

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Clark County Public Health (CCPH)

CCPH SR2017-333

**DATE:** May 23, 2017

### REQUESTED ACTION:

Board of County Councilors approval to add a 1.0 FTE Environmental Health Assistant position to support the Onsite Septic Operations & Maintenance program with Clark County Public Health's Environmental Public Health division. The position will be funded using Department fund balance until an adjusted Environmental Public Health fee schedule would be adopted, which would be effective no sooner than January 1, 2019.

  X   Consent           Hearing           County Manager

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### BACKGROUND

Clark County's Onsite Septic System (OSS) Operation and Maintenance (O&M) Program is responsible for ensuring that the approximately 33,500 OSS within the County perform effectively to protect the sole-source aquifer that serves over 95% of county residents; prevents public exposure to pathogens from failed OSS; protects homeowner's investments in their OSS; and sustains a high quality OSS professional services industry. While good progress has been made, the number of OSS in the county that are past due on their periodic inspections is close to 11,000.

The O&M Program reviews inspection records and follows up with OSS owners and service providers over 10,000 times per year. As the program has increased the inspection compliance rate of OSS owners per the County Code, we now recognize that increased capacity for administrative support to the program is needed to provide timely and responsive service to OSS owners; update and improve the accuracy of OSS paper and electronic record tracking and management system; continue our successful past due compliance outreach efforts; and provide timely follow-up with OSS professionals.

Over the last three years, the O&M Program has used a patchwork of portions of existing office administrative staff time and temporary hires to assist with the work described above. This approach has been implemented well, but has slowed and interrupted program progress due to intermittent losses of support and multiple trainings of temporary helpers.

Outcomes – This new position will enable us to deliver a consistent and sustained effort to bring all OSS systems into compliance and allow for timely follow-up. We expect the following results:

- By November 2017 Update OSS Professional Quality Assurance Policy that will allow for more timely guidance to professionals and improved reporting.
- By February 2018 complete a targeted compliance plan for approximately 9,500 OSS that are well past due on scheduled inspections.
- By May 2018 established an improved OSS owner outreach and guidance program to ensure that they are informed users and able to effectively maintain their systems.
- By 2020 have all know OSS current on their periodic inspections.

Disadvantages – Without this position, the O&M Program will continue positive, but significantly slower progress, in bringing all OSS into compliance. The program's ability to improve OSS owner

outreach and complaint response, and create a more interactive and responsive relationship with the OSS Professional Community will also be significantly impaired.

Given the ongoing strong population growth and increasing challenges to protect the County's sole source aquifer, it is important to have a responsive and comprehensive OSS O&M Program. Providing the O&M EHA position is a key element to sustaining such a program.

### **COUNCIL POLICY IMPLICATIONS**

This position is proposed to be funded through the Septic Operating Permit fee beginning January 1, 2019. The fee schedule would typically be brought forward for consideration by BOCC during the Fall of 2018, for implementation January 1, 2019.

- The Septic Operating Permit fee was initially adopted for implementation January 1, 2011 at \$15.75.
- The fee was adjusted to \$12.03 January 1, 2013, which represented a 23.62% decrease.
- BOCC chose to not adjust Environmental Public Health fees for implementation January 1, 2015.
- The fee was adjusted to \$11.28 January 1, 2017, which represented an additional 6.23% decrease
- Had this EHA position been included in the fee calculation for implementation January 1, 2017, the fee would have been approximately \$12.85, which would have represented a 6.82% increase compared to the 2013 fee, but still 18.41% lower than the initial 2011 fee.

### **ADMINISTRATIVE POLICY IMPLICATIONS**

While this position does not perform inspections, the incumbent will work to increase system inspection compliance. County code requires inspections of all onsite septic systems on a periodic basis. This results in approximately 10,405 inspection reports per year that need to be updated to the County database. Corrective actions for system deficiencies found during inspections must also be tracked and records updated. There are still approximately 11,000 systems remaining in the backlogged past due category. Through the work completed over the last two years, the OSS O&M program has recognized that a program EHA is needed to improve the compliance rate and then sustain the overall tracking, notification and data management needs.

### **COMMUNITY OUTREACH**

N/A

### **BUDGET IMPLICATIONS**

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

**BUDGET DETAILS**

Local Fund Dollar Amount	0
Grant Fund Dollar Amount	0
Account	1025, Public Health
Company Name	

**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

DocuSigned by:

*Kayla Bucek*

6/5/2017

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Kayla Bucek, Accountant  
Financial Analyst/Public Health

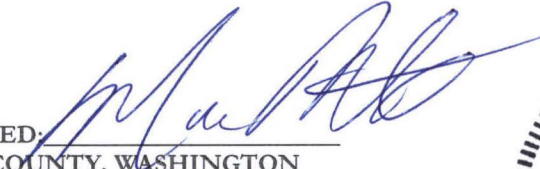
DocuSigned by:

*Alan Melnick*

6/5/2017

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Alan Melnick, MD, MPH, CPH  
Health Director/Health Officer

APPROVED:   
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS

DATE: 6/13/17SR# 120-17

APPROVED: \_\_\_\_\_  
Robert Stevens, Deputy County Manager

DATE: \_\_\_\_\_



**BUDGET IMPACT ATTACHMENT****Part I: Narrative Explanation**

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

**Part II: Estimated Revenues**

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
1025 / Public Health fund balance		87,061				
1025 / OSS O&M Septic Operating Permit fee				114,343		
<b>Total</b>		<b>87,061</b>		<b>114,343</b>		

II. A – Describe the type of revenue (grant, fees, etc.)

**Part III: Estimated Expenditures**

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1025/Public Health	1.0		87,061		114,343		
<b>Total</b>	<b>1.0</b>		<b>87,061</b>		<b>114,343</b>		

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits		84,061		114,093		
Contractual						
Supplies		3,000		250		
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>		<b>87,061</b>		<b>114,343</b>		

Package number	Fund	Prog	Dept	Basele	Obj	Categ	2017-18 EXP inc / REV dec (DR)	2017-18 EXP dec /REV inc (CR)	2019-20 EXP inc / REV dec (DR)	2019-20 EXP dec /REV inc (CR)	Type	Operating vs capital	Capital project code	Program code	Position
PBH-12	1025	541	702	562540	110	000000	56,846		77,459		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	210	000000	4,491		6,119		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	211	000000	6,992		9,527		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	220	000000	50		67		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	221	000000	13,182		17,576		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	222	000000	1,166		1,555		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	223	000000	813		1,084		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	230	000000	123		164		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	236	000000	398		542		Ongoing Operating			PPBH-0012	XXX-YY
PBH-12	1025	541	702	562540	300	000000	3,000		250		Ongoing Operating			PPBH-0012	
PBH-12	1025	541	702	322900	000	061545				114,343	Ongoing Operating			PPBH-0012	

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06/05/2017

Kathleen O'H

Package number	Fund number	Program	Dept number	Type	Add, Delete, Change	Does this change involve a reclass?	FTE CHANGE	Effective date of change (MM/YY)	Position # for existing positions	New job classification	Grade & Range	Length for new project positions	Program Code
PBH-12	1025	541	702	Operating	A	No	1.00	07/17		Environmental Health Assistant	HD.504		PPBH-0012