12.00</u>	Paid via OnlineRME
<b>SOIL SURVEY</b>		
Optional Service Performed at Health Department Discretion	<del>(((\$750.00))</del> <u>\$790.00</u> <del>(((\$210.00))</del> <u>\$220.00</u>	Base Fee <b>Plus:</b>  Per Acre Fee
<b>SUBDIVISION OF PROPERTY (PLATTING)</b>		
<b><u>SUBDIVISION – (5 Lots or More)</u></b>		
a) Preliminary Soil Survey	<del>(((\$750.00))</del> <u>\$790.00</u>	Base Fee Plus Per Lot Fee
b) Preliminary Lot Fee	<del>(((\$170.00))</del> <u>\$180.00</u>	Per Lot
c) Redesign	<del>(((\$215.00))</del> <u>\$225.00</u>	Base Fee <b>Plus:</b>
Hourly Charge Above Base Time Fee	<del>(((\$215.00))</del> <u>\$225.00</u>	Per Hour for Each Additional Hour Over 1
d) Final Plat Review Fee – On-Site Sewage System Subdivision	<del>(((\$145.00))</del> <u>\$150.00</u>	Per Lot
<b><u>SHORT SUBDIVISION – METHOD A (4 Lots or Less)</u></b>		

a) Preliminary Soil Survey	<del>(((\$750.00))</del> \$790.00	Base Fee <b>Plus</b> Per Lot Fee
b) Preliminary Lot Fee	<del>(((\$170.00))</del> \$180.00	Per Lot
c) Final Short Subdivision Review Fee	<del>(((\$140.00))</del> \$145.00	Per Lot
<b><u>SHORT SUBDIVISION – METHOD B (4 lots or less)</u></b>		
Final Short Subdivision Review Fee	<del>(((\$140.00))</del> \$145.00	Per Lot
<b>VAULT PRIVY</b>		
a) Review and Permit	<del>(((\$350.00))</del> \$370.00	
b) Additional Privy (Same Site)	<del>(((\$150.00))</del> \$160.00	
c) Annual Monitoring (Per Site)	<del>(((\$215.00))</del> \$225.00	
<b>WAIVER REVIEW</b>		
Review	<del>(((\$215.00))</del> \$225.00 <del>(((\$215.00))</del> \$225.00	Base Fee <b>Plus:</b>  Per Hour for Each Additional Hour Over 1
<b>WATER</b>		
<b><u>INDIVIDUAL WATER SYSTEM TREATMENT PROCESS</u></b>	<del>(((\$405.00))</del> \$425.00	
<b><u>SANITARY SURVEY</u></b>	\$840.00	Amount set by Washington State Department of Health. Includes Arsenic, Nitrate and Bacteriological Samples
<b><u>WELL SITE REVIEW</u></b> <b><u>Individual Water Supply Site Inspection</u></b>		
a) Individual / GMA (Approval valid for 2 Years)	<del>(((\$340.00))</del> \$360.00	Concurrent With Onsite Application
b) Expedited Individual / GMA	<del>(((\$505.00))</del> \$540.00	Expedited Concurrent With Onsite Application. Must be submitted with Expedited OSS Application. Approval valid for 2 years.
c) Individual / GMA (Approval valid for 2 Years)	<del>(((\$475.00))</del> \$500.00	Non-Concurrent Submittal

d) Expedited Individual / GMA	<del>(((\$710.00))</del> <u>\$750.00</u>	Expedited Non-Concurrent Submittal. Approval valid for 2 years.
e) Renewal	<del>(((\$215.00))</del> <u>\$225.00</u>	<b>Within 30 days of Expiration.</b> Approval valid for 2 years.
<b><u>Request For Review: Individual Water Supply</u></b>	NO FEE	Application must be submitted with Bacteriological, Short List, and Well Log

Section 9. Snohomish County Board of Health Code Section 1.40.100, last amended by Ordinance No. BOH23-03 on November 12, 2023, is amended to read:

**1.40.100 Vital records fee schedule.**

TITLE	FEE	DESCRIPTION
All fees not designated with an asterisk (*) are set by the State of Washington ((as)) per RCW 70.58A.560 ((Chapter 70.58A RCW: VITAL STATISTICS))		
<b>BIRTH CERTIFICATES</b>		
a) Certified Birth Certificate	\$25.00	per copy
b) Informational Birth Certificate	\$25.00	per copy
c) Stillborn Birth Certificate	\$25.00	per copy
d) Certified Birth Certificate - Kiosk	\$25.00	per copy
<b>DEATH CERTIFICATES</b>		
a) Certified Death Certificate – 1st copy	\$25.00	per copy
b) Certified Death Certificate – Additional copies	\$25.00	per copy
c) Certified Death Certificate – Reissue, 1st copy	<del>(((\$40.50))</del> <u>\$11.00</u>	per copy*
d) Certified Death Certificate – Reissue, Additional copies	<del>(((\$40.50))</del> <u>\$11.00</u>	per copy*
e) Informational Death Certificate	\$25.00	per copy. This is not a certified copy and is printed on plain white paper.
f) Short Death Certificate	\$25.00	Per copy
g) Short Death Certificate – additional copies	\$25.00	Per copy
h) Review and file of each Snohomish County Death – Administration Fee (EDRS)	\$15.00	Per Death record*
<b>VITALCHEK</b>		
a) VitalChek Fee – Online	\$15.00	*

b) VitalChek Fee – Kiosk	\$3.50	Fee set by vendor
<b>VITAL RECORDS / MISCELLANEOUS FEES</b>		
a) Over the counter identity verification and record retention fee	\$15.00	Charged once per customer per order for certificates ordered over the counter and through the mail*
b) Postage and Handling	\$2.00	*
c) Notary Fee	\$1.00	*
d) Vital Records Data Sharing	NO FEE	Must have a signed data sharing agreement with ((SCHED)) <u>Snohomish County Health Department</u> , an emailed list will be provided weekly.*

Section 10. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 11. Effective date. This ordinance shall take effect on November 1, 2024.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2024.

SNOHOMISH COUNTY BOARD OF HEALTH  
Snohomish County, Washington

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Clerk of the Board

Approved as to form only:

 4/2/24  
Deputy Prosecuting Attorney

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Environmental health 2024 code plan updates (SR 24-008B; Robert Evjue)

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**Division:**

Environmental Health / Robert Evjue

**Prior Board Review:**

March 12, 2024

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**Background**

On October 10, 2023, the Snohomish County Board of Health adopted Ordinance BOH23-01 approving the Snohomish County Board of Health Code (SCBHC). The new Board of Health Code went into effect on November 1, 2023. Due to the time constraints in 2023 related to the dissolution of the former Snohomish Health District, the scope of work for updating the Board of Health Code content was limited.

On March 12, 2024, the Board of Health was briefed on the Environmental Health division's 2024 Board of Health Code revision workplan. The workplan was broken into three main goals. The first goal is to reorganize the layout of the Board of Health Code to separate content into more clearly defined titles. The first step towards this code reorganization process is to brief the Board of Health on proposed code reorganization concepts and to gather feedback.

The scope of work for the code reorganization includes reorganizing the layout of the Board of Health Code, providing more accurate names for some titles, updating cross references to reflect the new code layout, and fixing punctuation/formatting errors. This code revision will serve to reorganize only and will not include any changes to policy.

The current layout of the Board of Health code contains five titles:

1. General Provisions
2. Health & Safety
3. Public Services
4. Water
5. Wastewater

The intent for restructuring the layout of the code is to place Environmental Health programs into their own, clearly defined titles. The new layout being proposed is:

1. General Provisions
2. Solid Waste
3. Food Safety
4. Water Recreation Facilities
5. Wastewater



6. Drinking Water
7. Illegal Drug Manufacturing or Storage Sites
8. School Health and Safety
9. Smoking and Vaping
10. Camps
11. Mobile Home Parks

The objective for renaming some titles of the code is to be vague enough to cover all underlying topics while providing enough specificity to inform the user of the contents held within. The new names being proposed are:

CURRENT NAME	NEW NAME
Schools	School Health and Safety
Smoking in Public Places, Places of Employment and Other Related Matters	Smoking and Vaping
Group Camp Regulations	Camps
Recreation Camping Facilities	

The ordinance strategy for this code reorganization is to repeal the impacted titles (titles 2-5) and reintroduce them all as new titles. Amending ordinances is not a good vehicle for a code reorganization as the scale is too large. Repealing and replacing is a cleaner process and will reduce confusion. It is anticipated the ordinance will be presented in May 2024 with action on the ordinance set for June 2024.

### **Board Authority**

RCW 70.05.060 (3) Enact such local rules and regulations as are necessary in order to preserve, promote and improve the public health and provide for the enforcement thereof.

### **Recommended Motion**

**No motion required. Briefing only.**

### **ATTACHMENTS:**

Description

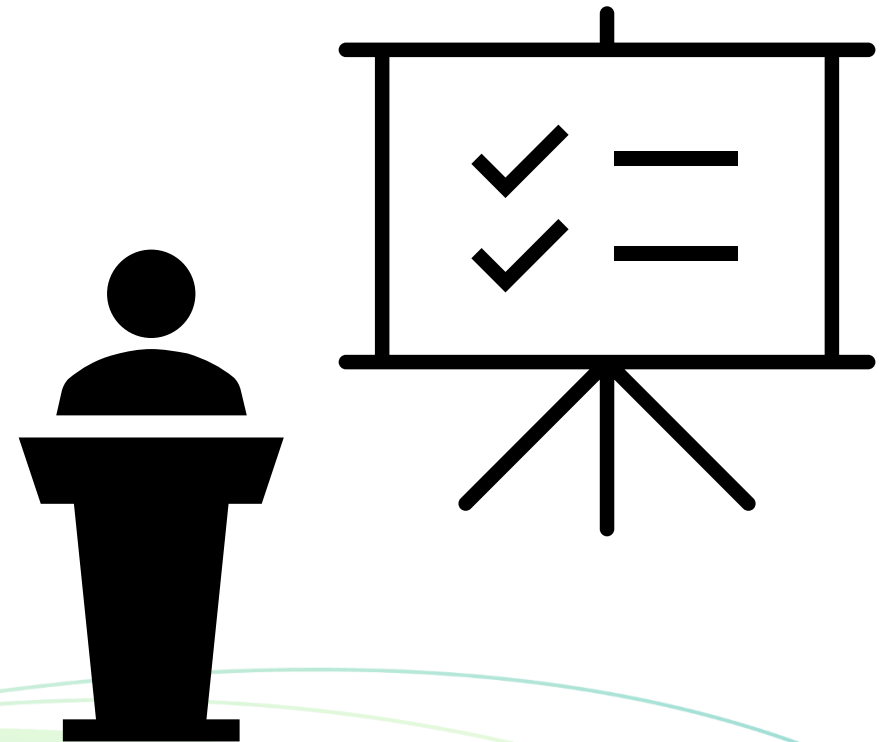
- ▣ Code Reorganization Proposal



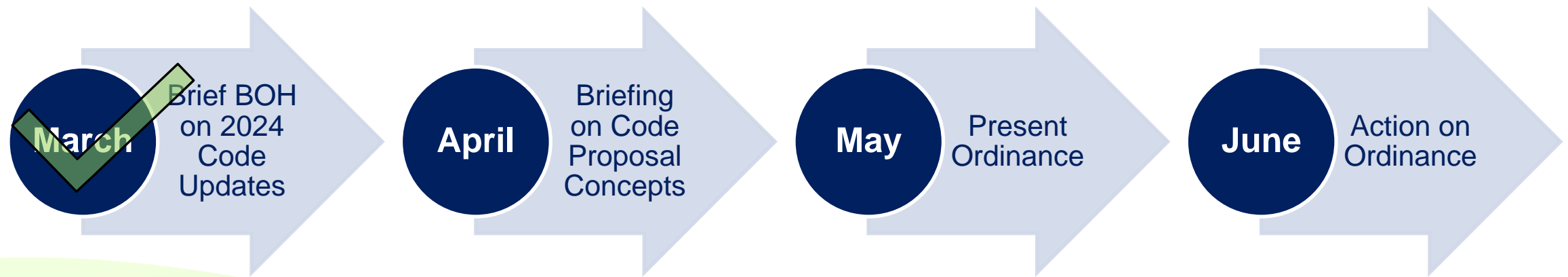
# Code Reorganization Proposal

# Today's Agenda

- Code Reorganization Schedule
- Background
- Proposed Layout
- Proposed Name Changes
- Ordinance Strategy & Scope of Work
- Summary
- Questions/Feedback



# Code Reorganization Adoption Schedule



**Board of Health Meetings**

# Why Are We Reorganizing the Code?

- Current layout has many program topics crammed into five Titles
- The organization and names of Titles are not intuitive for all users of the code
- Limited room for future expansion

# Reorganizing the Code

- Layout will be more user-friendly
- Content will fall under more clearly defined Titles
- Consistency with other local health jurisdictions
- Allows room for future code expansion

# Current Layout of BOH Code

**Title 1** (General Provisions)

**Title 2** (Health & Safety)

**Title 3** (Public Services)

**Title 4** (Water)

**Title 5** (Wastewater)

- Solid Waste
- Food Safety
- Illegal Drug Manufacturing or Storage Sites
- Smoking in Public Places, Places of Employment and Other Related Matters



# Current Layout of BOH Code

**Title 1** (General Provisions)

**Title 2** (Health & Safety)

**Title 3** (Public Services)

**Title 4** (Water)

**Title 5** (Wastewater)

- Recreation Camping Facilities
- Mobile Home Parks
- Group Camp Regulations
- Schools



# Current Layout of BOH Code

**Title 1** (General Provisions)

**Title 2** (Health & Safety)

**Title 3** (Public Services)

**Title 4** (Water)

**Title 5** (Wastewater)

- Water Recreation Facilities
- Drinking Water

# Proposed Layout of BOH Code

## CURRENT STATE

**Title 1** (General Provisions)

**Title 2** (Health & Safety)

**Title 3** (Public Services)

**Title 4** (Water)

**Title 5** (Wastewater)

## FUTURE STATE

**Title 1** (General Provisions)

**Title 2** (Solid Waste)

**Title 3** (Food Safety)

**Title 4** (Water Recreation Facilities)

**Title 5** (Wastewater)

**Title 6** (Drinking Water)

**Title 7** (Illegal Drug Manufacturing or Storage Sites)

**Title 8** (School Health & Safety) ←

**Title 9** (Smoking and Vaping) ←

**Title 10** (Camps) ←

**Title 11** (Mobile Home Parks)

# Proposed Name Changes

Current Name	Proposed Name	Rationale for Name Change
Schools	School Health and Safety	Provides a description of the health department's role with schools.
Smoking in Public Places, Places of Employment and Other Related Matters	Smoking and Vaping	A large component of this code covers vaping regulations which needs to be reflected in the title. Shortening the name to make it more digestible for the reader.
Group Camp Regulations	Camps	There is overlap between recreation camping facilities and group camp regulations. Merging them both into one title avoids redundancy.
Recreation Camping Facilities		

# Ordinance Strategy & Scope of Work

- Amend Title 1
  - Update new cross references
- Repeal Titles 2-5 and reintroduce as “new” Titles 2-11
- Scope of work
  - No policy changes
  - Updating cross references to reflect new layout
  - Addressing minor formatting and punctuation issues
  - Merging recreation camping facilities and group camps into one title
- The goal is to have the ordinance for the May BOH meeting

# Why Repeal and Replace?

- A code reorganization is a large-scale project
- Amending an ordinance(s) is not a good vehicle for a code reorganization
- Repealing then reintroducing the same code as “new” titles:
  - Is a cleaner process
  - Reduces confusion

# Amending Ordinances

Section 2. Snohomish County Board of Health Code Title 2, adopted by Ordinance No. BOH23-01 on October 10, 2023, is amended to read:

## **Title 2: ((HEALTH AND SAFETY)) SOLID WASTE**

Chapters:

((Division I. (RESERVED)))

((Division II. ~~Solid Waste~~))

- 2.15 Solid Waste Handling Regulations.
- 2.20 Solid Waste Handling Standards.
- 2.25 Criteria for Municipal Solid Waste Landfills.
- 2.30 Minimum Functional Standards for Solid Waste Handling.

((Division III. ~~Food Safety~~))

~~2.35 Food Services.~~

Division IV. ~~Illegal Drug Manufacturing or Storage Sites~~

- ~~2.50 Decontamination of Illegal Drug Manufacturing or Storage Sites~~
- ~~2.55 Contaminated Properties.~~
- ~~2.60 Rules and Regulations Regarding Decontamination of Illegal Drug Manufacturing or Storage Sites.~~

Division V. ~~Smoking in Public Places, Places of Employment and Other Related Matters~~

- ~~2.70 Local Supplemental Definition Provisions Relative to Chapter 70.160 RCW.~~
- ~~2.75 Restrictions on the Use and Availability of Vapor Products.~~

# Repeal and Replace

Section 2. Snohomish County Board of Health Code Title 2, adopted by Ordinance No. BOH23-01 on October 10, 2023, is repealed.

Section 3. A new Title 2 is added to the Snohomish County Board of Health Code to read:

## **Title 2: SOLID WASTE**

Chapters:

- 2.15 Solid Waste Handling Regulations.
- 2.20 Solid Waste Handling Standards.
- 2.25 Criteria for Municipal Solid Waste Landfills.
- 2.30 Minimum Functional Standards for Solid Waste Handling.

## Chapter 2.15 SOLID WASTE HANDLING REGULATIONS

Sections:

- 2.15.010 Authority and purpose.
- 2.15.020 Applicability.
- 2.15.030 Effective dates.
- 2.15.040 Definitions.
- 2.15.050 Administration.
- 2.15.060 Permit required.
- 2.15.070 Permit requirements for solid waste facilities.
- 2.15.080 Fees for service.
- 2.15.090 Administrative appeal of permit suspensions and permit denials.
- 2.15.100 Variances.
- 2.15.110 Violations and civil penalties.
- 2.15.120 Notice and order to correct violation.
- 2.15.130 Voluntary correction agreement.
- 2.15.140 Owner responsibilities for solid waste.
- 2.15.150 Performance standards.

# Repeal and Replace Illustrated

**Title 1** (General Provisions)

~~**Title 2** (Health & Safety)~~

- ~~— Division I (Reserved)~~
- ~~— Division II (Solid Waste)~~
- ~~— Division III (Food Safety)~~
- ~~— Division IV (Illegal Drug Manufacturing or Storage Sites)~~
- ~~— Division V (Smoking in Public Places, Places of Employment and Other Related Matters)~~

~~**Title 3** (Public Services)~~

- ~~— Recreation Camping Facilities~~
- ~~— Mobile Home Parks~~
- ~~— Group Camp Regulations~~
- ~~— Schools~~

~~**Title 4** (Water)~~

- ~~— Division I (Water Recreation Facilities)~~
- ~~— Division II (Drinking Water)~~

~~**Title 5** Wastewater~~

**Title 2** (Solid Waste)

**Title 3** (Food Safety)

**Title 4** (Water Recreation Facilities)

**Title 5** (Wastewater)

**Title 6** (Drinking Water)

**Title 7** (Illegal Drug Manufacturing or Storage Sites)

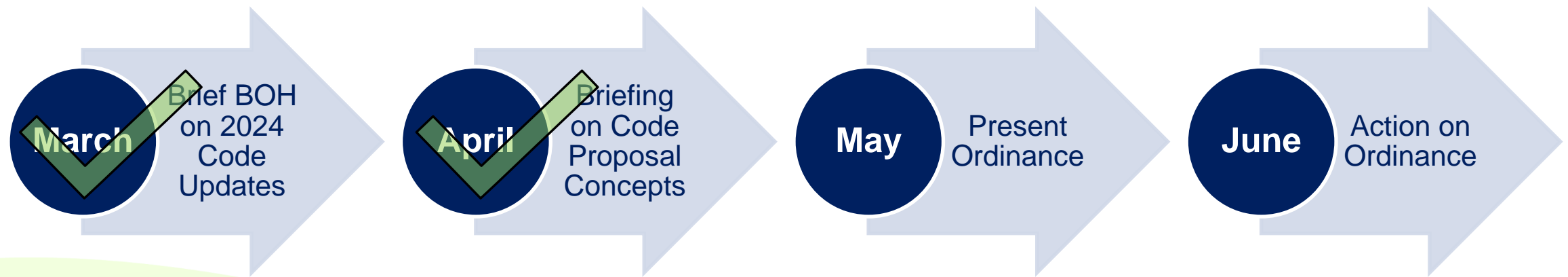
**Title 8** (School Health and Safety)

**Title 9** (Smoking and Vaping)

**Title 10** (Camps)

**Title 11** (Mobile Home Parks)

# Code Reorganization Adoption Schedule



**Board of Health Meetings**



# Summary

- Scope of work:
  - New layout
  - Name changes for three titles
  - Updating cross references to reflect new layout
  - Removing unnecessary capitalizations
- No policy changes
- Ordinance strategy
  - Amend Title 1, repeal Titles 2-5
  - Reintroduce as “new” Titles 2-11
  - Anticipated for May BOH meeting



## Questions?

Robert Evjue  
Environmental Health Specialist  
425-339-8746  
[robert.evjue@co.snohomish.wa.us](mailto:robert.evjue@co.snohomish.wa.us)

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**SNOHOMISH COUNTY**

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Prevention services - vaccine preventable disease (SR 24-009; Kaija Corry)

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**Division:**

Prevention Services / Kaija Corry, Health Educator

**Prior Board Review:**

None

---

**ATTACHMENTS:**

Description

- ▣ Vaccine Preventable Disease Program Presentation





# Vaccine Preventable Disease

# Our Team



Bambie Fontana,  
Immunization and VPD  
Supervisor  
FTE 1.0



Kelly Barrows-Straughn,  
Vaccine Compliance Coordinator  
FTE 1.0



Heather Rodriguez,  
Medical Assistant  
FTE 1.0



Kaija Corry,  
Health Educator  
FTE 1.0



Maya Quintero,  
Registered Nurse  
FTE 1.0



❖ Other local health jurisdictions

❖ Early childhood providers

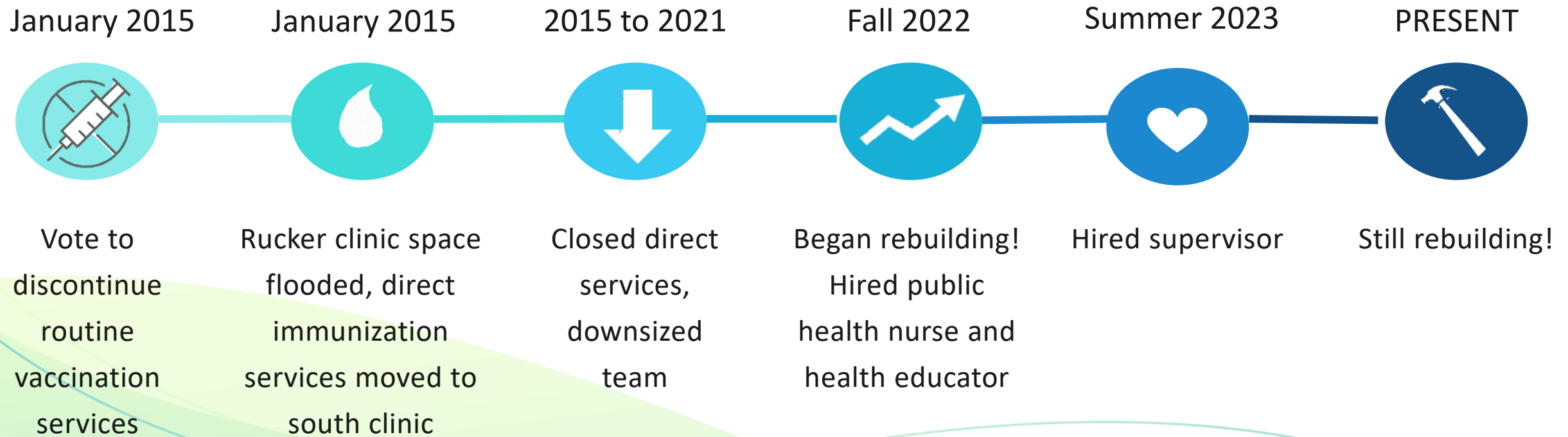
❖ Nashi Immigrants Health Board

❖ Department of Health

❖ Schools and school nurses

❖ Clinics and hospitals

# History



# Program Goals

1. Provide immunizations to priority populations
  - a. Finalize health equity checklist
  - b. Offer childhood vaccine clinics, Summer 2024
  - c. Build a plan to vaccinate at a static clinic
2. Increase vaccine confidence through building relationships with external community partners, outreach events, and conducting education

## Overarching Goal

- Decrease vaccine preventable diseases in Snohomish County and increase vaccine uptake

## Limitations

- For adults, only able to vaccinate those who are uninsured
- Limited funds to private purchase adult vaccines
- No current clinic space



# Community Involvement:

## Mukilteo Back to School Vaccination Event

- “This was the first time our district had offered vaccine and sports physical clinics at the event, and it was packed!”
- “SCHD’s vaccine team was instrumental in helping our district secure DOH Care-A-Van support on very short notice for our event”
- “The bigger issue we school nurses are seeing is timely access to vaccines. Additionally, families may have difficulty getting to the appointment itself”
- “They were indispensable!”





# Activities and Accomplishments



- Provider Newsletter
- Quality Improvement support
- CVP Compliance visits
- Homebound vaccinations

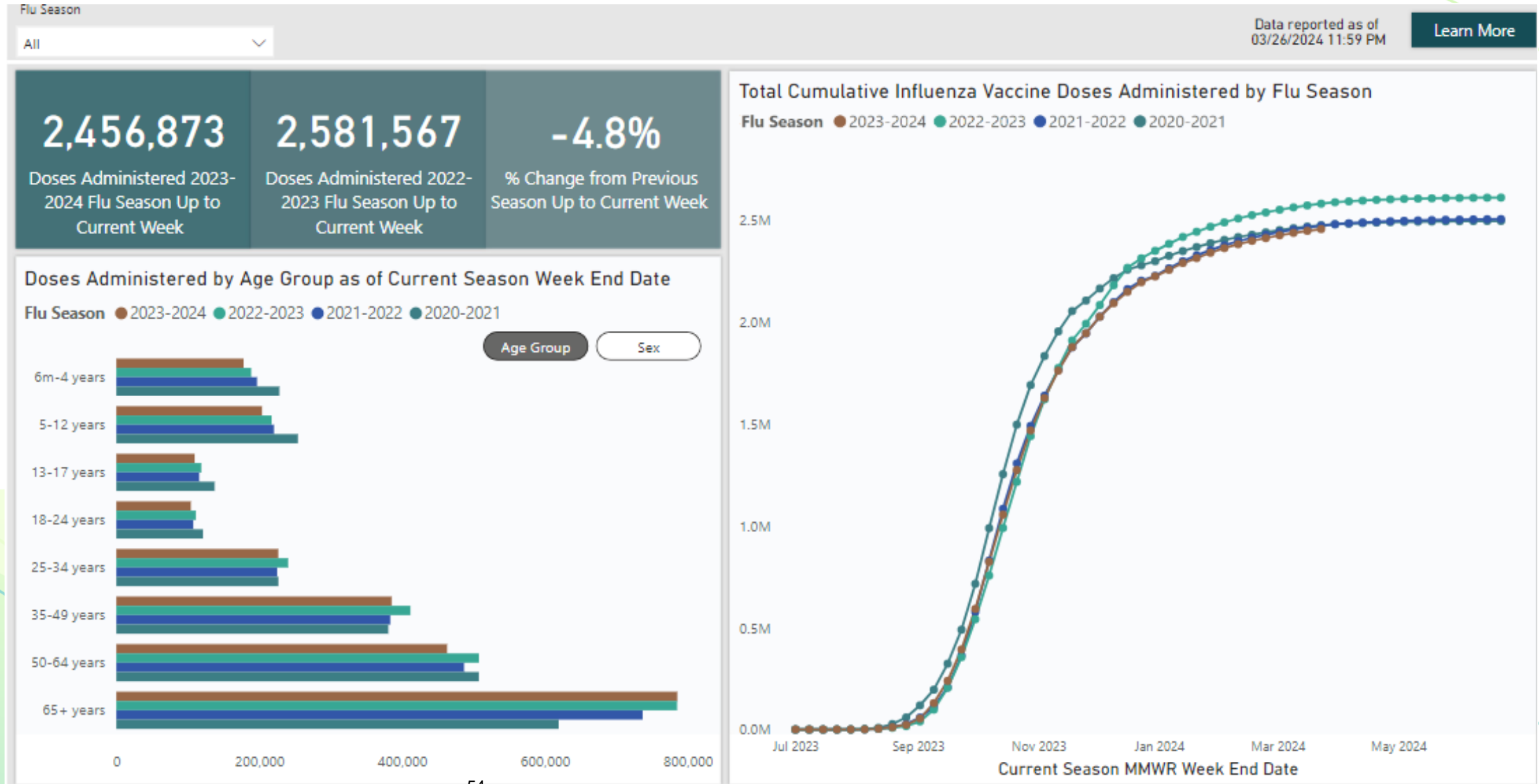


- Russian and Ukrainian speaking refugee outreach
- Harm Reduction Center Vaccinations
- Monthly school nurse meetings

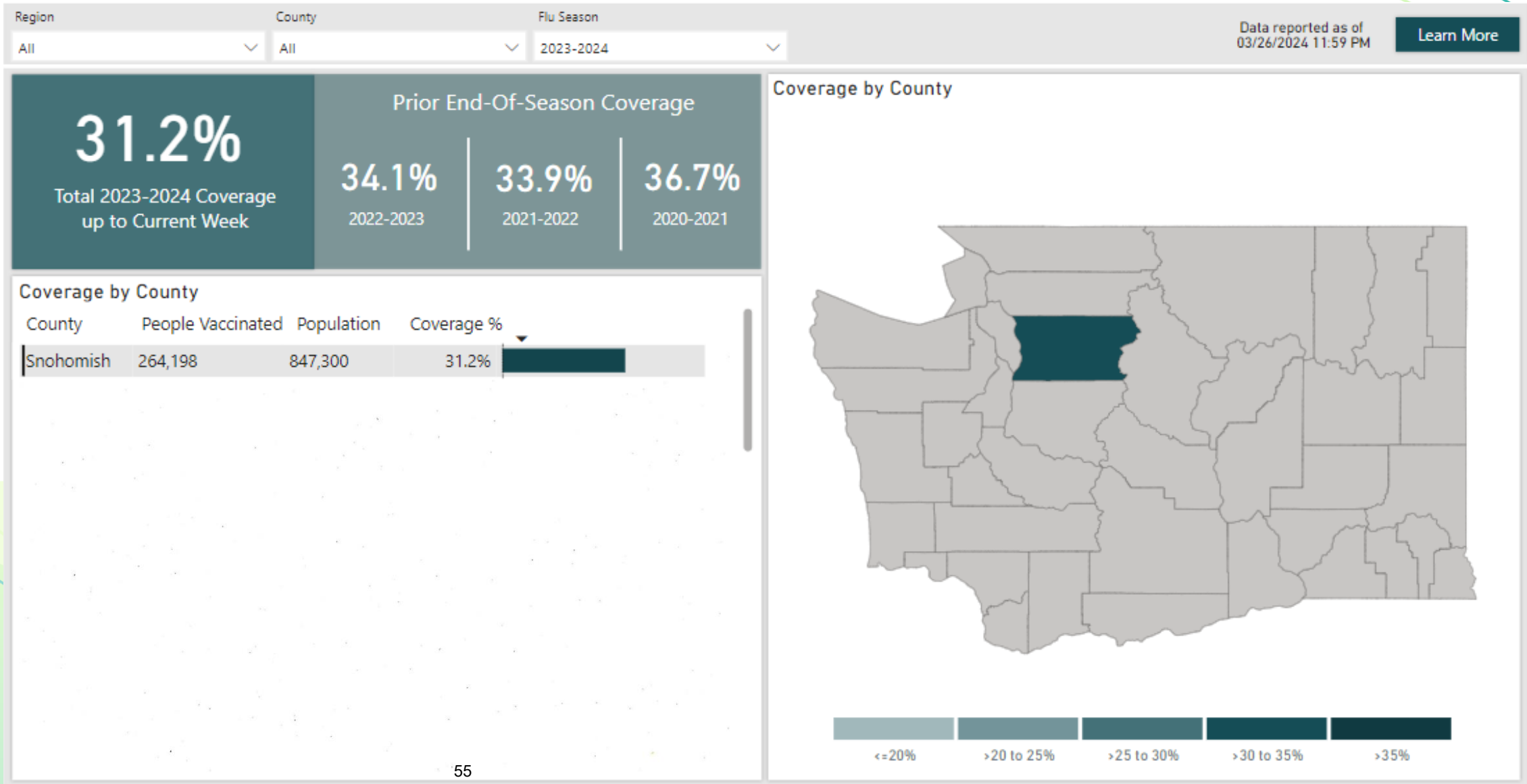


- Creating flyers and social media posts
- Attending community events

# Statewide Flu Data



# Local Flu Data



# Statewide COVID-19 Data



## COVID-19 Vaccinations in Washington State

Data reported as of 03/25/2024 11:59 PM

COVID-19

INFLUENZA

RSV

← Select a Vaccine to View

LEARN MORE

Data for the 2023-2024 COVID-19 Season

1,624,768 Doses administered

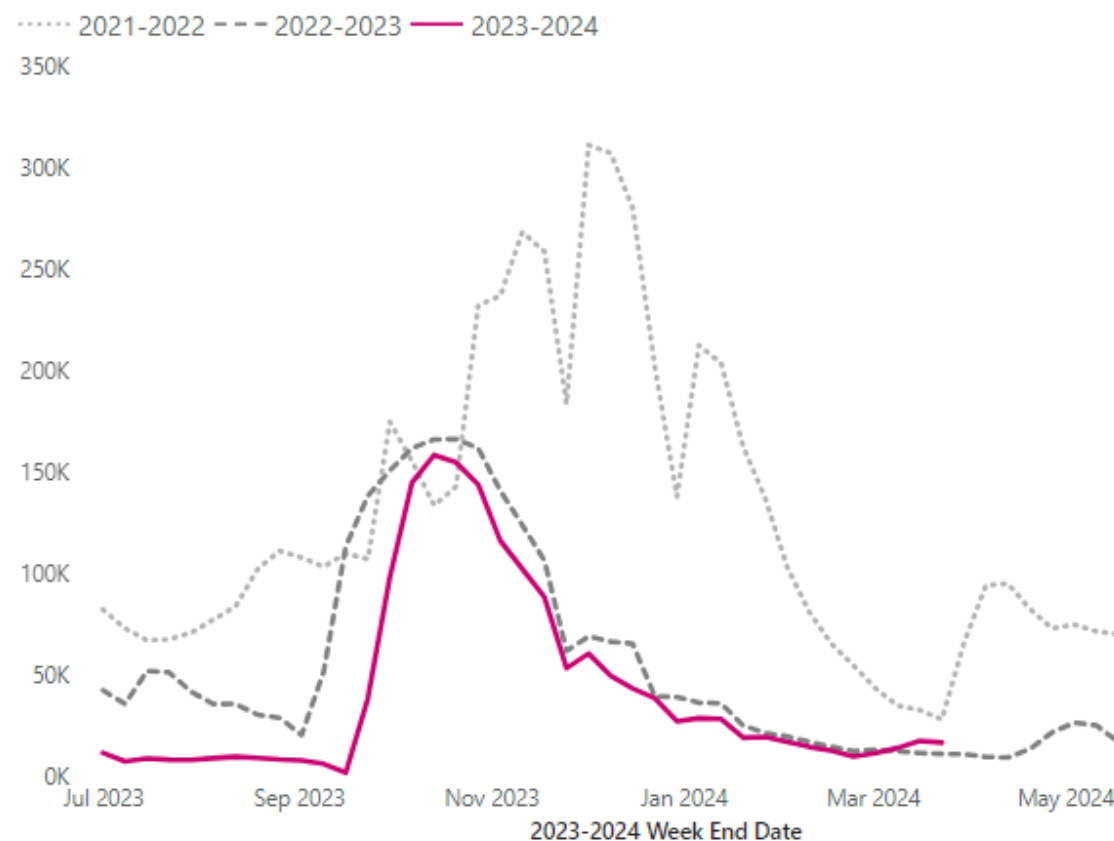
20,660 Doses administered per 100,000 people



18.4%

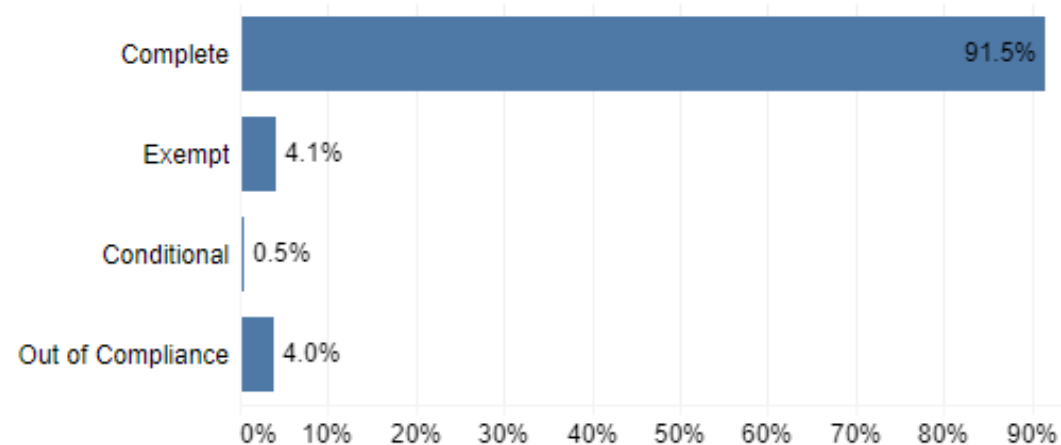
Vaccinated with all CDC-recommended doses (Up to Date)

### Weekly Doses Administered Comparing Past and 2023-2024 COVID-19 Seasons

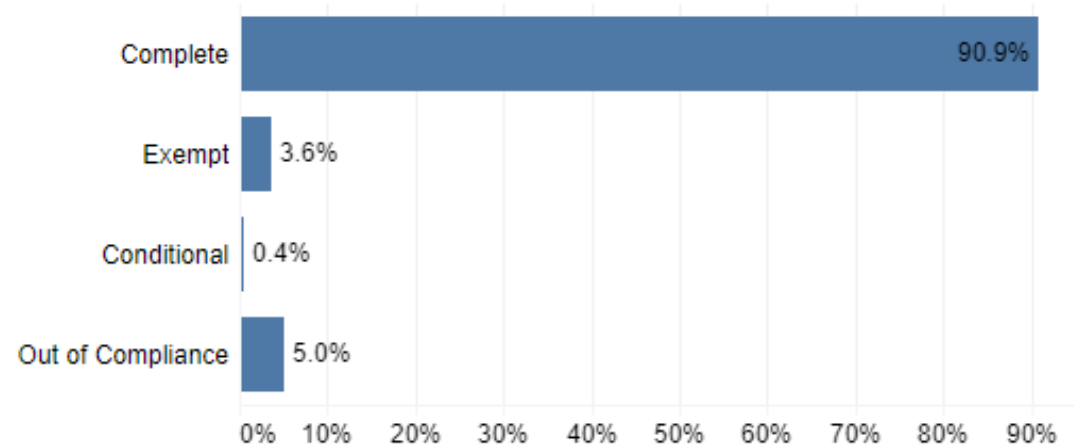


# School Immunizations Data

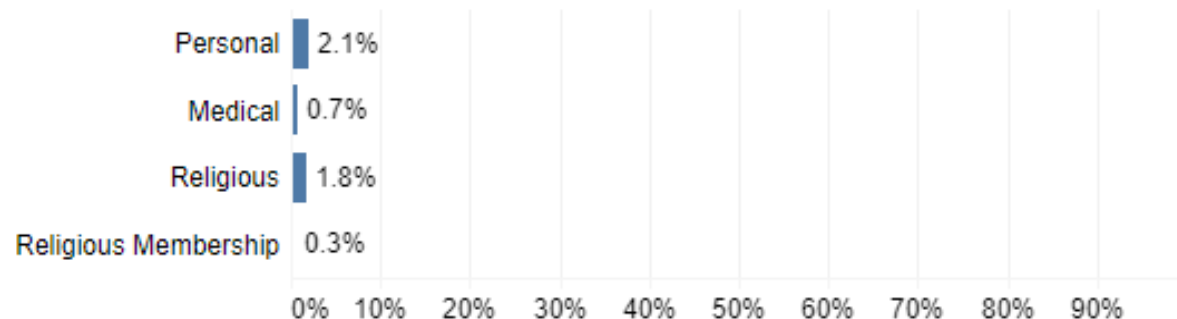
**Snohomish** K-12 Overall Compliance Status, 2022-23



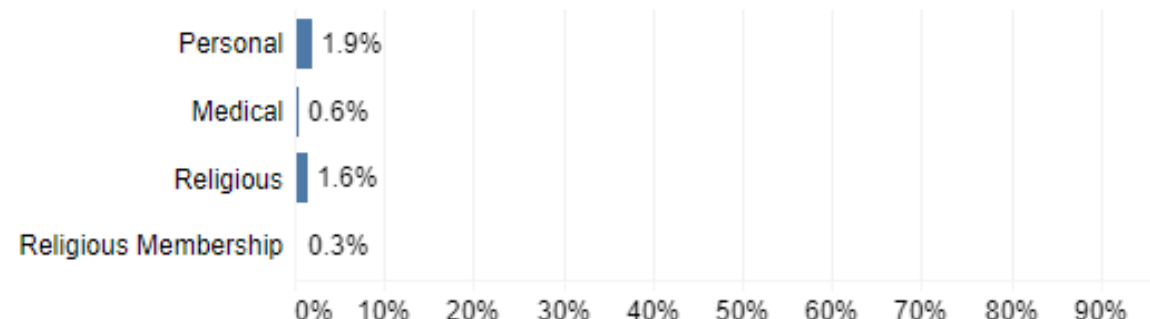
**State** K-12 Overall Compliance Status, 2022-23



**Snohomish** K-12 exemptions by type, 2022-23



**State** K-12 exemptions by type, 2022-23



# Next Steps

## Recognize

- Adolescent Immunization Action Week April 1<sup>st</sup> to 5<sup>th</sup>
- National Infant Immunization Week April 22<sup>nd</sup> to 29<sup>th</sup>

## Upcoming Projects

- Expand direct services through mobile clinic vaccinations, projected January 2025

## Program Direction

- Provide vaccines in a static clinic
- Ensuring all our nurses internally are trained to provide vaccines
- Collaborating with nursing school students to provide vaccinations
- Increasing community education on vaccines





# Questions?

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**SNOHOMISH COUNTY**

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Public health communications (SR 24-010; Kari Bray)

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**ATTACHMENTS:**

Description

- ▣ Public Health Communications Presentation





# Communications Overview



# Our Team



The Communications Team includes 5 staff within the larger Policy, Partnerships, Planning, and Communications section.

- 1 supervisor
- 2 communications coordinators
- 2 graphic designers

We work with amazing staff throughout the Department.





# News Media

Sign up for news releases:

- Online at [www.snohd.org/notifyme](http://www.snohd.org/notifyme). Select “Media Releases” under the NewsFlash category
- Or email [SHD-Communications@snoco.org](mailto:SHD-Communications@snoco.org) and we'll get you added.



**ONE YEAR IN, SNOHOMISH COUNTY'S NEWLY FORMED HEALTH DEPARTMENT HAS BIG PLANS FOR 2024**

One year in, Snohomish County's newly formed Health Department has big plans for 2024

January 27, 2024 · Kienan Briscoe

SNOHOMISH COUNTY—On May 2022, after years of financially struggling, the Snohomish County Health District announced that its local public health services would be integrating to the county government structure as the newly formed Snohomish County Health Department.

Despite financial constraints, the District had an eventful final year before the integration commenced on January 1, 2023: responding to the COVID outbreak, monkeypox, RSV, and sexually transmitted disease outbreaks.

**HeraldNet**  
EVERETT, WASHINGTON

Tuesday, April 2, 2024

Local news Sports Food & Drink Life Business Opinion Obituaries Classifieds Jobs Marketplace All sections

**Snohomish Health District**

The Snohomish Health District building in Everett. (Sue Misao / The Herald)

**Report: Homelessness, mental illness trending up in Snohomish County**

The report synthesizes health data and identifies "top health priorities," including food insecurity, prenatal care and more.

By Sophia Gates  
Thursday, June 15, 2023 1:30am LOCAL NEWS

EVERETT — One-third of pregnant women get inadequate prenatal care in Snohomish County.

**2024 EMERGING LEADERS AWARD EVENT**

**APRIL 17 5:00-7:00 PM**

## Snohomish County opens new clinic to reduce 'alarming' increase of sexually transmitted infections

The rising rates are not unique to Snohomish County. STI cases increased nationally, according to a CDC report.



Author: Natalie Swaby  
Published: 6:02 PM PST December 1, 2023  
Updated: 6:02 PM PST December 1, 2023

EVERETT, Wash. — In Snohomish County, the closure of a clinic that treated sexually transmitted infections (STI) has had a lasting impact, according to county Health Director Dannie Worcham.

# Social Media, Photo, and Video

Total reach/views for February 2024  
across social channels: **29,865**

## FOLLOW US ON SOCIAL MEDIA

[FACEBOOK](#)

[X \(FORMERLY TWITTER\)](#)

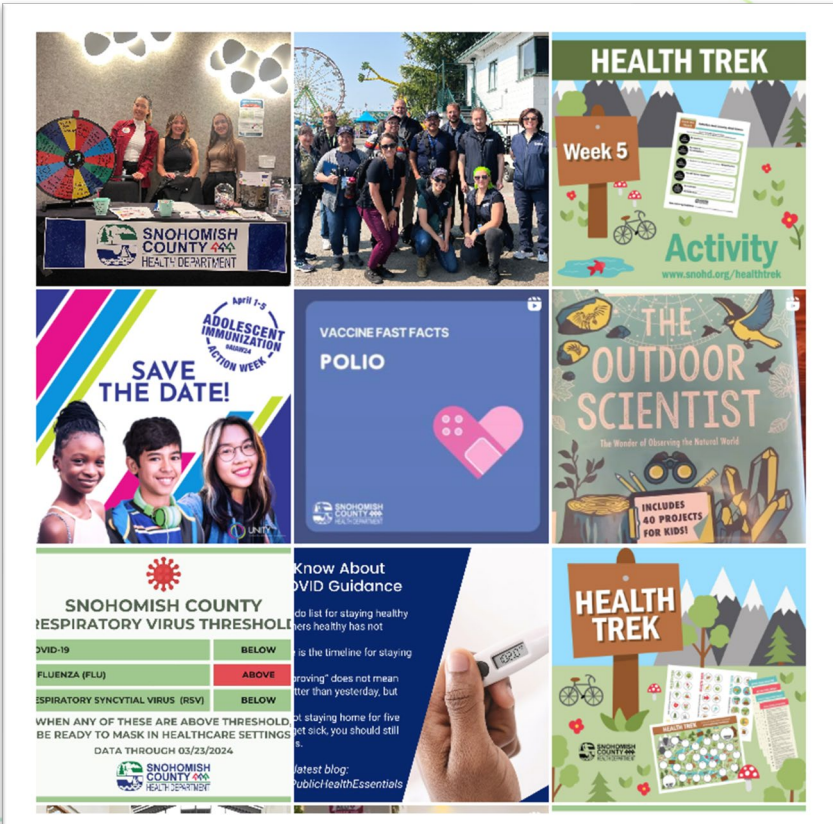
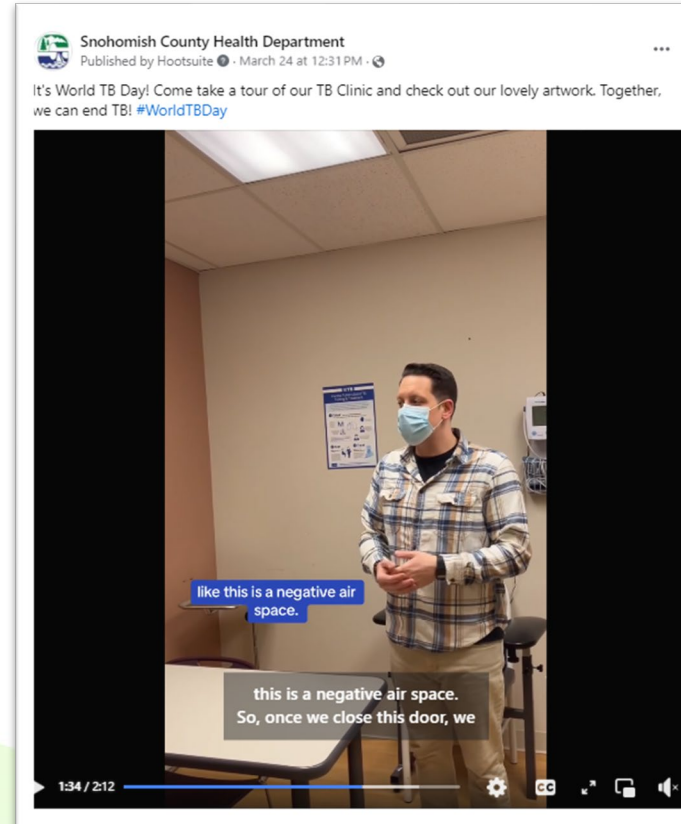
[INSTAGRAM](#)

[YOUTUBE](#)

[TIKTOK](#)

[LINKEDIN](#)

[www.snohd.org/707/Follow-us-on-social-media](http://www.snohd.org/707/Follow-us-on-social-media)



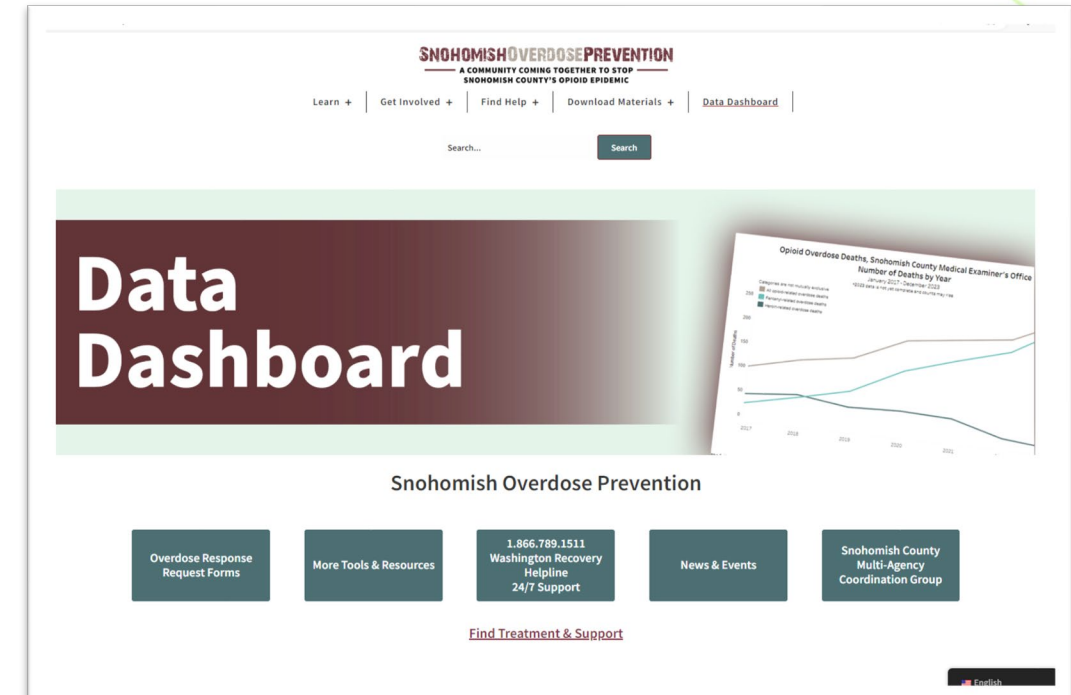


# Websites



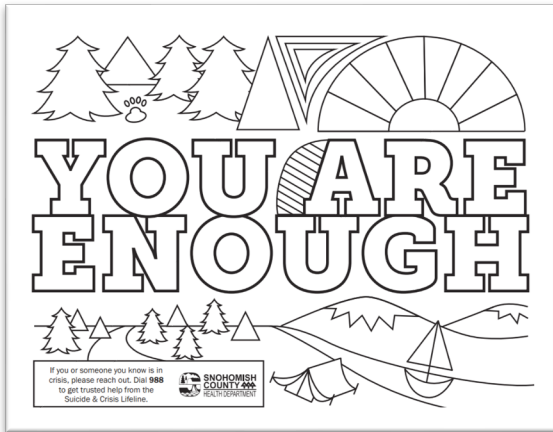
[www.snohd.org](http://www.snohd.org)

Nearly 70,000 pageviews (Feb. 2024)



[www.snohomishoverdoseprevention.com](http://www.snohomishoverdoseprevention.com)

# Graphic Design



**SNOHOMISH COUNTY HEALTH DEPARTMENT**

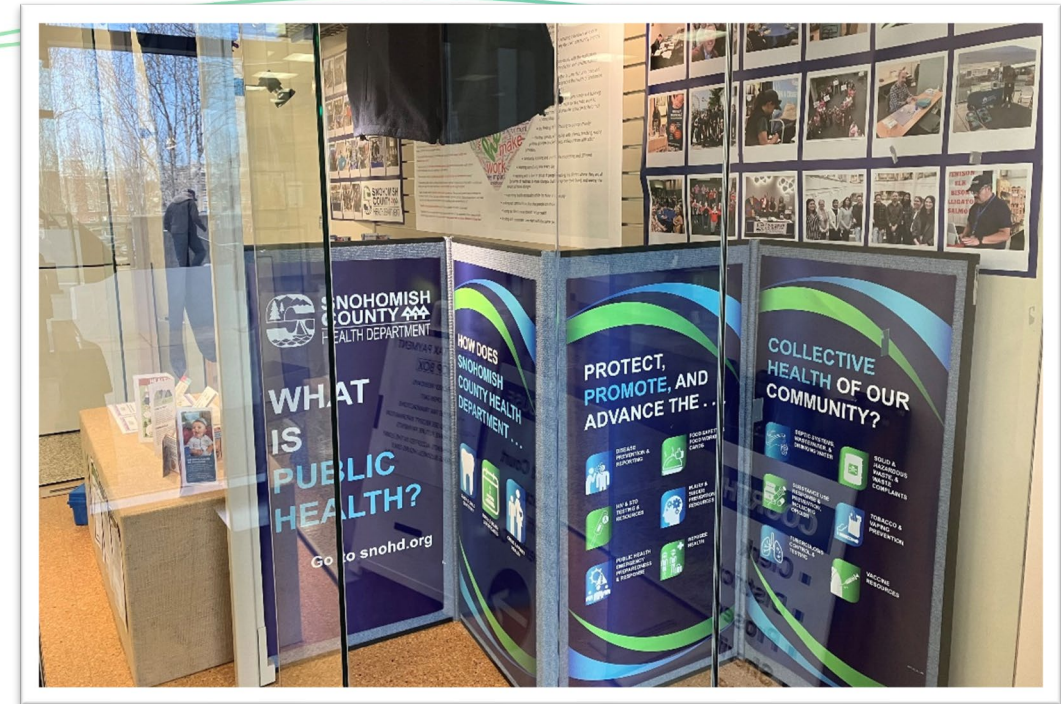
## Your Health Is Our Priority

**REFUGEE HEALTH**

**How to get a Refugee Medical Screening in Snohomish County?**

<p><b>Contact Us</b> 425-339-5225</p> <p>Resettlement agency caseworkers can reach out to the Refugee Health Program at Snohomish County Health Department. Clients can also call us directly if needed.</p>	<p><b>Labs</b></p> <p>The Snohomish County Health Department will send lab orders to Quest Diagnostics. Clients will need to make an appointment at a Quest location and have labs drawn.</p> <p>Find a location: <a href="http://www.questdiagnostics.com/locations">www.questdiagnostics.com/locations</a></p>	<p><b>Screening Appointments</b></p> <p>Once labs have been completed, our Refugee Health team will schedule a time for the clients to come to our offices in Everett and have their screening exam and paperwork completed. Screenings are free to the client.</p> <p>Address: 3020 Rucker Ave, Everett, WA, 98201</p>	<p><b>I-693/Green Card Paperwork</b></p> <p>If a client arrived as a refugee, we did their initial screening, and they are up to date on required vaccines including COVID-19 and flu, we can complete their I-693 ("Green Card") paperwork at no cost.</p> <p>They can call our offices (425-339-5225) to set up an appointment.</p>
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<p><b>Turnaround Times</b></p>	<p><b>Septic Permitting</b></p>	<p><b>Application Forms</b></p>
<p><b>Report a Problem</b></p>	<p><b>Septic Maintenance and Repair</b></p>	<p><b>Find a Contractor</b></p>





# Advertising and Marketing

Have you seen us around?

- Web • Newspaper • Magazine •
- Movie theaters • Buses • Banners





# Emergency Communications and Response





# Templates and Branding



## HEALTH DEPARTMENT TEMPLATES

Logos and templates below are for Health Department use. We are working to continue adding new and updated templates to this collection. If you need something but don't see it here, please contact the communications team.

Please remember that new public communications and messaging materials (posters, flyers, brochures, handouts, newsletters, videos, etc.) should be coordinated with the communications team prior to release.

Before downloading logo files, please take a moment to review the [logo do's and don'ts document](#).  
**Questions? Please email [shd-communications@co.snohomish.wa.us](mailto:shd-communications@co.snohomish.wa.us).**

## LOGOS

PNG (transparent background) and JPG are most common. Please contact communications if you need a file type not available here.

Full color • [PNG](#) • [JPG](#) • [TIF](#) • [AI](#)

Black • [PNG](#) • [JPG](#) • [TIF](#) • [AI](#)

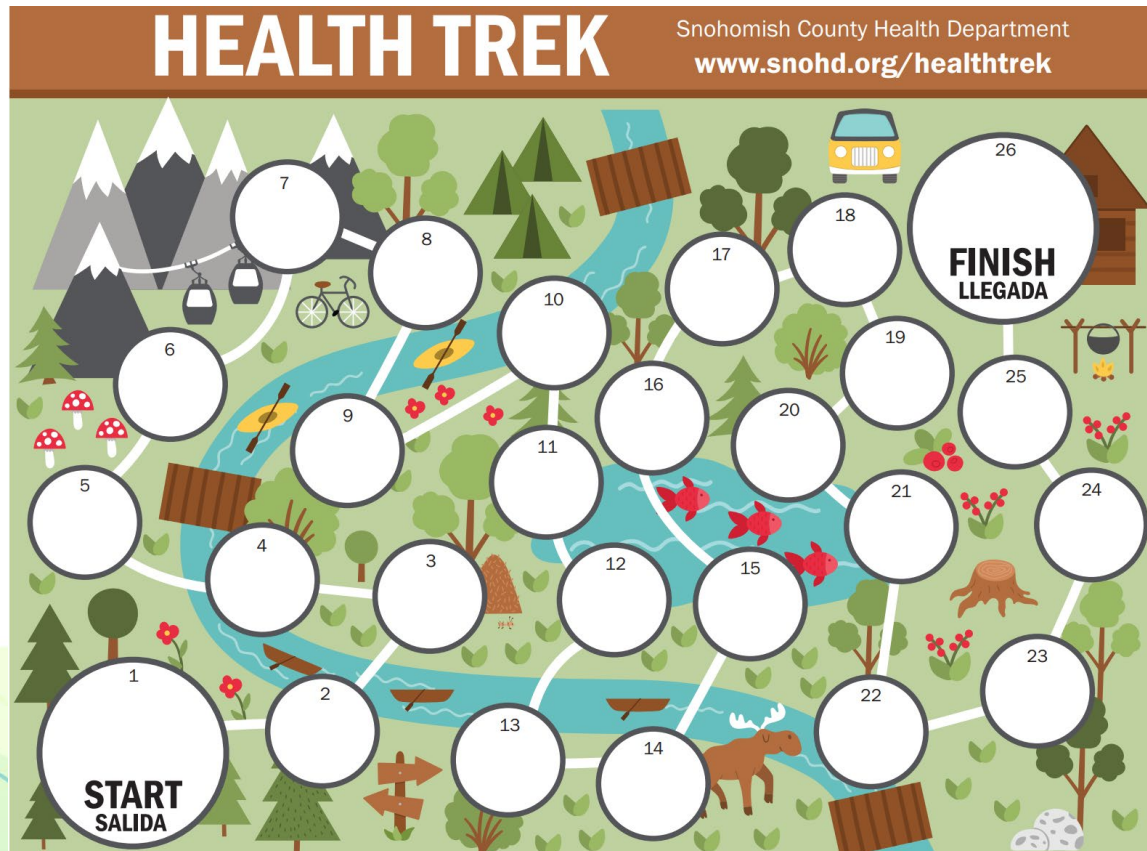
White • [PNG](#) • [AI](#)

Blue • [PNG](#) • [JPG](#) • [TIF](#) • [AI](#)

## LETTERHEAD (WORD)

- [Color letterhead](#)
- [Black and white letterhead](#)
- [Color letterhead \(no line\)](#)
- [Black and white letterhead \(no line\)](#)

# Campaigns: Health Trek and ABC's for Healthy Kids



Would you like some Health Trek packets or coloring books? Please email [shd-communications@snoco.org](mailto:shd-communications@snoco.org).



# Event Requests

Health educators can attend community events as staffing and supplies allow. We help coordinate and track event participation in:

- Health fairs
- Back-to-school events
- Street fairs or block parties
- Resource fairs
- Festivals
- And more...

**48**  
**events**  
(2023)

**[www.snohd.org/eventrequest](http://www.snohd.org/eventrequest)**



## And so much more ...

- Internal messaging (including staff newsletter and intranet)
- Interagency coordination
- Public-facing newsletters
- Talking points and presentation prep
- Health advisories
- Coordination for branding and printing
- New adventures every day ...





## Contact information

Communications Team  
[SHD-Communications@snoco.org](mailto:SHD-Communications@snoco.org)

Kari Bray  
[Kari.Bray@snoco.org](mailto:Kari.Bray@snoco.org)  
425-339-5223





# Questions?

**PUBLIC HEALTH**  
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**SNOHOMISH COUNTY**

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Board of Health administrative rules (SR 24-011; Nicole Thomsen)

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**Division:**

Office of the Director / Nicole Thomsen, Public Affairs & Policy Manager

**Prior Board Review:**

August 8, 2023, and October 10, 2023

---

**Background**

Snohomish County Code 2.300.130 requires that the Board of Health adopt administrative rules and procedures. Revised draft administrative rules (Attachment A) are based on several discussions and review of King County's Board of Health administrative rules, Snohomish Health District Charter, and Snohomish County Code.

At the October regular meeting a board working group was established to discuss gaps and needs for the next revision. The working group was convened on November 17, 2023, with board members Dunn and Skubi in attendance.

The attached draft rules reflect those conversations and are pending further review from the Board's legal resources.

**Board Authority**

RCW 70.05.060 – Powers and duties of local board of health and Snohomish County Code Chapter 2.300

**Recommended Motion**

**No action required. Briefing only.**

**ATTACHMENTS:**

Description

- ▣ Administrative Rules

SNOHOMISH COUNTY BOARD OF HEALTH  
Snohomish County, Washington

ORDINANCE NO. BOH24-\_\_\_\_\_

CREATING BOARD OF HEALTH ADMINISTRATIVE RULES; ADDING CHAPTER 1.10  
TO THE SNOHOMISH COUNTY BOARD OF HEALTH CODE

BE IT ORDAINED:

Section 1. A new chapter is added to Title 1 of Snohomish County Board of  
Health Code to read:

**Chapter 1.10**

**ADMINISTRATIVE RULES AND PROCEDURES**

Sections:

- 1.10.010 Purpose.
- 1.10.020 Chair.
- 1.10.030 Vice-Chairs.
- 1.10.040 Meetings.
- 1.10.050 Agenda.
- 1.10.060 Rules and regulations.
- 1.10.070 Resolutions.
- 1.10.080 Quorum and voting.
- 1.10.090 Staffing to the board of health.
- 1.10.100 Codification.
- 1.10.110 Code of Conduct.
- 1.10.120 Parliamentary rules.

1.10.010 Purpose.

To supplement SCC 2.300 requirements relating to the board of health, and other  
applicable laws.

1.10.020 Chair.

- A. The board shall annually elect a chair in January selected from among board members representing the Snohomish County council.
- B. The chair shall preside at the meetings of the Board of Health and perform such other duties as custom and parliamentary procedure require.
- C. The chair may impose time and subject matter limits for the testimony and comment given by the public and members of the board.
- D. The chair may alter the order of the agenda if necessary, in order to expedite orderly



- 1 debate and passage of routine matters.
- 2 E. The chair may speak to points of order, inquiry, and shall decide all questions of
- 3 order, subject to appeal from two members of the board.
- 4 F. The chair may establish standing and ad hoc committees of the board and may
- 5 appoint board members and other persons to any committee to facilitate the
- 6 performance of the board's function.
- 7 G. The chair shall sign all documents requiring the signature of the board, and the
- 8 chair's signature shall be as legal and binding as if all members had affixed their
- 9 names.

10

11 1.10.030 Vice-chair.

12

- 13 A. Annually the board shall designate a vice-chair. The vice-chair shall be from elected
- 14 city officials of the board and the nonelected members of the board as defined in
- 15 SCC 2.300.100(d).
- 16 B. In the absence of the chair, a vice-chair will exercise the duties, powers, and
- 17 prerogatives of the chair.

18

19 1.10.040 Meetings.

20

- 21 A. The time of the regular meeting of the board shall be 3:00 p.m. on the second
- 22 Tuesday of each month. If at any time any regular meeting falls on a holiday, such
- 23 regular meeting shall be held on the next business day.
- 24 B. Any regular meeting may be cancelled by the board of health chair.
- 25 C. All regular meetings of the board shall be held in the health department auditorium
- 26 located at 3020 Rucker Ave, Everett, Washington, and via video conferencing.
- 27 D. A member who is physically present, as designated by the chair, must preside over
- 28 the meeting.
- 29 E. The chair or a majority of board members may call a special meeting consistent with
- 30 the provisions of RCW 42.30.
- 31 F. If, by reason of fire, flood, earthquake, or other emergency, there is a need for
- 32 expedited action by the board of health to meet the emergency, the chair may
- 33 provide for a meeting site other than the regular meeting site, for a remote meeting
- 34 without a physical location, or for a meeting at which the physical attendance by
- 35 some or all members of the public is limited due to a declared emergency, and the
- 36 notice requirements of chapter 42.30 RCW shall be suspended during such
- 37 emergency.
- 38 G. Video conferencing best practices for safe and secure meetings will be established.

39

40 1.10.050 Agenda.

41

- 42 A. Subject to the discretion of the chair, the board shall dispose of business in the
- 43 following order:
- 44 1. Call to order;

2. Roll call;
  3. Approval of agenda contents and order;
  4. Approval of minutes;
  5. Special business;
  6. Public comment;
  7. Written reports;
  8. Consent agenda;
  9. Action;
  10. Briefings;
  11. Report of the health department director;
  12. Report of the health officer;
  13. Executive session (as needed);
  14. Information items; and
  15. Adjourn.
- B. The agenda for regular and special meetings shall include information about how to access meetings remotely.

#### 1.10.60 Rules and regulations.

- A. The board of health shall adopt, amend, and repeal its rules and regulations by ordinance.
- B. Before adoption, amendment, or repeal of any rule and regulation, the board shall conduct a public hearing on the subject of the proposed rule and regulation at a regular or special meeting of the board.
- C. The board of health clerk shall provide notice of a public hearing, except emergency ordinances, to include the time and place initially set for hearing prior to the adoption by the board of health. Notice shall be published in the official county newspaper and Snohomish county department of health website.
- D. Any proposed ordinance may be amended by motion at the public hearing without publication, provided that such amendments shall not change the scope and object of the proposed ordinance.
- E. On final passage the vote must be taken by roll call vote of yeas and nays.
- F. Following passage, the ordinance shall be signed by the chair, or the vice-chair in the absence of the chair.
- G. Ordinances shall take effect 10 days after they are signed by the board of health chair or otherwise enacted, or at a later date as stated in the ordinance.
- H. Ordinances shall be drafted in a form established by the clerk of the board.

#### 1.10.070 Resolutions.

- A. The board may pass resolutions that express its opinion concerning any item of business or matter of administration coming within its powers.
- B. Resolutions do not have the force of law.
- C. Adoption of resolutions shall be considered as action items on meeting agendas.
- D. Resolutions shall be drafted in a form established by the clerk of the board.

1  
2 1.010.080 Quorum and voting.  
3

- 4 A. Board action shall require an affirmative vote of a majority of all members entitled to  
5 vote on the specific action.  
6 B. The chair may request an advisory vote from appointed members prior to action  
7 being taken related to the setting or modification of permit, licensing, and application  
8 fees.  
9 C. There will be no voting by proxy for any board of health action.

10  
11 1.010.90 Staffing to the board of health.  
12

- 13 A. The executive secretary and administrative officer of the board shall be the director  
14 of the Snohomish county department of health who shall be responsible for  
15 administering the operations of the board including such other administrative duties  
16 required by the board and as directed by the chair.  
17 B. The administrative officer may designate a board of health administrator and board  
18 of health clerk.  
19 C. The board administrator shall coordinate work and provide information among board  
20 members and between the department administrative officer and the board, work  
21 with the chairperson and clerk of the council on the calendar and agendas and  
22 perform such other duties as are delegated by the board through the chairperson.  
23 D. The clerk shall attend meetings and hearings of the board, cause minutes of  
24 meetings and hearings to be kept as required by law, coordinate meetings and  
25 hearings of the board or its members with other county officials, maintain the board's  
26 records and provide access to those records on the internet, codify all adopted rules  
27 and regulations adopted by the board, provide attestation, and perform such other  
28 duties as requested by the administrative officer.

29  
30 1.010.100 Codification.  
31

32 The board, through the clerk of the board, shall provide for the codification of all rules  
33 and regulations that have the force of law and are permanent and general nature and  
34 for the compilation of all resolutions. The code and compilation shall be posted to the  
35 internet with an index and appropriate notices, citations, and annotations.

36  
37 1.010.110 Code of conduct.  
38

- 39 A. The board will establish a code of conduct that provides ethical standards and  
40 expectations for board of health members. The code of conduct will include  
41 components addressing values, ethics, and attendance.  
42 B. Board members will provide written receipt of and agreement to adhere to the code  
43 of conduct.

1  
2 1.010.120 Parliamentary rules.  
3

4 The rules contained in the most current version of Robert's Rules of Order shall govern  
5 all rules of this body, in all cases to which they are applicable, and in which they are not  
6 inconsistent with the rules in this chapter.  
7  
8  
9

10 PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
11  
12

13 SNOHOMISH COUNTY BOARD OF HEALTH  
14 Snohomish County, Washington  
15  
16

17 \_\_\_\_\_  
18 Chairperson  
19

20 ATTEST:  
21  
22

23 \_\_\_\_\_  
24 Clerk of the Board  
25

26 ( ) APPROVED  
27 ( ) EMERGENCY  
28 ( ) VETOED  
29  
30  
31  
32

33 Approved as to form only:  
34  
35

36 \_\_\_\_\_  
37 Deputy Prosecuting Attorney



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Upcoming meetings

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**Background**

Upcoming Board of Health meetings:

May 14, 2024

June 11, 2024

July 9, 2024

All regular meetings occur on the second Tuesday of the month at 3:00 p.m.