



SNOHOMISH COUNTY BOARD OF HEALTH AGENDA

October 14, 2025

3:00 PM

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

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

- 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 September 9, 2025
 - 5. Public Comment**
 - 6. Public Hearing**
 - a. Ordinance BOH25-08 Relating to Health Department Fees; Amending Chapter 1.40 of the Snohomish County Board of Health Code (SR25-024B)
 - 7. Action**
 - a. Proclamation 25-07 Recognizing National Blood Lead Poisoning Prevention Week (SR25-028)
 - 8. Director's Report**
 - a. Director's Report
 - 9. Briefings**
 - a. Code of Conduct (SR 25-025; Nicole Thomsen)
 - b. Unpermitted Food Vendors (SR 25-029; Ragina Gray)
 - 10. Information Items**
 - a. Upcoming Meetings
 - 11. Adjournment**
-

Board of Health members:

Jared Mead, Megan Dunn, Heather Logan, Dale Kaemingk, Lisa George, Janet Anderberg, Desmond Skubi, Summer Hammons

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. To request reasonable accommodations, please contact Ms. de Jong by the Friday prior to the board meeting.



BOARD OF HEALTH STAFF REPORT ()
OCTOBER 14, 2025
APPROVAL OF MINUTES

Approval of Minutes of the Regular Meeting of September 9, 2025

Division:

Office of the Director / Sarah de Jong, Clerk of the Board

ATTACHMENTS:

Description

- ▣ Draft Minutes - September 9, 2025

**Snohomish County Board of Health
Board of Health Minutes
September 9, 2025**

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

Members Present

Megan Dunn, Chair
Heather Logan, Vice Chair
Janet Anderberg
Lisa George
Summer Hammons
Dale Kaemingk
Jared Mead
Desmond Skubi
Mindy Woods

Members Absent

None

Call to Order

The regular meeting of the Board of Health was called to order using a hybrid setting at 3:00 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 Heather Logan and seconded by Janet Anderberg to approve the agenda contents and order. The motion passed unanimously.

Approval of Minutes

It was moved by Desmond Skubi and seconded by Lisa George to approve the minutes of the regular meeting of August 12, 2025. The motion passed unanimously.

After the approval of the minutes, Ms. Dunn also welcomed Mindy Woods as the newest board member.

Public Comment

Megan Dunn opened the floor for public comment. Two members of the public spoke regarding unpermitted food stands operating within the county and Megan Dunn closed the public comment period.

Public Hearing

Ordinance BOH25-07 Reorganizing Title 5 of the Board of Health Code (SR 25-020B; Hailey Fagerness)
Healthy Communities Specialist Hailey Fagerness shared language that was updated in the ordinance since it was presented to the board at the August meeting. Changes made to the ordinance include clarity improvements and consistency of language but nothing that changes the regulations in the code.

It was moved by Desmond Skubi and seconded by Heather Logan to approve Ordinance BOH25-07. The motion passed unanimously.

Action

Proclamation 25-06 Regarding National Preparedness Month (SR 25-023; Gabby Hadly)

Clerk of the Board Sarah de Jong read aloud the proclamation.

It was moved by Heather Logan and seconded by Mindy Woods to approve Proclamation 25-06. The motion passed unanimously.

Health Officer's Report

Health Officer James Lewis shared public health updates including:

- Federal changes affecting public health
- Immunizations
- Communicable disease outbreaks and status
- Respiratory guidance changes
- Department director hiring status

Briefings

Ordinance BOH25-08 Relating to Health Department Fees: Amending Chapter 1.40 of the Snohomish County Board of Health Code (SR 25-024; Ragina Gray)

Environmental Health Director Ragina Gray walked through the proposed changes to the Environmental Health fee schedule in this ordinance.

Code of Conduct (SR25-025; Nicole Thomsen)

Due to time constraints this item was moved to the next meeting.

Epidemiology and Informatics Program (SR 25-026; Vivian Hawkins)

Epidemiology & Informatics Program Manager Vivian Hawkins shared an overview of the work performed by this team.

Strategic Plan Report (SR 25-027; Pamela Aguilar)

Interim Director Pamela Aguilar provided an update on the strategic plan and presented the plan in its near-final draft. Board members expressed that they would have liked to have seen the plan throughout its development.

Old Business

New Business

Information Items

Upcoming Meetings

Ms. Dunn reviewed the dates of the next Board of Health meetings, noting the November meeting would be rescheduled as it occurs on a holiday.

Adjournment

The meeting was adjourned at 4:57 p.m.

Megan Dunn
Board of Health, Chair

Pamela Aguilar, Interim Director

Ordinance BOH25-08 Relating to Health Department Fees; Amending Chapter 1.40 of the Snohomish County Board of Health Code (SR25-024B)

Division:

Environmental Health / Hailey Fagerness, Healthy Communities Specialist

Prior Board Review:

September 9, 2025

Background

This is an ordinance that amends Chapter 1.40 in the Snohomish County Board of Health Code, which covers the Health Department fee schedule. Fee amounts were last adjusted via Ordinance No. BOH24-01, and those changes took effect on November 1, 2024.

The Board of Health received a briefing for the proposed 2025-2026 fee schedule adjustment in September 2025. The proposed adjustment would include an across the board 5% increase over most fees, and a 10% increase to the food safety fees, with the additional 5% supporting plan review capacity building. The base 5% adjustment directly correlates to the combined 2025-26 COLA of 6.35%. If adopted, this proposed fee increase would take effect November 1, 2025. Staff consulted interested parties that will be affected by this proposed change in fees and received no comments.

The only change to the ordinance since the September briefing is the removal of amending the miscellaneous solid waste fees as no adjustments were made on that specific table. The table is still in the codified fee schedule, but since no amendments were made, it is not necessary to include in this ordinance.

As this matter relates to fees, only elected officials on the Board of Health will be eligible to vote.

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 25-08.

ATTACHMENTS:

Description

- ▢ Ordinance BOH25-08 Relating to Health Department Fees; Amending Chapter 1.40 of the Snohomish County Board of Health Code

SNOHOMISH COUNTY BOARD OF HEALTH
Snohomish County, Washington

ORDINANCE NO. BOH25-08

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

WHEREAS, under RCW 70.05.060(7), 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, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.020 Miscellaneous fee schedule.

TITLE	FEE	DESCRIPTION
APPEAL PROCEDURE Fee also applies to appeals to health department enforcement of chapter 70.160 RCW, entitled "Smoking in Public Places." a) Step one b) Step two	 NO FEE (\$1,455.00) \$1,530.00	 <u>Fee refundable if appellant prevails in step two decision</u>
VARIANCES/WAIVERS	 (\$225.00) \$235.00	 Base fee plus:

	(((\$225.00)) <u>\$235.00</u>	Per hour for each additional hour over ((one)) <u>one</u>
MISCELLANEOUS PERMIT FEES 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 per hour charge .	(((\$225.00)) <u>\$235.00</u>	Per hour
HOURLY CHARGE For project/permit/enforcement investigations and reviews.	(((\$225.00)) <u>\$235.00</u>	Per hour
ENFORCEMENT FEES Reinstatement following closure by health officer's order.	\$450.00	Reinstatement fee
RECORD RETRIEVAL a) Duplicating b) Color copies c) Other (oversized document, postage, etc.)	\$0.15 \$0.26 Varies	(Fee set by RCW) per page (Fee set by RCW) per page
REFUND PROCESSING FEE	\$35.00	May be waived upon approval by division director
SERVICE CHARGE	\$35.00	Returned check (bank service charge)

Section 2. Snohomish County Board of Health Code Section 1.40.030, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.030 Solid waste plan review.

TITLE	FEE	DESCRIPTION
PLAN REVIEW Application review (applies to initial permit application)	(((\$2,705.00)) <u>\$2,840.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus: Per hour for each additional hour over 11 , plus costs for publishing SEPA notices in newspaper.

REVISED OR AMENDED PLAN REVIEW Application review (applies to approved plans and permitted sites/facilities)	(((\$675.00)) <u>\$710.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus: Per hour for each additional hour over three , plus costs for publishing SEPA notices in newspaper.
WASTE SCREENING DETERMINATION Application review	(((\$225.00)) <u>\$235.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus: Per hour for each additional hour over one

Section 3. Snohomish County Board of Health Code Section 1.40.031, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.031 Solid waste annual permits.

TITLE	FEE	DESCRIPTION
ANNUAL PERMIT (VALID JULY 1 TO JUNE 30) Includes composting facilities (30,000 tons or less of incoming feedstock), demolition/industrial waste, energy recovery and incineration, inert waste landfills, land applications, limited purpose landfills, and piles (for storage and treatment).	(((\$4,280.00)) <u>\$4,495.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus: Per hour for each additional hour over 19
CLOSURE (ENGAGED IN) or CLOSED LANDFILL	(((\$675.00)) <u>\$710.00</u>	Includes abandoned landfill permit review and inspection
COMPOSTING FACILITY Over 30,000 tons (incoming feedstock)	(((\$5,870.00)) <u>\$6,165.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus: Per hour for each additional hour over 26
CONDITIONALLY EXEMPT SITES AND FACILITIES		

a) New sites and facilities	(((\$675.00)) <u>\$710.00</u>	
b) Existing sites and facilities	(((\$450.00)) <u>\$470.00</u>	
ENERGY RECOVERY AND INCINERATION		
Mixed municipal waste	\$6.00	Per ton, annual permit fee
MODERATE RISK WASTE (For facilities not operated by Snohomish County)		
a) Fixed	(((\$450.00)) <u>\$470.00</u>	Annual permit fee
b) Limited	(((\$225.00)) <u>\$235.00</u>	Annual permit fee
SNOHOMISH COUNTY FACILITIES		
a) Permit/municipal solid waste landfill	**	**System-wide negotiated fee
b) Permit/transfer station		
c) Permit/drop box		
d) Plan review		
e) Moderate risk waste		
f) Waste screening determination		
g) Other activity (closed landfills)		
SURFACE IMPOUNDMENT AND TANKS	(((\$4,280.00)) <u>\$4,495.00</u>	Annual permit fee
WASTE TIRE STORAGE	(((\$2,240.00)) <u>\$2,350.00</u>	Annual permit fee
LESS THAN FULL YEAR PERMIT/FOR PERMITS EXPIRING JUNE 30		Permits issued on or after the preceding January 1 are charged one-half of annual permit fee.

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Section 4. Snohomish County Board of Health Code Section 1.40.040, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.040 Food safety plan review.

A.

TITLE	FEE	DESCRIPTION
PLAN REVIEW		
a) Tap room/tasting room/vending machine	(((\$225.00)) <u>\$250.00</u>	Plan review and pre-operation inspection fee
b) General plan review	(((\$1,000.00)) <u>\$1,100.00</u>	Plan review and pre-operation inspection fee
c) Multiple permit facility (additional permits)	(((\$215.00)) <u>\$305.00</u>	Each additional permit
d) Change of ownership	(((\$455.00)) <u>\$500.00</u>	Charged with ((the)) change in UBI number.
e) Variance without hazard analysis critical control point (HACCP) review	**	**See SCBHC 1.40.020 for variance/waiver fees. For new plan reviews, charged in addition to plan review fee. See SCBHC 1.40.040(C) for information on variance application fees waived for unplumbed espresso stands.
f) Hazard analysis critical control point (HACCP) review (when required by chapter 246-215 WAC for menu items) with or without variance.	(((\$2,100.00)) <u>\$900.00</u>	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.
g) Remodel/plan revision	(((\$275.00)) <u>\$305.00</u>	For alteration to existing establishment or revision of approved plan. Includes pre-operation inspection.
h) Plan review consultation (on and/or off site)	(((\$225.00)) <u>\$235.00</u>	

1 B. *Mobile food unit permit fee credit during permit review*

2 1. Applicants applying for an annual mobile food unit permit for a new establishment
3 will qualify for an application fee credit that can be applied to offset the cost of the
4 annual mobile food unit permit fee if:

5 a. The applicant has not operated a mobile food unit without a valid permit to
6 operate from the department at any time prior to or during application
7 review; and

8
9 b. After submitting a complete application for an annual mobile food unit
10 permit to the department, the applicant has been issued a temporary food
11 service – single event permit or permits allowing operation of the mobile
12 food unit during department review of the annual mobile food unit permit
13 application.

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15 2. For those applicants qualifying under subsection (B)(1) above, the application fee
16 credit shall equal the sum of all temporary food service – single event permit fees
17 and associated late fees from any permits issued 85 days after the date the
18 applicant submitted a complete mobile food unit annual permit application until
19 the date the department issues its first decision letter for the annual permit.
20 Temporary food service – single event permit fees from permits issued during the
21 first 84 calendar days (12 weeks) after the date the applicant submitted a
22 complete mobile food unit annual permit application shall not be included in the
23 application fee credit. In no case shall the application fee credit exceed 100% of
24 the cost of the annual mobile food unit permit fee.

25
26 C. *Variance application for unplumbed espresso stands*

27 1. An owner of an unplumbed espresso stand, as defined under SCBHC 3.05.050,
28 that was legally operating on or before March 1, 2022, is not required to pay an
29 application fee when seeking a variance from plumbing requirements listed in
30 chapter 246-215 WAC. Only one variance fee shall be waived for each
31 unplumbed espresso stand eligible under this section. When an unplumbed
32 espresso stand having a current annual food service establishment permit is sold
33 or otherwise transferred to a new owner, the new owner shall either apply for and
34 obtain a variance from the department with payment of any applicable application
35 fees or plumb the stand as required by code to continue operation. Unplumbed
36 espresso stands without a current annual food service establishment permit are
37 ineligible for a variance to plumbing requirements.

38
39 2. This variance application fee will only be waived for variance applications
40 submitted to the department on or before December 31, 2026. Any application

submitted after December 31, 2026, shall be subject to the variance application fee established in SCBHC 1.40.040.

Section 5. Snohomish County Board of Health Code Section 1.40.041, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.041 General food safety annual permits.

TITLE	FEE	DESCRIPTION
FOOD SERVICE ESTABLISHMENT PERMIT FEES 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)	((\$450.00)) <u>\$500.00</u>	Annual permit fees
0 – 50 SEATS: a) Medium risk b) High risk	((\$675.00)) <u>\$745.00</u> ((\$930.00)) <u>\$1,025.00</u>	Annual permit fees
51 – 150 SEATS: a) Medium risk b) High risk	((\$780.00)) <u>\$850.00</u> ((\$1,175.00)) <u>\$1,150.00</u>	Annual permit fees
151 SEATS OR OVER: a) Medium risk	((\$850.00)) <u>\$940.00</u>	Annual permit fees

b) High risk	(((\$1,160.00)) <u>\$1,300.00</u>	
FOOD SERVICE OPERATING WITHOUT A PERMIT		
Double prescribed permit fee	**	**Double permit fees

Section 6. Snohomish County Board of Health Code Section 1.40.042, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.042 Specialty food safety annual permits.

TITLE	FEE	DESCRIPTION
BAKERY Establishments selling baked goods ONLY	(((\$440.00)) <u>\$500.00</u>	Annual permit fee
BED AND BREAKFASTS	(((\$440.00)) <u>\$500.00</u>	Annual permit fee
CAMPGROUNDS/PARKS – FOOD SERVICE a) Food service – all year (valid June 1 through May 31) b) Food service – seasonal (no more than six consecutive months)	** (((\$460.00)) <u>\$500.00</u>	**USE GENERAL FOOD FEES Seasonal permit fee
CATERER (all caterers will be permitted separately) a) Low risk b) Medium risk c) High risk	(((\$440.00)) <u>\$500.00</u> (((\$660.00)) <u>\$745.00</u> (((\$915.00)) <u>\$1,025.00</u>	Annual permit fees
CATERING ENDORSEMENT For permitted food service establishments that also offer catering services	(((\$225.00)) <u>\$250.00</u>	Annual permit fee (in addition to general food fee)
SCHOOL – FOOD SERVICE (VALID SEPT 1 THROUGH AUG 31) a) Central kitchen, no direct food service	(((\$710.00)) <u>\$780.00</u>	Annual permit fee

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b) Satellite kitchen with food service	(((\$450.00)) <u>\$495.00</u>	Annual permit fee
c) School kitchen with food service	(((\$535.00)) <u>\$590.00</u>	Annual permit fee
		New permits may be prorated to correspond with existing permit expiration dates.
SCHOOL/YOUTH ACTIVITY CONCESSION STAND		
a) Low risk	(((\$175.00)) <u>\$195.00</u>	Annual permit fee
b) Medium risk	(((\$285.00)) <u>\$300.00</u>	Annual permit fee
c) High risk	(((\$405.00)) <u>\$450.00</u>	Annual permit fee
VENDING MACHINES With time/temperature control for safety foods – risk level – low	(((\$225.00)) <u>\$250.00</u>	Annual permit fee

Section 7. Snohomish County Board of Health Code Section 1.40.043, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.043 Mobile food unit annual permits.

TITLE	FEE	DESCRIPTION
See SCBHC 1.40.040(B): Mobile food unit permit fee credit during permit review		
a) Low risk	(((\$440.00)) <u>\$500.00</u>	Annual permit fee (all mobile food units will be permitted separately)
b) Medium risk	(((\$660.00)) <u>\$745.00</u>	Annual permit fee (all mobile food units will be permitted separately)
c) High risk	(((\$915.00)) <u>\$1,025.00</u>	Annual permit fee (all mobile food units will be permitted separately)

Section 8. Snohomish County Board of Health Code Section 1.40.044, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.044 Temporary food safety permits.

TITLE	FEE	DESCRIPTION
LATE FEE CHARGE Temporary food services operating without a permit	\$80.00 **	Non-refundable fee charged if the application is received between one and 13 days prior to the event. Payments received online after 9:00 p.m. PST will be received the following business day. **Double permit fee
LOW RISK Single event – must meet WAC 246-215-01115	(((\$100.00)) <u>\$110.00</u>	Event permit fee
MEDIUM RISK Single event – must meet WAC 246-215-01115	(((\$145.00)) <u>\$175.00</u>	Event permit fee
HIGH RISK Single event – must meet WAC 246-215-01115	(((\$250.00)) <u>\$275.00</u>	Event permit fee
RECURRING EVENTS As defined by WAC 246- 215-01115 a) Low risk b) Low risk – additional location c) Medium risk	 (((\$200.00)) <u>\$235.00</u> (((\$100.00)) <u>\$110.00</u> (((\$290.00)) <u>\$335.00</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.

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d) Medium risk – additional location	(((\$145.00)) <u>\$175.00</u>	
e) High risk	<u>\$650.00</u>	
f) High risk – additional location	(((\$325.00)) <u>\$275.00</u>	
BLANKET EVENT PERMIT	(((\$620.00)) <u>\$680.00</u>	Judged cooking events
FOOD DEMONSTRATOR PERMIT (Non-time/temperature control for safety foods only)		
a) Single event	(((\$70.00)) <u>\$75.00</u>	Event permit fee
b) Recurring event – must meet WAC 246-215-01115	(((\$135.00)) <u>\$150.00</u>	Annual permit fee
c) Recurring event – additional location	(((\$70.00)) <u>\$75.00</u>	
EXEMPT FROM PERMIT	(((\$60.00)) <u>\$65.00</u>	Only processing fee required

Section 9. Snohomish County Board of Health Code Section 1.40.045, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.045 Miscellaneous food safety fees.

TITLE	FEE	DESCRIPTION
LATE CHARGE FOR RENEWAL OF ANNUAL PERMITS	\$350.00	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.
FOOD SERVICE WITH ONSITE SEWAGE DISPOSAL REVIEW Review	(((\$225.00)) <u>\$250.00</u>	Fee charged at time of annual food service permit fee. Paid review fee and current on-site sewage monitoring and maintenance report are required prior to annual permit issuance.

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FOOD WORKER CARDS		
a) Two-year initial or three-year renewal or five-year renewal	\$10.00	Food worker card fees are set by the state at \$10.00. For five-year renewals, must have ANSI approved Certified Food Protection Manager certification.
b) Replacement for lost card	\$10.00	
REINSPECTION AND REINSTATEMENT FEES		
a) Office conference (includes reinspection)	(((\$380.00)) \$420.00	Reinspection and office conference fee
b) Reinstatement following closure by health officer's order	\$450.00	Reinstatement fee
c) Food service establishment reinspection	(((\$250.00)) \$275.00	Reinspection fee. applies to all food service operations.

Section 10. Snohomish County Board of Health Code Section 1.40.050, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.050 Illegal drug manufacturing or storage sites response.

TITLE	FEE	DESCRIPTION
DECONTAMINATION WORKPLAN REVIEW		
a) Stationary property	(((\$1,140.00)) \$1,200.00 (((\$225.00)) \$235.00	Base fee plus: Per hour fee for additional hours over ((five)) five
b) Vehicle	(((\$675.00)) \$710.00 (((\$225.00)) \$235.00	Base fee plus: Per hour fee for additional hours over ((three)) three
ENFORCEMENT	(((\$225.00)) \$235.00	Per hour plus other costs including but not limited to analytical fees, hearing examiner's fees, contractor costs of barricading or otherwise securing contaminated properties and contractor fees.

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		NOTE: These fees do not include civil penalties for violations of SCBHC 7.15.080
INSPECTION OF SUSPECTED CONTAMINATED PROPERTY	(((\$450.00)) <u>\$475.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus: Per hour fee for additional hours over ((two)) two
SAMPLING OF SUSPECTED CONTAMINATED PROPERTY	(((\$450.00)) <u>\$475.00</u> (((\$225.00)) <u>\$235.00</u>	Base fee plus analytical sample costs, plus: Per hour fee for additional hours over ((two)) two

Section 11. Snohomish County Board of Health Code Section 1.40.060, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.060 Group camps.

TITLE	FEE	DESCRIPTION
a) Group camp permit (valid June 1 to May 31)	(((\$380.00)) <u>\$400.00</u>	Annual permit fee
b) Group camp plan review	(((\$585.00)) <u>\$615.00</u>	
LATE CHARGE/RENEWAL OF ANNUAL PERMITS EXPIRING MAY 31	\$350.00	Additional charge if annual permit renewal fee has not been received by the health department by the last day of the following May.
LESS THAN FULL YEAR PERMIT/FOR PERMITS EXPIRING MAY 31		Permits issued on or after the preceding December 1 are charged one-half of annual permit fee.

Section 12. Snohomish County Board of Health Code Section 1.40.070, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.070 School safety plan review.

TITLE	FEE	DESCRIPTION
PLAN REVIEW		
a) Large school construction plan review	(((\$1,065.00)) <u>\$1,120.00</u>	Plus: Add food establishment plan review fee if review includes kitchen (see food section) and add pool plan review if review includes school pool. For six or fewer classrooms with no specialty teaching stations Charged for portables new to school district/private school
b) Small school construction plan review	(((\$225.00)) <u>\$235.00</u>	
c) Portable classroom plan review	(((\$330.00)) <u>\$345.00</u>	
d) Addition/remodel of existing school building	(((\$675.00)) <u>\$710.00</u>	
e) School site review	((NO FEE)) <u>\$235.00</u>	
f) Playgrounds	(((\$225.00)) <u>\$235.00</u>	

Section 13. Snohomish County Board of Health Code Section 1.40.071, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.071 School safety inspections.

TITLE	FEE	DESCRIPTION
INSPECTIONS		
a) School safety inspection	(((\$225.00)) <u>\$235.00</u>	Per hour
b) School construction pre-occupancy inspection	(((\$225.00)) <u>\$235.00</u>	Per hour

Section 14. Snohomish County Board of Health Code Section 1.40.080, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.080 Water recreational facilities plan review.

TITLE	FEE	DESCRIPTION
POOL PLAN REVIEW		<u>Fees include plan review and pre-occupancy inspection</u>
a) Swimming pools – 50,000 gallons or more in volume	(((\$1,130.00)) <u>\$1,490.00</u>	
b) Swimming pools – Less than 50,000 gallons in volume	(((\$850.00)) <u>\$1,195.00</u>	
c) Spa pools	(((\$425.00)) <u>\$750.00</u>	
d) Spray pools	(((\$425.00)) <u>\$750.00</u>	
e) Wading pools	(((\$425.00)) <u>\$750.00</u>	
f) ((Pre-occupancy inspection	(((\$290.00))	
g)) Plan revision (for alteration to existing facility or revision of approved plan)	(((\$225.00)) <u>\$305.00</u>	

Section 15. Snohomish County Board of Health Code Section 1.40.081, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.081 Water recreational facilities annual permits.

TITLE	FEE	DESCRIPTION
POOL PERMITS (Swimming, Spa, Wading and Spray)		Note: Permits are valid June 1 to May 31
a) Year-round – open 6 months or more	(((\$855.00)) <u>\$900.00</u>	Annual permit fee for FIRST pool
b) Each additional year-round pool	(((\$575.00)) <u>\$605.00</u>	Fee for each additional year-round pool
c) Seasonal – open less than 6 months	(((\$575.00)) <u>\$605.00</u>	Annual permit fee for FIRST pool
d) Each additional seasonal pool	(((\$355.00)) <u>\$370.00</u>	Fee for each additional seasonal pool
e) Temporarily closed pool	<u>**</u>	** 50% of permit fee

		Temporarily closed pool permits cannot be renewed.
MISCELLANEOUS AQUATIC VENUES AND FEATURES (No water quality testing) a) First facility (float pod unit) b) Each additional facility (float pod unit) c) Cold or hot plunge unit d) Each additional cold or hot plunge unit	(((\$565.00)) <u>\$595.00</u> (((\$125.00)) <u>\$130.00</u> (((\$405.00)) <u>\$425.00</u> (((\$200.00)) <u>\$210.00</u>	Fee for each additional unit in same facility
LESS THAN FULL YEAR PERMIT/FOR PERMITS EXPIRING MAY 31		Permits issued on or after the preceding December 1 are charged one half of annual permit fee.

Section 16. Snohomish County Board of Health Code Section 1.40.082, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.082 Miscellaneous water recreational facilities fees.

TITLE	FEE	DESCRIPTION
OFFICE CONFERENCE	(((\$380.00)) <u>\$420.00</u>	<u>Includes reinspection</u>
LATE CHARGE/RENEWAL OF ANNUAL PERMITS EXPIRING MAY 31	\$350.00	Additional charge if annual permit renewal fee has not been received by the health department by the last day of the following May.
RE-INSPECTION/RE-OPENING FOLLOWING CLOSURE	(((\$250.00)) <u>\$275.00</u>	

Section 17. Snohomish County Board of Health Code Section 1.40.090, last amended by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.090 On-site sewage (~~(dispersal)~~) systems.

TITLE	FEE	DESCRIPTION
COMMUNITY SYSTEM		
a) Application review	(((\$2,065.00)) <u>\$2,170.00</u>	Fee includes site review and permit
b) ((Permit)) <u>Per service connection fee</u>	(((\$730.00)) <u>\$765.00</u>	((Per each service connection))
GRAVITY DISTRIBUTION SYSTEM Approval valid for two years	(((\$1,075.00)) <u>\$1,130.00</u>	Application review fee
PRESSURE DISTRIBUTION SYSTEM Approval valid for two years	(((\$1,075.00)) <u>\$1,130.00</u>	Application review fee
ALL OTHER SYSTEMS – (Approved by DOH) Approval valid for two years	(((\$1,230.00)) <u>\$1,290.00</u>	Application review fee
PRODUCT DEVELOPMENT SYSTEM Approval valid for two years	(((\$1,335.00)) <u>\$1,400.00</u> (((\$225.00)) <u>\$235.00</u>	Base plus: Each additional hour over ((six)) six hours
SYSTEMS OVER 1000 GALLONS PER DAY Approval valid for two years	**	**USE DOUBLE ON-SITE SEWAGE REVIEW FEE
PERMIT FOR ON-SITE SEWAGE (((DISPERSAL))) SYSTEM	(((\$365.00)) <u>\$385.00</u>	All system types except community
REDESIGN	(((\$375.00)) <u>\$395.00</u>	Subsequent redesigns of previously disapproved application or any changes in an approved application design.
RENEWAL (WITHIN 30 DAYS OF EXPIRATION) Approval valid for two years	(((\$410.00)) <u>\$430.00</u>	No redesigns <u>Must meet current code</u>
REPLACEMENT	**	**USE NEW ON-SITE SEWAGE (((DISPERSAL))) SYSTEM APPLICATION FEE

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Section 18. Snohomish County Board of Health Code Section 1.40.091, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.091 On-site sewage specialty permits.

TITLE	FEE	DESCRIPTION
COMPOSTING TOILET Nonresidential (no drinking water under pressure to the site) a) Review and permit (DOH approved listing) b) Annual monitoring (per site)	(((\$370.00)) <u>\$390.00</u> (((\$225.00)) <u>\$235.00</u>	
HOLDING TANK a) Preliminary review b) Permit fee c) Annual monitoring fee d) Late fee e) Change of ownership	(((\$1,060.00)) <u>\$1,115.00</u> (((\$610.00)) <u>\$640.00</u> (((\$450.00)) <u>\$470.00</u> <u>\$350.00</u> (((\$455.00)) <u>\$480.00</u>	Late fee for annual monitoring fee if not paid by January 1st A recorded service contract with a certified on-site sewage contractor is required.
VAULT PRIVY a) Review and permit b) Additional privy (same site) c) Annual monitoring (per site)	(((\$370.00)) <u>\$390.00</u> (((\$160.00)) <u>\$170.00</u> (((\$225.00)) <u>\$235.00</u>	

Section 19. Snohomish County Board of Health Code Section 1.40.092, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.092 On-site sewage alterations and repairs.

TITLE	FEE	DESCRIPTION
ALTERATION (Licensed Designer Submittal)		
a) Absorption system and/or approved reserve area	(((\$455.00)) <u>\$480.00</u>	Fee includes application review and permit
b) Complete system	**	**USE NEW ON-SITE SEWAGE ((DISPERSAL))SYSTEM APPLICATION FEE
c) Tank only	(((\$370.00)) <u>\$390.00</u>	Fee includes application review and permit
d) As-built submittal/reserve area designation – concurrent with building clearance review	(((\$225.00)) <u>\$235.00</u>	
REPAIR (Licensed Designer Submittal)		
a) Single-family residence	(((\$370.00)) <u>\$390.00</u>	Fee includes application review and 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))SYSTEM APPLICATION FEE, permit fee not required.

Section 20. Snohomish County Board of Health Code Section 1.40.093, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.093 Land use reviews.

TITLE	FEE	DESCRIPTION
BUILDING CLEARANCE (For Building Permit) a) Review	(((\$230.00)) <u>\$470.00</u>	Upon request by Snohomish County Department of Planning and Development Services
b) GMA drinking water determination	(((\$145.00)) <u>\$150.00</u>	Upon request by Snohomish County Department of Planning and Development Services
c) Preliminary clearance review d) Other agency clearance review	NO FEE (((\$230.00)) <u>\$470.00</u>	Upon request by other agency to review
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	(((\$225.00)) <u>\$470.00</u>	

Section 21. Snohomish County Board of Health Code Section 1.40.094, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.094 Land use contractors' activities.

TITLE	FEE	DESCRIPTION
CONTRACTOR CERTIFICATION – INSTALLERS, MONITORING AND MAINTENANCE SPECIALISTS OR PUMBERS a) Installer annual certificate	(((\$485.00)) <u>\$510.00</u>	Per certification

b) Monitor and maintenance specialist annual certificate	(((\$485.00)) \$510.00	Per certification
c) Pumper annual certificate	(((\$485.00)) \$510.00	Per certification
d) Examination (INSTALLERS or PUMPERS ONLY)	(((\$360.00)) \$380.00	Per examination
e) Late fee	\$350.00	Late fee charged for certificate renewed March 1st through March 31st. Beginning April 1st, reexamination is required along with annual certification fee.
REPORT SUBMITTAL		
a) Monitoring and maintenance report submittal	(((\$40.00)) \$42.00	Paid via OnlineRME
b) Septic tank pumping report submittal	(((\$12.00)) \$13.00	Paid via OnlineRME

Section 22. Snohomish County Board of Health Code Section 1.40.095, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.095 Subdivisions.

TITLE	FEE	DESCRIPTION
SUBDIVISION – FIVE LOTS OR MORE		
a) Preliminary soil survey	(((\$790.00)) \$830.00	Base fee plus per lot fee
b) Preliminary lot fee	(((\$180.00)) \$190.00	Per lot
c) Redesign	(((\$225.00)) \$235.00	Base fee plus :
	(((\$225.00)) \$235.00	Per hour for each additional hour over ((one)) one
d) Final plat review fee – On-site sewage system subdivision	\$150.00	Per lot
SHORT SUBDIVISION – METHOD A (four lots or less)		
a) Preliminary soil survey	(((\$790.00)) \$830.00	Base fee plus per lot fee

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b) Preliminary lot fee	(((\$180.00)) <u>\$190.00</u>	Per lot
c) Final short subdivision review fee	(((\$145.00)) <u>\$150.00</u>	Per lot
SHORT SUBDIVISION – METHOD B (four lots or less) Final short subdivision review fee	(((\$145.00)) <u>\$150.00</u>	Per lot

Section 23. Snohomish County Board of Health Code Section 1.40.096, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.096 Water.

TITLE	FEE	DESCRIPTION
INDIVIDUAL WATER SYSTEM TREATMENT PROCESS	(((\$425.00)) <u>\$445.00</u>	
SANITARY SURVEY	(((\$840.00)) <u>\$880.00</u>	Amount set by Washington State Department of Health. Includes arsenic, nitrate and bacteriological samples.
WELL SITE REVIEW (Individual water supply site inspection) a) Individual/GMA (approval valid for two years) b) Individual/GMA (approval valid for two years) c) Renewal Request for review: Individual Water Supply	(((\$360.00)) <u>\$380.00</u> (((\$500.00)) <u>\$525.00</u> (((\$225.00)) <u>\$235.00</u> NO FEE	Concurrent with on-site application Nonconcurrent submittal Within 30 days of expiration. Approval valid for two years. Application must be submitted with bacteriological, short list, and well log.
OPERATION CHECK (Request for report on) Drinking water system	(((\$610.00)) <u>\$640.00</u>	Includes “short list” inorganics and bacteriological

Section 24. Snohomish County Board of Health Code Section 1.40.097, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.097 Miscellaneous land use fees.

TITLE	FEE	DESCRIPTION
FOOD SERVICE WITH ON-SITE SEWAGE SYSTEM REVIEW Review	(((\$225.00)) <u>\$235.00</u>	Fee charged at time of annual food service permit fee. Paid review fee and current on-site sewage monitoring and maintenance report are required prior to annual permit issuance.
SOIL SURVEY Optional service performed at health department discretion	(((\$790.00)) <u>\$830.00</u> (((\$220.00)) <u>\$235.00</u>	Base fee plus: Per acre fee
WAIVER REVIEW	**	**See SCBHC 1.40.020 for variance/waiver fees.

Section 25. Snohomish County Board of Health Code Section 1.40.110, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.110 Birth and death certificates.

TITLE	FEE	DESCRIPTION
All fees designated with an asterisk (*) are set by the State of Washington per RCW 70.58A.560		
BIRTH AND DEATH CERTIFICATES		
a) Birth certificate – certified, informational, stillborn	\$25.00	Per copy*
b) <u>Birth certificate – school enrollment (SB 5030)</u>	<u>NO FEE</u>	
c) <u>Death certificate – certified, informational, short</u>	\$25.00	Per copy*

((e)))d) Certified death certificate – reissue	\$11.00	Per copy
((d)))e) Review and file of each Snohomish County death – administration fee (EDRS)	\$15.00	Per death record
VITALCHEK		
a) VitalChek Fee – Online	\$15.00	
b) VitalChek Fee – Kiosk	\$3.50	Fee set by vendor

Section 26. Snohomish County Board of Health Code Section 1.40.111, adopted by Amended Ordinance No. BOH25-05 on July 8, 2025, is amended to read:

1.40.111 Miscellaneous vital records.

TITLE	FEE	DESCRIPTION
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 ((Snohomish County Health Department))health department, an emailed list will be provided weekly.

Section 27. 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 28. Effective date. This ordinance shall take effect on November 1, 2025.

PASSED this ____ day of _____, 2025.

SNOHOMISH COUNTY BOARD OF HEALTH
Snohomish County, Washington

Chairperson

ATTEST:

Clerk of the Board

() APPROVED
() EMERGENCY
() VETOED

DATE: _____

Approved as to form only:

 9/26/25

Deputy Prosecuting Attorney

Proclamation 25-07 Recognizing National Blood Lead Poisoning Prevention Week (SR25-028)

Division:

Prevention Services / Katie Curtis, Director

Background

This report summarizes the rationale for approving the Proclamation recognizing National Lead Poisoning Prevention Week (NLPPW), observed annually during the third week of October (October 19-25, 2025).

NLPPW is a national, collaborative effort led by the Centers for Disease Control and Prevention (CDC), the U.S. Environmental Protection Agency (EPA), and the U.S. Department of Housing and Urban Development (HUD). Its primary purpose is to raise public awareness of the severe, preventable health effects of lead exposure in children and to promote testing and hazard reduction in homes.

The Effects of Lead Poisoning

Lead exposure remains one of the most serious and entirely preventable environmental threats. The central public health concern is that **no safe blood lead level has been identified in children.**

Lead is a potent neurotoxin that causes irreversible damage to a child's developing brain and nervous system, leading to:

- **Lifelong cognitive damage and reduced IQ**
- **Developmental delays and severe learning disabilities**
- **Behavioral problems and reduced attention span**

The damage is permanent, meaning prevention is the only cure. The vast majority of local exposure comes from lead-based paint and dust in older homes.

Public Health's Role in Combating Lead

Our health department's work is essential to combatting this issue by focusing on three key, proactive strategies that protect our community's future:

1. **Awareness and Education:** We inform parents, landlords, and healthcare providers about lead sources, prevention techniques, and the legal requirement for lead testing.
2. **Screening:** We promote and support blood lead testing for all high-risk children, including the required testing for all Medicaid-enrolled children at ages 12 and 24 months, to ensure early detection.
3. **Environmental Action:** We use surveillance data to identify high-risk areas and connect families with resources for lead hazard reduction and abatement in their homes.

By dedicating resources and attention to these efforts, our department directly safeguards the health and developmental potential of our youngest residents.

Board Authority

RCW 70.05.060 - Powers and duties of local board of health

Recommended Motion

MOVE TO approve proclamation 25-07

ATTACHMENTS:

Description

- ▢ Proclamation 25-07 Recognizing National Blood Lead Poisoning Prevention Week



Proclamation

Snohomish County Board of Health

WHEREAS, the week of October 19–25, 2025 is National Lead Poisoning Prevention Week, an annual observance to raise awareness about the dangers of lead exposure and to promote actions that can protect children and families from its harmful effects; and

WHEREAS, international and national health agencies recognize that lead is an extremely toxic metal, and the Centers for Disease Control and Prevention confirms that no safe level of lead exposure in children has been identified; and

WHEREAS, even low levels of lead in a child's blood are associated with permanent and serious health impacts, including damage to the brain and nervous system, learning and behavioral problems, slowed growth and development, and hearing and speech challenges; and

WHEREAS, children younger than 6 years of age are particularly vulnerable to lead exposure because their bodies and nervous systems are still developing and because of common hand-to-mouth behaviors; and

WHEREAS, lead exposure remains a current concern, with sources beyond paint that include imported products such as cookware, spices, cosmetics, and traditional remedies, as well as certain jobs or hobbies that bring lead dust into the home, contaminated soil near former smelter sites, drinking water from older plumbing, and imported toys, with deteriorated lead-based paint in homes built before 1978 continuing to be a common source; and

WHEREAS, blood lead testing is an important tool to identify exposure early, connect families to resources, and guide prevention efforts, and Snohomish County healthcare providers play a vital role in helping ensure that children receive recommended testing and screening; and



WHEREAS, blood lead testing is the only way to identify lead in blood, and with Snohomish County's testing rates falling below the state average, and a low percentage of children with elevated blood lead levels being formally identified as cases, children with potential exposure are not being adequately identified, despite the Centers for Disease Control and Prevention (CDC) recommendations for testing at ages 12 and 24 months and at least once by age six if no prior testing has occurred; and

WHEREAS, lead poisoning is a preventable public health problem, and public health actions are essential to reduce exposures and protect children's health; and

WHEREAS, the Snohomish County Health Department operates a Childhood Lead Poisoning Prevention Program that educates families, supports providers, and works directly with parents and caregivers of children identified with blood lead levels above the reference value to reduce or eliminate exposure; and

WHEREAS, the Snohomish County Board of Health expresses its appreciation to Health Department staff, community partners, providers, and families who are committed to preventing and reducing lead exposures.

NOW, THEREFORE, BE IT RESOLVED that the Snohomish County Board of Health proclaims the week of October 19–25, 2025, as **National Lead Poisoning Prevention Week** in Snohomish County, and encourages all residents to raise awareness, take steps to reduce lead exposures, and speak with healthcare providers about testing and protecting children from lead.

National Lead Poisoning Prevention Week October 19-25, 2025

ADOPTED this 14th day of October 2025.

*Megan Dunn
Chair, Board of Health*

Attest:

*Pamela Aguilar
Interim Director, Health Department*

Director's Report

Background

Director Hiring Update:

- Kim VanPelt has accepted the position as department director with an official start date of October 20. Her first Board of Health meeting will be in November.
- An onboarding plan has been drafted to provide structure for the first few weeks as well as a solid foundation on the history and performance of the Department's divisions and programs. This plan also initiates relationships and conversations between the Director and Health Department staff, other County departments, community-based organizations, and representatives of historically marginalized communities.

Federal/State Funding Update:

- Strategic hiring process. Leadership has rolled out a justification form for hiring managers to complete prior to posting vacant position. This form allows leadership to review position duties as well as budget information.
- Government shut down and the effects on the department. The department has two major direct federal awards – Centers for Disease Control and Prevention (CDC) Childhood Lead and Overdose to Action. The rest of the federal funds received are pass-through via the Department of Health (DOH) in the consolidated contract or from the Health Care Authority. The department has sufficient cushion to continue to outlay expenditures for staff and programmatic costs and wait for DOH to be able to reimburse us once they receive their drawdown from the federal departments.

Strategic Plan:

- The strategic plan, shared with this board at the September meeting, has been finalized and shared with staff and other external collaborators. Next steps include ongoing implementation and the establishment of a performance management system.

Rucker Building Remodel:

- The public health clinic is open and operating. The remodel focus has now shifted to the suite where the disease intervention specialists will be housed which is in close proximity to the public health clinic. This will allow clients to be escorted to visit our nurse practitioner if needed.
- Future work includes building out an emergency operations center. Once this is complete, the focus will then shift to remodel needs for the second floor.

Follow up from September Board of Health Meeting Feedback Request:

- Staff are discussing potential avenues to explore based on feedback from the last Board of Health session and will report back at the November Board of Health meeting.

Code of Conduct (SR 25-025; Nicole Thomsen)

Division:

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

Background

Adoption, by resolution, of a Code of Conduct was approved by the Board of Health as part of the 2025 work plan. This work is required in alignment with Snohomish County Board of Health Code 1.10.110, "The Board will establish a code of conduct that provides ethical standards and expectations for Board of Health members, including grounds for removal."

Proposed content is in aligned with Washington State laws, Snohomish County Code, The American Public Health Association, and related 2024 Board of Health conversations.

Contents center on:

- Values
- Conflicts of interest
- Confidentiality
- Applicability
- Removal

Staff are requesting feedback on contents of the draft areas/topics needing to be added or removed. Legal review will be conducted once Board feedback and changes are made.

Board Authority

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

Recommended Motion

Briefing only

ATTACHMENTS:

Description

- ▢ Draft Code of Conduct



BOARD OF HEALTH CODE OF CONDUCT

2025

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Purpose

In alignment with [Snohomish County Board of Health Code 1.10.110](#), “a code of conduct that provides ethical standards and expectations for Board of Health members, including grounds for removal” will be established.

A code of conduct is essential for maintaining public trust, ensuring ethical decision-making, and promoting transparency and accountability. It provides a clear framework for acceptable behavior, preventing conflicts of interest and fosters a culture of integrity.

Values

Professional

As stewards of the public trust, each member of the Board of Health is expected to:

- Conduct themselves with self-awareness, self-respect, and professionalism;
- Treat all others with respect, dignity, and civility, regardless of status or position; and
- Refrain from engaging in hostile, intimidating, offensive, or unlawful activities or behaviors that may include discrimination, harassment, sexual harassment, or bullying.¹

From [Snohomish County Code 2.46.010](#), “Prejudice, intolerance, bigotry, and discrimination occasioned thereby threaten the rights and privileges of the county’s inhabitants and menace the institutions and foundation of a free democratic state. It is the policy of the county to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as provided in the law against discrimination, chapter [49.60](#) RCW, and this chapter.”

Public Health

Public health is the science and art of promoting health and preventing disease and premature death of a population by systematic efforts of society, communities, or individuals. Our work strives to do that through a blend of health protection, health promotion, and disease prevention efforts. Board members come from a variety of disciplines and represent numerous scientific and technical areas of study and lived experiences. The values and standards of public health apply to board members.

¹ Washington State Legislature. Legislative Code of Conduct. Accessed 7/18/2025 from <https://leg.wa.gov/about-the-legislature/senate/administration/legislative-code-of-conduct/>

The American Public Health Association² established a set of core values and related obligations for public health practitioners. These values are multi-faceted and are to be actualized at every level of public health practice, including the Board of Health.

- **Professionalism and Trust.** The effectiveness of public health policies, practices, and actions depends upon public trust gained through decisions based on the highest ethical, scientific, and professional standards. Public health gains public trust in part because its practices are informed by evidence. When the needed evidence is lacking, public health seeks it, and when the evidence reveals faulty or inadequate practices, public health seeks to improve those practices. At times public health practitioners must respond to a situation in the absence of complete scientific information, which highlights the importance of having an ethical framework to drive decision making. Public health practitioners and organizations promote competence, honesty, and accuracy and ensure that their work is not unduly influenced by secondary interests. Public health decision makers need to be transparent and honest about disclosing conflicting interests and influences.
- **Health and Safety.** Health and safety are essential conditions for human flourishing. Public health practitioners and organizations have an ethical responsibility to prevent, minimize, and mitigate health harms and to promote and protect public safety, health, and well-being.
- **Health Justice and Equity.** Human flourishing requires the resources and social conditions necessary to secure equal opportunities for the realization of health and other capabilities by individuals and communities. Public health practitioners and organizations have an ethical obligation to use their knowledge, skills, experience, and influence to promote equitable distribution of burdens, benefits, and opportunities for health, regardless of an individual's or a group's relative position in social hierarchies. Health justice and equity also extend to ensuring that public health activities do not exacerbate health inequities. In addition, health justice does not pertain only to the distribution of scarce resources in transactions among individuals; it also involves remediation of structural and institutional forms of domination that arise from inequalities related to voice, power, and wealth. It is difficult for public health to promote health justice at the transactional level if it does not take steps to promote it at the structural and institutional levels as well.
- **Interdependence and Solidarity.** The health of every individual is linked to the health of every other individual within the human community, to other living creatures, and to the integrity and functioning of environmental ecosystems. Public health practitioners and organizations have an ethical obligation to foster positive—and mitigate negative—relationships among individuals, societies, and environments in ways that protect and promote the flourishing of humans, communities, nonhuman animals, and the ecologies in which they live. Attention to potential intergenerational conflicts over resources can sometimes be essential.
- **Human Rights and Civil Liberties.** While coercive legal measures limiting behavior can be ethically justified in certain circumstances, overall the effective and ethical practice of public health depends upon social and cultural conditions of respect for personal autonomy, self-

² American Public Health Association. [Public Health Code of Ethics Issue Brief](#). 2002

determination, privacy, and the absence of domination in its many interpersonal and institutional forms. Contemporary public health respects and helps sustain those social and cultural conditions.

- **Inclusivity and Engagement.** Preventing adverse health outcomes and protecting and promoting the flourishing of individuals, societies, and ecosystems require informed public decision-making processes that engage affected individuals and communities. Public health practitioners and organizations have an ethical responsibility to be transparent, to be accountable to the public at large, and to include and engage diverse publics, communities, or stakeholders in their decision making.

Appearance of Fairness Doctrine

Established in Washington State in 1969 and codified in 1982, appearance of fairness doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact. Though not required for legislative actions conducted by the Board of Health, it provides a solid foundation that if followed, protects the legislative process and board members from suspicion of fairness.

Guidelines as provided by Municipal Research and Services Center (MRSC)³ are:

- become familiar with fair-hearing procedures;
- be aware of personal and employment situations that might form the basis for a challenge;
- strive to preserve an atmosphere of fairness and impartiality – even if a given decision may seem to be a foregone conclusion;
- evaluate whether a financial interest or bias would limit ability to function as an impartial decision-maker;
- make sure decisions are made solely on the basis of matters of record;
- make sure that contacts with those involved in or who can benefit from the action are avoided; and
- make sure the information about the contact is placed on the record.

Conflict of Interest⁴

No member of the Board of Health shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board.

³ Municipal Research and Services Center. [The Appearance of Fairness Doctrine in Washington State](#); 2011

⁴ National Council of Nonprofits. [Sample Conduct Policies for Board Members](#). 2022

- When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of the Board of Health and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- It is every board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. For any board member that receives compensation from persons or organizations related to the Board's business such compensation will be determined by and approved by the full Board in advance.
- Any conflicts of interest, including, but not limited to financial interests, on the part of any board member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest.
- Any board member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the board member with a conflict abstained from the vote and was not present for any discussion, as applicable, and was not included in the count for the quorum for that meeting.

Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the Snohomish County Health Department, staff, or clients/consumers may be included in executive session or discussed from time to time ([Snohomish County Code 2.50.130](#)). Executive sessions consistent with [RCW 42.30.110](#) are permitted for focused discussion on specific matters including legal matters.

Board members should not disclose such confidential information to anyone.

Open Public Meetings

Board members are reminded that meetings of the Board of Health shall be open to the public, and all persons shall be permitted to attend such meetings, except executive sessions and non-quorum working groups as authorized by the laws of the state of Washington. ([42.30 RCW](#) and [Snohomish County Code 2.48.070](#))

Conduct Outside General Board Meetings

Board members may not speak on behalf of the board in public, except to reiterate stated board decisions or when authorized by the board.

County Resources

Assets

The County and Department has an inherent responsibility to safeguard its assets and guard against improper or unauthorized use of resources intended for public benefit. No appointed official shall sell, divert, convert, give away, or use any county equipment, vehicles, or other county property, real or personal, other than in the performance of his/her official duties in behalf of the county ([Snohomish County Code 2.50.140](#)).

Compensation

Board of health members shall serve without compensation and may receive reimbursement for mileage to and from meetings and for such other expenses as approved by the health department director as limited by budgetary constraints. ([Snohomish County Code 2.30.150](#))

Email

Board members will be issued a Snohomish County e-mail address to support public records compliance. This will be the primary method for communications between staff and board members. Board of Health e-mails sent and received using personal devices and e-mails, are considered and are eligible for public records requests.

Applicability

Any new board member will be advised of this policy during board orientation and all board members will be reminded of the Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.

This policy shall also apply to any board member's immediate family or any person acting on his or her behalf.

Removal

[Snohomish County Code 2.03.080](#) states, "Members of boards or commissions may be removed subject to rules promulgated by the particular body. In addition, members may be removed by the county council for misfeasance."

Points of Contact

Board of Health Chair: The Chair position is elected annually and is a Snohomish County Councilmember. The Chair is responsible for determining the agenda and workplan in consultation with the Board Administrator and Public Health Department Director. Any inquiries about workplan, potential board action, and requests for specific agenda ideas should be directed to the Board Chair and their staff.

Board Administrator: Nicole Thomsen is the BOH administrator. She can assist with policy questions, background, and requests for information on agenda items, Public Health Department information, etc. Email: nicole.thomsen@snoco.org

Board Clerk: Sarah de Jong supports members on any questions related to technical assistance, stipends, reimbursements, and other administrative supports. Email: sarah.dejong@snoco.org

APPENDICES

Definitions

Unpermitted Food Vendors (SR 25-029; Ragina Gray)

Division:

Environmental Health / Ragina Gray, Director

Background

Over the past several years there has been a proliferation all over the west coast of the United States of both push carts and canopy set ups where retail food is being sold without a permit. Most of the time the operators do not set up operation until the late evening hours or on weekends to avoid enforcement action. In most instances, they are also operating illegally in the Right of Way, do not have Fire Department approval, and have no business license. Even after the businesses are closed by the Health Department, they reopen a few hours later in a different location.

There is a public health risk due to lack of sanitation and handwashing facilities, inadequate food storage, contaminated ingredients, and cross contamination. Other concerns outside of public health include proper waste disposal and fairness to properly permitted businesses.

Snohomish County Health Department is currently issuing a cease and desist order to the stands when they are seen operating during normal business hours. The department investigates complaints that come in from the public, and we've added a closure notification page to our website for transparency around vendors who have been closed for not possessing a valid license to operate. We've partnered with various city and county law enforcement on closure activities, and we've notified the public of the hazards of eating at unpermitted establishments through social media and newsletter campaigns. We're also working with other local health jurisdictions, and the state Department of Health on statewide solutions.

The increase in unpermitted food vendors is being seen across Washington state, and in other states including Oregon, California, and Arizona. Each health jurisdiction included in these states is also experiencing struggles with determining how to enforce permits and manage public health risks.

Board Authority

RCW 70.05.060 - Powers and duties of local board of health

Recommended Motion



Upcoming Meetings

Background

Upcoming Meetings:

November 4, 2025 - Special Meeting (due to regular meeting falling on Veteran's Day)
December 9, 2025
January 13, 2026