



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda  
August 21, 2023 at 3:00 pm at the Douglas County Public  
Services Building, Hearing Room, 140 19<sup>th</sup> St. NW, East  
Wenatchee

*This Board meeting will be a hybrid of in person and online. Participants can attend via computer, phone or in person. Meeting attendance instructions are posted on the landing page of [cdhd.wa.gov](http://cdhd.wa.gov)*

## I. General Business:

- a. Call Meeting to Order- Roll Call
- b. Approval of the Agenda

## II. Public Comment (20 Minutes):

- a. *CDHD is providing opportunities for public comment in person, remotely, or by submitting written comment. The Chair will ask if there are any citizens wishing to address the Board. When recognized, please step up to the microphone (or unmute your screen), state your name and the county jurisdiction you reside in. The Chair will direct Citizen comments to two to three minutes each.*

## III. Consent Agenda:

- a. Approval of the July 17, 2023 Board Meeting Minutes
- b. Approval of July Payroll in the amount of \$281,721.05
- c. Approval of July Benefits in the amount of \$97,532.15
- d. Approval of Payment of 2023 Vouchers No.20230461-20230541 in the amount of \$250,786.74

## IV. New Business:

- a. Hearing Examiner Contract
- b. Health Code Update
- c. Launching SmartGov October 1<sup>st</sup>, 2023
- d. IT Services RFP
- e. 2019-2023 Strategic Plan Review

## V. Reports:

- a. Administrator Report– Luke Davies

## VI. Board Discussion (if time allows):

## VII. Adjournment



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Regular Meeting Minutes – July 17, 2023

### **Board Members Present (quorum):**

Marc Straub, Chair (4)  
Kevin Overbay (1)  
Dan Sutton (3)  
Marissa Smith (7)  
Bill Sullivan (10)

Jerrilea Crawford, Vice Chair (5)  
Shon Smith (2)  
Sharon Waters (6)  
Alma Chacon (9)  
Joseph Hunter (11)

### **Board Members Absent:**

Bindu Nayak (8)

### **Non-Voting Alternate Board Members Present:**

Maria Hansen (11)

Michael Peterson (7)

### **Staff Present:**

Luke Davies, Administrator  
Dr. James Wallace, Interim Health Officer  
Mariana Fletcher, Environmental Health Director  
Cari Hammond, Personal Health Director

Diane Forhan, Operations Director  
Chuck Zimmerman, CDHD Attorney  
Erin McCool, CDHD Attorney  
Hollie Casey, Clerk of the Board

### **Public Present –**

The meeting was held in person and via zoom and phone conferencing with members of the public attending and listening to the meeting.

### **Meeting –**

Chair Marc Straub called the meeting to order at 3:00PM and requested the Board Clerk to take attendance.

### **Approval of Agenda – (1:10)**

**Dan Sutton moved to approve the agenda as presented. Kevin Overbay seconded the motion and the motion passed unanimously.**

### **Public Comment – (1:30)**

Chair Marc Straub explained that 20 minutes has been set aside for public comment and asked for those present in person and via Zoom who wanted to speak during public comment to identify themselves. Once Chair Straub identified the number of members of the public that wanted to speak, he allotted three minutes to each presenter.

- Laurie Buhler of Douglas County reported that she researched information from the UK, reportedly regarding disability data and rates for age groups relating to COVID vaccine. She gave a US statistics handout to the Clerk of the Board and said that she emailed the Board data as well.
- Chris Carlsen of Chelan County shared his view of a discussion from the last meeting regarding the CDHD Administrator having the ability to shut down businesses and schools and his conclusion of putting funding over the safety and health of the community from his interpretation of last month's minutes.
- Scott Watkins of Douglas County shared his view of the COVID vaccine versus Ivermectin (he referenced DOD medical data) and other broadcasted COVID remedies reporting to effectively battle the COVID virus.
- Lisa Templeton joining from Yakima County talked about the recent meeting of the Washington State Dept of Health and Vaccine Advisory Committee to expand liability and immunity protections and her belief of experimental vaccines purportedly coming in the fall.
- Joan Steichen of Chelan County spoke about informed consent for the COVID vaccine. She stated that she emailed the Board information on FLCCC and directed the Board to pages 7-9 for the information she referenced.
- Mr. Sanford on Zoom told the Board they should be recognizing the public that have been speaking on their view's at each meeting about the COVID situation.

**Consent Agenda – (19:13)**

- Approval of the June 26, 2023 Board Meeting Minutes
- Approval of June Payroll in the amount of \$282,900.00
- Approval of June Benefits in the amount of \$101,669.88
- Approval of Payment of 2023 Vouchers No. 20230406-20230460 in the amount of \$121,891.48
- Approval of the Contract Matrix

**Vice Chair Jerrilea Crawford moved to approve the Consent Agenda as presented. Alma Chacon seconded the motion and the motion passed unanimously.**

**New Business– (28:20)**

- Multi-County Interlocal Agreement: Chelan-Douglas, Grant, Okanogan, and Kittitas Counties (28:24)

Health Administrator, Luke Davies, explained that the contract will be between the counties to assist the regional health jurisdictions to support the counties with services when there may be a need for project support through work orders. Board discussion followed.

**Alma Chacon moved to authorize the Administrator in consultation with the Board Chair to execute a Multi-County Interlocal Agreement: Chelan-Douglas, Grant, Okanogan, and Kittitas Counties in a form substantially similar to the contract form provided in the Board meeting packet. Jerrilea Crawford seconded the motion and the motion passed unanimously.**

b. Surplus List (46:26)

Diane Forhan, Operations Director, briefly reviewed the District's Surplus List provided in the Board packet and how they will be disposed of. Board discussion followed.

**Vice Chair Jerrilea Crawford moved to declare the list of items in the Board packet as surplus and to authorize the Administrator to dispose of the items in the manner he deems most economically beneficial to the District. Bill Sullivan seconded the motion and the motion passed unanimously.**

**Reports– (48:16)**

Health Officer Report Dr. James Wallace, Health Officer (48:20)

Interim Health Officer, Dr. James Wallace, gave the Board an update on COVID, Legionella, and wildfire smoke. COVID is slightly up in numbers locally, but hospital rates are staying low. State-wide surveillance showing no new Omicron sub-variants of concern. Dr. Wallace explained that he wanted to take the opportunity to share the reportable condition, Legionella, with the Board. Legionella is a severe type of pneumonia bacteria that leads to Legionnaires' Disease. This disease is reported to the District to be tracked, and then the Communicable Disease program would begin an investigation and contact tracing. Legionella is often found in freshwater lakes and streams, and even in some building water. It can also be in stagnant water in hot tubs, fountains, and even in large cooling systems. Dr. Wallace moved on to wildfire smoke and explained that wildfire smoke releases many toxic chemicals into the atmosphere to cause pollution. This causes particulate matter (PM) to be in the air. When we breathe in the air with fine PM, it can cause respiratory distress that can lead to heart attacks, stroke, and exacerbate those with COPD and asthma. Dr. Wallace pointed out that the impact on sensitive groups suffered from greater morbidity. Dr. Wallace shared the Air Quality Index and explained how the scale works for each color-coded recommendation. Board discussion followed.

**Fiscal Report-**

Diane Forhan, Operations Director (1:31:43)

Diane Forhan presented an overview of her fiscal and operations report provided in the Board packet.

**Personal Health Report --**

Carl Hammond, Personal Health Director (1:37:03)

Cari Hammond presented an overview of her report provided in the Board packet.

**Health Communications Report --**

Luke Davies, Health Administrator (1:44:30)

Luke Davies presented an overview of his report provided in the Board packet.

**Environmental Health Report --**

Mariana Fletcher, Environmental Health Director (1:47:58)

Mariana Fletcher presented an overview of her report provided in the Board packet.

**Administrator Report --**

Luke Davies, Administrator (1:55:33)

Luke Davies presented an overview of his report provided in the Board packet.

**Chair Marc Straub declared the meeting adjourned at 5:10 PM.**

**Following the Board Meeting, the Board met in exempt session pursuant to RCW 42.30.140(4) to discuss collective bargaining. The exempt session ended at 5:35 PM. No action was taken during or following the exempt session.**

---

Marc Straub, Board Chair

---

Hollie Casey, Clerk of the Board

Chelan-Douglas Health District  
Payroll 7-25-23 for pay period 7-1 to 7-15-23

Gross Pay	141,966.81
Benefits	47,764.42
<b>Total Payroll Cost</b>	<b><u>189,731.23</u></b>
Net Pay	105,558.12
Due to IRS	32,981.05
Due to ESD - SUTA	916.28
Due to ESD - WAFMLA	1,135.75
Due to ESD - WACares Fund	784.16
Due to L&I	1,449.59
Due to DRS for PERS	20,267.06
Due to DRS for DCP	430.47
Due to PEBB	24,618.37
Due to AFLAC	432.41
Due to Health Equity FSA	283.33
Due to Health Equity H.S.A	105.00
Due to Union	769.64
<b>Total Payroll Expenses</b>	<b><u>189,731.23</u></b>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$141,966.81 in salaries and the \$47764.42 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

  
\_\_\_\_\_  
Signed


7/19/2023  
Date

Chelan-Douglas Health District  
Payroll 8-10-23 for pay period 7-16 to 7-31-23

Gross Pay	139,754.24
Benefits	49,767.73
Total Payroll Cost	<u>189,521.97</u>

Net Pay	103,371.48
Due to IRS	32,512.37
Due to ESD - SUTA	891.63
Due to ESD - WAFMLA	1,118.08
Due to ESD - WACares Fund	735.04
Due to L&I	1,525.45
Due to DRS for PERS	20,705.44
Due to DRS for DCP	453.69
Due to PEBB	26,211.19
Due to AFLAC	432.41
Due to Health Equity FSA	241.66
Due to Health Equity H.S.A	236.24
Due to Garnishment	337.39
Due to Union	749.90
Total Payroll Expenses	<u>189,521.97</u>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$139,754.24 in salaries and the \$49,767.73 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

  
\_\_\_\_\_  
Signed

8/7/2023  
Date

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230461** through **No. 20230489** are approved for payment in the amount of \$49,125.52 this 21 day of August, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230461	4Imprint	15	Outreach Supplies	\$ 4,562.93
20230462	ADP, Inc.	16	ADP Comprehensive Services/ADP Time and Attendance	\$ 3,838.03
20230463	Amazon Capital Services	16/12	Office Supplies	\$ 294.42
20230464	Bridgeport Chamber of Commerce	15	Bridgeport Daze Outreach Event Booth Fee	\$ 40.00
20230465	Brownlee, Kaila	16	Mileage Expense Reimbursement	\$ 20.57
20230466	Casey, Hollie	16	Medical Expense Reimbursement	\$ 60.27
20230467	Coleman Oil Co.	16	Gas Expense	\$ 203.51
20230468	Columbia Valley Community Health	15	CVCH Back to School Health Fair Gold Sponsorship	\$ 6,000.00
20230469	Empire Record Management	16	Storage Lease Agreement for August	\$ 795.00
20230470	Fletcher, Mariana	40	Relocation Costs Expense	\$ 1,233.41
20230471	Motel 6	12-1	I&Q Facility for June	\$ 2,613.30
20230472	ODP Business Solutions, LLC	16	Office Supplies	\$ 220.46
20230473	Outfront Media	15	Advertisement Expense	\$ 250.00
20230474	Pamatz, Miriam	15	Outreach Supplies Expense Reimbursement	\$ 50.00
20230475	Pitney Bowes Global Financial, LLC	16	Quarterly Postage Meter Lease Payment	\$ 469.03
20230476	Reynolds Real Estate, LLC	16	Parking Lot Maintenance 2nd Quarter 2023	\$ 365.86
20230477	Ricoh USA, Inc.	16	Copier Lease Contract Payment	\$ 630.99
20230478	Shai Creates LLC	15	Accessibility Software	\$ 3,000.00
20230479	Simple Power IT	16	Assist Randy with IT projects	\$ 1,202.50
20230480	Sound Telecom	12	Answering Services	\$ 152.29
20230481	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 10.36
20230482	The 100 Building LLC	16	Monthly Rent and Utilities for August	\$ 2,739.00
20230483	The DOH Associates, PS	16	Project #2322 Office Renovations	\$ 15,518.16
20230484	Townsquare Media	41/15	Radio Advertising	\$ 1,440.00
20230485	Verizon Wireless	Misc.	Cellphone Expense	\$ 2,211.00
20230486	Visa	51/16	Postage, Agency Car Maintenance, and Subscriptions	\$ 697.98
20230487	WA State Department of Revenue	Misc.	Use Tax Quarter 2	\$ 170.12
20230488	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 236.33
20230489	WVMCC Fiestas Mexicana's	15	Fiestas Mexicana's Booth Fee	\$ 100.00
				\$ 49,125.52



We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230490** through **No. 20230504** are approved for payment in the amount of \$19,084.44 this 21 day of August, 2023.

---

Administrator

---

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230490	Control Solutions, Inc.	12-2	Calibration	\$ 88.98
20230491	East Wenatchee Water District	16	Water Utility Services and Fire Line Connection	\$ 370.60
20230492	Haglund's Trophies	16	5 Name Plates	\$ 80.71
20230493	Health Equity	16	Healthcare Benefit July 2023	\$ 129.20
20230494	InPrint Printing	40	Business Card for Mariana Fletcher	\$ 81.38
20230495	Key Methods, LLC	16	IT Assist	\$ 694.40
20230496	Lamar Companies	15	Advertising Expense	\$ 1,365.00
20230497	Moe Asphalt Patching & Sealcoating, Inc.	16	Paving	\$ 1,184.82
20230498	ODP Business Solutions, LLC	16	Office Supplies	\$ 78.71
20230499	Ogden, Murphy, Wallace	16	Legal Service June	\$ 11,570.90
20230500	Oxarc Inc.	51	Dry Ice Block	\$ 43.87
20230501	Pure Water Partners	16	Monthly Water Dispenser for 100th Building	\$ 64.02
20230502	Regents of the University of Colorado	63	Dance Fundamentals (US247)	\$ 660.00
20230503	Visa	Misc.	Outreach supplies, Oil Changes, Postage and Other Expenditures	\$ 1,916.38
20230504	West Coast Cash Register Systems	16	Keystroke Silver Support	\$ 755.47
				\$ 19,084.44

We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230505** through **No. 20230517** are approved for payment in the amount of \$17,704.68 this 21 day of August, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230505	Ag Supply Co.	16 Gas Expense and Lock for Generator	\$ 1,193.42
20230506	CI Information Management	16 Onsite Shredding Services	\$ 111.18
20230507	Columbia Valley Community Health	16 Dr. Felipe Gutierrez minimum quarterly compensations for May - July 2023	\$ 2,275.00
20230508	Douglas County PUD #1	16/12 Utilities	\$ 435.00
20230509	Espinoza, Maria G.	82 Mileage Expense Reimbursement	\$ 107.42
20230510	InPrint Printing	62 Business Cards for WIC	\$ 97.65
20230511	Mouret, Sean	12 Regional Public Health School Nurse Liaison for July	\$ 6,168.00
20230512	Nuvodia, LLC	16 CDHD Monthly IT Services	\$ 5,748.66
20230513	ODP Business Solutions, LLC	44 Office Supplies	\$ 23.85
20230514	Oxarc Inc.	51 Dry Ice Block	\$ 12.19
20230515	Snitily, Stephanie	20 RN License Expense Reimbursement	\$ 138.00
20230516	Stone, Anthony	12 Travel Per Diem and Mileage Expense Reimbursement	\$ 644.31
20230517	Willhelm Consulting	16 Coaching Sessions for Luke Davies	\$ 750.00
			\$ 17,704.68

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230518** through **No. 20230541** are approved for payment in the amount of \$164,872.10 this 21 day of August, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230518	4Imprint, Inc.	12	Outreach Supplies for EPRS Expense	\$ 5,397.59
20230519	Amazon	12/82/40/16	Office Supplies and Program Supplies Expense	\$ 446.83
20230520	Bear Signs & Embroidery LLC	12	Incident Command Unit Decals	\$ 1,773.98
20230521	Betancourt, Erika	41	Travel Per Diem Reimbursement	\$ 501.00
20230522	CI Information Management	16	Onsite Shredding Services	\$ 111.18
20230523	Coleman Oil Co.	16	Gas Expense	\$ 210.43
20230524	Douglas County Sewer District	16	Sewer Utility Services	\$ 369.57
20230525	Enduris	16	Insurance Renewal Expense	\$ 119,488.00
20230526	Grant County Health District	16	Executive Leadership Training Expense	\$ 21,709.53
20230527	Haglund's Trophies	16	Name Plates Expense	\$ 161.42
20230528	Howard, Suzy	41	Travel Per Diem and Parking Reimbursement	\$ 976.59
20230529	In Print Printing	12	Hazardous Air Quality Flyers Expense	\$ 179.03
20230530	Jacques, Susan	16	Medical Reimbursement Expense	\$ 431.00
20230531	Outfront Media	15	Advertising Expense	\$ 1,100.00
20230532	Oxarc Inc.	51	Dry Ice Block Expense	\$ 26.81
20230533	Petty, Richmond	44	License Renewal Reimbursement	\$ 116.00
20230534	Pure Water Partners	16	Monthly Water Dispenser Expense	\$ 192.05
20230535	Ricoh USA, Inc.	16	Copier Equipment Services Expense	\$ 3,241.54
20230536	Shai Creates LLC	15	Accessibility Software	\$ 3,000.00
20230537	Sisson, Kent	12	LERC Meal Reimbursement	\$ 39.04
20230538	SteriCycle, Inc.	12-2   83	Medical Waste Disposal	\$ 51.80
20230539	Visa	Misc.	Lodging, Car Maintained, Building Repairs, and Other Expenditures	\$ 3,952.38
20230540	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 236.33
20230541	Wenatchee Valley College	10	Intern Housing	\$ 1,160.00
				\$ 164,872.10

**PROFESSIONAL SERVICES AGREEMENT  
FOR HEARING EXAMINER**

This Professional Services Agreement for Hearing Examiner ("Agreement") is entered into by and between the Chelan-Douglas Health District (the "District"), a Washington municipal corporation, and Andrew L. Kottkamp, 435 Orondo Avenue, Wenatchee, WA 98801 ("Contractor"), sometimes collectively referred to as the "Parties."

**RECITALS**

WHEREAS, the District seeks the services of a skilled independent contractor capable of working without direct supervision in the capacity of a Hearing Examiner who is experienced in the area of enforcement of public health regulations and permitting issues; and is familiar with the District's Codes and other related resolutions, regulations, or policies; and

WHEREAS, Contractor has the requisite skill and experience necessary to provide such services;

NOW, THEREFORE, the Parties agree to the following terms and conditions:

**AGREEMENT**

1. **Services.** Contractor agrees to perform the following professional services for the District, pursuant to the terms and conditions of this Agreement:

- 1.1 Serve as the District's Hearing Examiner pursuant to Title 2 of the Chelan-Douglas Health District Code ("CDHDC") and this Agreement.
- 1.2 Become knowledgeable of all relevant portions of the CDHDC, and related resolutions, regulations, and policies applicable to any matter coming before the Contractor for a hearing. Contractor shall likewise be knowledgeable of all relevant Washington statutes and appellate case law applicable to any matters coming before Contractor for a hearing.
- 1.3 Hear and act, as authorized in Title 2 of the CDHDC, as presently enacted or hereafter amended, and other related District resolutions and regulations. In this regard, Contractor shall receive and examine all available information, conduct public hearings, enter written Findings of Fact and Conclusions of Law, and enter decisions. Contractor shall report his or her decisions to the District's Administrator or other designated personnel on all matters which may come before the Contractor.
- 1.4 Perform all duties in accordance with all applicable federal and state laws and District resolutions, standards or policies, as presently enacted or hereafter amended.

1.5 Provide, at Contractor's expense, transportation to and from public hearings for the District, and to and from the sites in the District deemed necessary for viewing.

1.6 Provide office and office equipment to the extent deemed necessary by Contractor.

1.7 Submit one original report in hard copy and disk format of Findings of Fact and Conclusions of Law, and the decision for each case heard. This decision shall be delivered to the District's Administrator within the time constraints imposed by law or regulation for each type of hearing held, but in no event later than ten (10) business days following the date the hearing record closes.

1.8 Submit a semi-annual report to the District's Administrator detailing all cases heard and decided within the past six (6) months, along with any recommendations for improvements to District codes and regulations.

2. **Performance Standard.** Contractor represents and warrants that Contractor has the requisite training, skill, and experience necessary to provide the services contemplated by this Agreement. All duties performed by Contractor shall be performed in a manner consistent with accepted practices for other similar services, including, but not limited to, conducting orderly and impartial hearings, creating a professional and courteous environment for applicants, citizens, and staff, compiling and recording the proceedings in a manner reviewable by a court of law, and preparing findings, conclusions, and decisions which are understandable and based upon sound reasoning and applicable law.

3. **Hearing Examiners Pro Tempore.** In the event of a conflict or disqualification or when, in the discretion of the Contractor, the use of a Hearing Examiner Pro Tempore is required, the Chairperson of the District Board of Health shall appoint, in accordance with CDHDC Title 2, a Hearing Examiner Pro Tempore to hear cases.

4. **Responsibilities of the District.** Through its Health Officer, the District shall:

4.1 Direct all duties to be performed under this Agreement.

4.2 Provide documentation of publication of all legal advertisements and notices required for hearings.

4.3 Prepare agendas and scheduling of hearing items.

4.4 Provide written reports to the Contractor at least ten (10) business days prior to hearings, as well as other exhibits as may be necessary regarding each matter to be heard. The reports may include recommended findings of fact and conclusions of law, and a recommended decision.



4.5 Maintain official files and records of the hearings and forward all required copies of the Contractor's decisions and correspondence to persons requesting copies, as well as perform such other tasks as are necessary to administratively process said materials.

4.6 Provide a hearing room, speaking system, tapes and tape recorder, and copies of District resolutions, regulations, and policies.

5. **Term.** The term of this Agreement shall be from the date of execution by the last of the two parties to this Agreement to execute the same, until terminated by either party as set forth herein.

6. **Termination.** This Agreement may be terminated with or without cause by either party, by giving thirty (30) calendar days prior written notice to the other party.

7. **Compensation.**

7.1 **Regular Hearing:** CDHD shall pay Contractor a fee of One Thousand (\$1,000), inclusive of all costs and expenses, including travel, for each matter assigned by the CDHD for a regular hearing. A regular hearing is one in which the time spent by the Hearing Examiner for review of materials in preparation for the hearing, the open record public hearing itself and the review of materials and issuance of a decision, will not exceed four (4) hours of the Hearing Examiner's time.

7.2 **Special Hearings:** A special hearing is one in which it is mutually agreed between the parties that the Hearing Examiner's time for review of materials in preparation for the hearing, holding of the open record public hearing and review of materials in preparation of the decision will likely exceed four (4) hours of Hearing Examiner time. The mutual agreement of the parties shall occur prior to the holding of the open record public hearing. In the event it is mutually agreed that the matter is characterized as a special hearing, the Hearing Examiner shall be compensated in the amount of One Thousand Dollars for the first 4 hours spent on the assigned matter, and in addition to that, Two Hundred Fifty Dollars (\$250) per hour for all additional time spent, in preparation for the hearing, holding the hearing and reviewing materials and rendering of a decision. CDHD shall notify the Contractor of the possibility of a special hearing situation as soon as practical after such a situation is identified by the CDHD so that CDHD and the Contractor can discuss and resolve the situation of whether or not a special hearing situation exists.

8. **Method of Payment.** All payments due Contractor shall be made on a monthly basis, thirty (30) business days after receipt and approval of such billing statement by the Board, unless notice is given to Contractor that the work performed by Contractor has been found to be unsatisfactory by the District's Administrator within twenty (20) business days of receipt of any reports or decisions from Contractor. If Contractor fails to comply with any terms or conditions

of this Agreement or to provide, in any manner, the work or services agreed to herein, District may withhold any payment due Contractor until the District's Administrator is satisfied that the corrective action specified by the District has been completed. This right is in addition to and not in lieu of the District's right to terminate this Agreement as provided herein or other remedies the District may have under law.

**9. Independent Contractor.** Contractor is, and shall be at all times during the term of this Agreement, an independent contractor and not an employee of the District. The parties fully understand the nature of independent contractor status and intend to create an independent contractor relationship. Contractor, and not the District, shall have the right to control the manner and means by which Contractor's work is accomplished. The District shall retain the right, however, to ensure that the work is being performed according to agreed-upon standards. Consistent with this relationship, Contractor shall not be covered by any District benefit programs, such as health and welfare benefit plans, sick leave, vacation pay, Social Security, Workers Compensation, unemployment compensation, or any other benefit of employment, and shall not be treated as an employee for federal or state tax purposes or for any other purpose. Contractor shall be responsible for paying all taxes related to payments the District makes to Contractor, including federal income taxes, self-employment (Social Security and Medicaid) taxes, local and state business and occupation taxes, and the District is not responsible for withholding for or paying any of those taxes. Contractor agrees to indemnify and hold the District harmless from any such obligation.

**10. Nonexclusive Contract.** This shall be a nonexclusive contract. It is recognized that Contractor may or will be performing professional services during the term for other parties and that the District is not the exclusive user of Contractor's services. Contractor agrees not to perform services for others where a conflict of interest, as determined by the District, may exist. District reserves the right to appoint additional Hearing Examiners and to contract for additional services in the future. Nothing herein shall be interpreted to prohibit such future appointments nor to guarantee renewal of this Agreement, its level of payment, nor the level of cases forwarded to Contractor in future years.

**11. Indemnification.**

**11.1 Hearing Examiner Indemnification.** Contractor agrees to indemnify, defend, and hold the District, its elected officials, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions, and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors, or omissions of Contractor, or by Contractor's breach of this Agreement.

**11.2 District Indemnification—Decisions of Hearing Examiner.** Notwithstanding the provisions of Paragraph 11.1 above, the District agrees to indemnify, defend, and hold Contractor harmless from any and all claims, demands, losses, actions, and liabilities (including costs and attorney fees) to



or by any and all persons or entities, the basis for which is the decision of the Contractor performed in the normal course of the Contractor's duties as the Hearing Examiner for the District.

**11.3 District Indemnification.** The District agrees to indemnify, defend, and hold Contractor harmless from any and all claims, demands, losses, actions, and liabilities (including costs and attorney fees) to or by any and all persons or entities including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors, or omissions to the District, its employees, or agents.

**11.4 Survival.** The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

**12. Work Product.** All work product, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the services contemplated by this Agreement shall belong to District. At the termination or cancellation of this Agreement, all originals and any copies of any such work product remaining in the possession of Contractor shall be delivered to District.

**13. Entire Agreement.** This Agreement contains all the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no oral or other prior agreements shall be effective for any purpose.

**14. Modification.** No provision of this Agreement may be amended or modified except by written agreement signed by the Parties.

**15. Severability.** Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect.

**16. No Waiver.** Failure or delay of a Party to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of a Party to declare any breach or default does not act as a waiver of a Party's right to declare another breach or default.

**17. Applicable Law and Venue.** This Agreement shall be interpreted in accordance with the internal laws of the state of Washington. The venue of any action hereunder shall be in the Superior Court for Chelan County, Washington.

**18. Notices.** Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally to the addresses of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.



To District:  
Chelan-Douglas Health District Administrator  
200 Valley Mall Parkway  
East Wenatchee, WA 98802

To Contractor:  
Andrew L. Kottkamp  
P.O. Box 1667  
Wenatchee, WA 98807-1667

Approved by the Board of Health the \_\_\_\_\_ day  
of \_\_\_\_\_, 2023:

Approved by the Contractor the 15 day  
of AUGUST, 2023:

By: \_\_\_\_\_  
Marc Straub Chair, Board of Health

By:   
Andrew L. Kottkamp



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Request for Proposal

Chelan-Douglas Health District is currently seeking proposals for a managed IT Services Provider.

**Purpose:** Assist Chelan-Douglas Health District with daily objectives and provide quality services to the public it serves.

The **goal** is to contract with a single provider that offers a full range of technology related services. This includes; 24/7 IT Help Desk Services, Managed Security Services, Azure Cloud Management, Technology Project Planning & Deployment, training availability, Data Encryption & Backup/Recovery solutions.

Please submit all proposals no later than **xxxxxxxxxx**

### Mail all proposals to

Chelan-Douglas Health District, 200 Valley Mall Parkway East Wenatchee, 98802, WA.  
Mail proposal in a sealed envelope and properly Label "*IT Proposal Enclosed, Do Not Open*".

For Additional Information,  
Julian Muro, Procurement & Contract Manager  
Chelan-Douglas Health District  
200 Valley Mall Parkway  
East Wenatchee, WA 98802  
Work phone: (509)886-6416

Bob Edgerton, Facilities Manager & IT support  
200 Valley Mall Parkway  
East Wenatchee, WA 98802  
Work phone: (509)886-6492

**Email:** [rfp\\_response@cdhd.wa.gov](mailto:rfp_response@cdhd.wa.gov)

# **Strategic Plan – Chelan-Douglas Health District**

Approved by Board of Health on March 18, 2019

## **Scope of This Plan**

Because this is an internal strategic plan for our organization, rather than a community health improvement plan, it focuses on our organization and its needs. Strategic Initiatives are meant to address the five years following their adoption by the Board of Health.

## **Vision**

Chelan-Douglas Health District makes optimal use of available resources and partnerships to provide high quality public health services in Chelan and Douglas Counties. Its program priorities emphasize the foundational public health functions basic to public safety in any community.

## **Mission**

To protect and improve the health of individuals and communities in Chelan and Douglas Counties through the promotion of health and the prevention of disease and injury.

## **We Value:**

- **Prevention:** We believe that prevention is the most effective way to protect our community from disease and injury.
- **Collaboration:** Community partnerships produce cost effective health outcomes by bringing people, resources and organizations together.
- **Population-based services:** We make data-driven decisions and deliver science-based programs, knowing that the provision of population-based services is the defining responsibility of public health.
- **Equity:** We believe everyone in our community deserves an equal opportunity for a healthy life.
- **Community Service and Accountability:** As vigilant stewards of the public's trust, we provide efficient services that are responsive and accountable to the community and its elected representatives.
- **Improvement:** We continuously improve the quality of our services and systems to better serve our community through a system of benchmarks and program evaluation.
- **Education:** Education is a key tool in achieving all public health objectives.

## **Strategic Initiatives 2019-2023**

1. Participate actively in efforts to establish a system of sustainable funding for Foundational Public Health Services.
  - a. Participate at the state level through WSALPHO and WSAC.
  - b. Consider the feasibility of proposals for city funding of specific public health services.
2. Maintain financial stability, the facilities and the openness of the Health District.
  - a. Maintain year-to-year cash carryover sufficient to assure financial stability.
  - b. Maintain and improve Health District facilities.

- c. Maintain the high level of fiscal transparency achieved in the Health District by continuing to make detailed financial statements available to staff, management and any interested members of the public on a monthly and quarterly basis.
3. Foster a sustainable and skilled public health workforce.
  - a. Attempt to assure that salaries and benefits keep pace with those at LHJs in similar jurisdictions in the state, and review health benefits especially with regard to family members and options such as VIBA plans.
  - b. Support continuing education experiences for staff.
  - c. Develop desk manuals for all appropriate positions and store them on a shared network drive.
  - d. Plan for the expected retirement of some key staff members over the next few years to assure an effective transition minimizing the loss of specialized knowledge.
4. Improve the visibility of public health in the community and especially among community leaders.
  - a. Maintain the Health District web site and optimize educational content.
  - b. Regularly provide presentations on public health to service organizations, city councils, and similar venues which include community and private sector leaders.
  - c. Expand use of social media to disseminate public health messages.
5. Maintain effective partnerships through active participation in local coalitions of health care providers, social service providers and emergency response partners. Some of these are standing coalitions but we also participate in *ad hoc* groups involving special or emergent circumstances.
6. When interacting with individuals and organizations regulated by the Health District, maintain a helpful, educational and respectful approach, resorting to penalties only when other approaches have failed to achieve results.
7. The Health District will acquire, maintain and use up to date digital technology and provide sufficient staff training and technical support to assure its effective use.
  - a. The Health District will, as much as possible, conduct its business on-line.
  - b. The Health District will implement commercially supported Environmental Health software.
  - c. Health district computing equipment, software and infrastructure will remain current with established industry standards.
8. Health District managers will continue to provide accurate and complete information to the Board of Health and to be responsive to the Board's governance and leadership.
9. Future program funding opportunities will be evaluated for their priority in relation to foundational public health services and for sustainability.



## Administrator's Report

### Highlights:

Fiscal

Community and Family Health

Communicable Disease and Epidemiology

Communications

Environmental Health

Administrator Update

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2023 Budget**  
**YTD June 2023**

	Actual	Total Budget	% of Budget
<b>Income</b>			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	236,696.95	623,121.00	37.99%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	243,840.31	485,072.00	50.27%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	125,314.39	168,138.00	74.53%
640.001.33321.07.000 CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	967,213.10	0.00	
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	123,391.90	218,493.00	56.47%
640.001.33393.10.000 FDA RESEARCH	5,130.70	0.00	
640.001.33393.26.000 IMMUNIZATION GRANT	134,923.44	439,199.75	30.72%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	244,575.67	1,002,186.00	24.40%
640.001.33393.77.000 MEDICAID MATCH	116,322.30	100,000.00	116.32%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	53,676.94	125,159.00	42.89%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	185,514.57	0.00	
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	45,103.71	111,000.00	40.63%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	6,469.00	0.00	
640.001.33406.90.000 HCA GENERAL FUNDS	269,409.73	450,877.00	59.75%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	399,634.00	399,633.00	100.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	1,081,500.00	1,663,000.00	65.03%
640.001.33862.00.000 PUBLIC HEALTH	267,060.92	457,818.92	58.33%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	3,301.54	8,000.00	41.27%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	184,919.67	314,123.00	58.87%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	60,946.60	105,000.00	58.04%
640.001.35000.00.000 FINES AND FORFEITS	1,700.00	0.00	
640.001.36111.00.000 INVESTMENT INTEREST	58,812.78	30,000.00	196.04%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	3,037.66	60,000.00	5.06%
<b>Total Income</b>	<b>\$ 4,818,495.88</b>	<b>\$ 6,760,820.67</b>	<b>71.27%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2023 Budget**  
**YTD June 2023**

	Actual	Total Budget	% of Budget
<b>Expenses</b>			
640.001.56200.10.000 SALARIES & WAGES	2,047,763.06	3,926,861.02	52.15%
640.001.56200.20.000 PERSONNEL BENEFITS	720,956.98	1,365,625.32	52.79%
640.001.56200.30.000 SUPPLIES	37,097.83	96,381.32	38.49%
640.001.56200.35.000 SMALL TOOLS & MINOR EQUIPMENT	0.00	800.00	0.00%
640.001.56200.35.100 BOOKS, REFERENCES & VIDEOS	1,327.78	1,650.00	80.47%
640.001.56200.35.200 SOFTWARE	80,267.45	162,700.00	49.33%
640.001.56200.35.300 HARDWARE	44,193.30	2,050.00	2155.77%
640.001.56200.41.100 SERVICES - LEGAL	77,420.70	90,000.00	86.02%
640.001.56200.41.200 SERVICES - AUDIT	0.00	25,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	886.64	11,000.00	8.06%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	1,279.26	2,400.00	53.30%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	11,843.00	10,000.00	118.43%
640.001.56200.41.600 SERVICES - COMPUTER	30,172.11	4,600.00	655.92%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	361,815.15	426,144.00	84.90%
640.001.56200.41.920 SERVICES - LANDSCAPING	2,354.45	0.00	
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	11,921.02	5,000.00	238.42%
640.001.56200.42.010 TELEPHONE	18,476.64	39,776.00	46.45%
640.001.56200.42.020 POSTAGE	6,796.03	3,500.00	194.17%
640.001.56200.43.000 TRAVEL/TRAINING	74,754.11	83,223.00	89.82%
640.001.56200.40.000 ADVERTISING	59,826.07	82,500.04	72.52%
640.001.56200.45.000 OPERATING RENTALS & LEASES	22,368.00	31,500.00	71.01%
640.001.56200.46.000 INSURANCE	119,488.00	125,000.00	95.59%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	10,888.74	16,000.00	68.05%
640.001.56200.48.000 REPAIRS	22,975.83	24,200.00	94.94%
640.001.56200.49.000 PRINTING - OFFICE	1,897.02	4,299.96	44.12%
640.001.56200.49.001 PRINTING - COPIER	9,479.73	18,000.00	52.67%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	821.66	10,000.00	8.22%
640.001.56200.49.300 DUES & MEMBERSHIPS	13,085.78	21,200.04	61.73%
640.001.56200.49.400 SUBSCRIPTIONS	3,621.02	2,000.04	181.05%
640.001.56200.49.500 OTHER EXPENDITURES	70,545.88	152,233.00	46.34%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	1,000.00	0.00%
640.001.56200.62.030 IMPROVEMENTS TO EXISTING BUILDING	15,518.16	0.00	
640.001.56200.64.000 OTHER MACH, EQUIP	14,665.12	0.00	
<b>Total Expenses</b>	<b>\$ 3,894,506.52</b>	<b>\$ 6,743,843.74</b>	<b>57.75%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT  
Cash/Investments  
7/31/2023**

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	246,224.93	
Payroll Clearing Account - Key Bank	28,898.93	
Investment Account - Chelan County Treasurer	3,367,647.26	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		171,223.38
<i>Vehicle Reserves</i>		90,154.34
<i>ARPA Building Remodel Reserves</i>		973,153.62
<i>General Investment</i>		2,133,115.92
 Total Cash/Investments	 3,643,271.12	

**CHELAN-DOUGLAS HEALTH DISTRICT  
Budget vs Actuals 2023 Budget  
YTD July 2023**

	Actual	Budget	
Permits	480,537.26	1,108,193.00	43.4%
Federal Grants	988,849.91	2,053,175.75	48.2%
State Grants	320,982.44	561,877.00	57.1%
State Entitlements	1,481,134.00	2,062,633.00	71.8%
County Assessments	267,060.92	457,818.92	58.3%
Fees	249,167.81	427,123.00	58.3%
Interest	58,812.78	30,000.00	196.0%
Other Revenue	4,737.66	60,000.00	7.9%
Total Revenue (less ARPA Funds)	<hr/> 3,851,282.78	<hr/> 6,760,820.67	57.0%
 ARPA Funds Received	 967,213.10		
 Wages	 2,047,763.06	 3,926,861.02	 52.1%
Benefits	720,956.98	1,365,625.32	52.8%
Supplies	162,886.36	262,781.32	62.0%
Services	932,716.84	1,188,576.08	78.5%
Cap Expenditures	30,183.28	-	
Total Expenses	<hr/> 3,894,506.52	<hr/> 6,743,843.74	57.7%





## **Highlights:**

The State Auditor is currently conducting the District's 2022 Single Audit. Auditors have been in the District's office intermittently since the last week of July.

We are also still working on completing the desk audit for WA Department of Children, Youth & Families (DCYF). DCYF has reviewed a list of detailed transactions and requested additional information for several items. We will submit responses no later than August 22.

We continue to train on the new budgeting software, and we still plan to have the software fully implemented in time to present the first copy of the 2024 budget in September.

In early August, staff members discovered substantial water damage in the basement lab. The Facilities Manager called in a plumber, who discovered an ongoing issue with a leak in the main waste pipe. The District filed a claim with our insurance company, who will cover costs to repair the leak, and remediate damaged drywall, cabinets and ceiling tiles. While conducting remediation measures, the vendor found an additional small leak in the waste pipe. As of August 14, the District is working on submitting additional claims for repairs/remediation to the insurance company. The District's insurance policy has a \$1,000 deductible for claims for damage to property.

District staff met with DOH & Associates on August 9 to go over plans for the building remodel. We asked for a few modifications for the plans and final cost estimates, which will be delivered in time to present a preliminary capital budget for approval at the September 2023 Board of Health meeting.

## **Essential Data:**

Through July 31<sup>st</sup>, with 58.3% of the year complete, the District is at 57.0% of budgeted revenue and 57.7% of budgeted expenses.



# Community and Family Health BOH Report

August 2023

## **Highlights:**

### **NFP:**

- Enrolled 3 new clients and graduated 4 clients

### **ABCD:**

- Attended 4 outreach events-reached 281 people
- 20 referrals to outside services

### **CYSHCN:**

- Assisted family to address low-income housing/rental assistance needs, food insecurity, and medical coverage.

### **WIC:**

- Issued 127/193 farmers market benefits

### **PH Nutrition:**

- Weight Loss Support Group- 14 attendees; total weight loss recorded for all attendees: 128 pounds
- Planning and procuring mobile kitchen supplies to offer cooking classes and demonstrations within the community.

## **Essential Data:**

NFP: At full caseload (62)

ABCD: 26 new enrollees (total enrollees Jan-July 141)

CYSHCN: 24 enrolled clients

WIC: caseload 651

## **Definitions:**

NFP- Nurse-Family Partnership

NSO- National Service Office

ABCD- Access to Baby and Child Dentistry

CYSHCN- Children & Youth with Special Health Care Needs

WIC- Women, Infants, Children



## **Highlights:**

### **Epidemiology**

#### **North Central Washington Epi Consortium**

UW is supporting the NCWEC in developing dashboards over the coming months to include surveillance data.

### **Tuberculosis (TB) and Communicable Disease (CD)**

#### **TUBERCULOSIS**

We currently have zero active pulmonary TB cases to manage.

#### **Communicable Disease**

We received reports of possible human exposures to rabies from bat and racoon encounters- all elected to receive Post exposure Prophylactix (PEP) per our recommendation since the animals were not available to send to the PHL for testing.

In July, we investigated vibrio, salmonella, giardia, legionella and campylobactercases - no outbreaks associated with any cases.



# Communications & Outreach Report

August 2023

## Highlights:

- July's Prepare in a Year campaign: *Learn Fire Safety!*
- August's Prepare in a Year campaign: *Learn Utility Safety!*
- Radio ads to promote *Summer Food Permits*
- Radio ads on *Wildfire Smoke and Air Quality*
- Radio ads for *WIC (Women, Infant and Children)*
- *CDHD's Agency Brochure* sent for branding
- CDHD Community Calendar is now live on the website
- Outreach team continues to support Personal Health's monthly weight loss support group



Chelan-Douglas Health District Booth at the No Community Left Behind event at Pybus

Chelan-Douglas Health District Booth at CVCH Mobile Ag Clinic-Orondo School

## Essential Data:

- 7/5 – Weight Loss Support Group at Eastmont Community Center
- 7/6 – CVCH Mobile Ag Clinic at Bender Creek Cashmere
- 7/13 - No Community Left Behind at Pybus
- 7/13 – CVCH Mobile Ag Clinic at Monitor Camp
- 7/17 – CVCH Mobile Clinic at Orondo School
- 7/20 – CVCH Mobile Ag Clinic at Rio Vista, East Wenatchee
- 7/24 – CVCH Mobile Ag Clinic at St. Jude's Landing
- 7/27 – CVCH Mobile Ag Clinic at Manson
- 7/29 – Café: Pachanga y Mercadito



# Environmental Health BOH Report

August 2023

## Highlights:

- 1) Currently working on building the Solid Waste program.
- 2) Currently working on building the school program.
- 3) Training and building a robust Environmental Health team.
- 4) Team is expanding and building stakeholder relations.
- 5) Team is prioritizing workload based on seasonal peak demands.
- 6) One vacancy posted under the Consumer Health program.
- 7) SmartGov is moving along according to schedule.
- 8) SOP, workflow, and policy development underway.

## Essential Data:

### Consumer Health Program:

Type	Food Program	Water Rec Program	Schools
Routine Inspections	40	61	-
Pre-Opening Inspections	7	-	-
Follow Up Inspections	1	10	-
Complaint Inspections	1	-	-
Temporary Food Inspections	41	-	-
Plan Reviews Received	4	-	-
Permanent Permit Renewals	-	-	-

### Onsite Program:

Project Review	16	14	11	11	12	10	6	80
Public Water System	1			1			1	3
Public Well Site		1	3	2	1			7
Reactivation	2	1	3				4	10
ReDesign			4	4	6	5	1	20
Repair	1			1	8	4	5	19
Sanitary Survey		1						1
Short Plat Referral	6	5	2	3	5	1	5	27
Site Evaluation Application		1						1
Tank Permit	1	1	1	1	3	2	3	12
OSS Permit = New Construction Septic systems								
Land Use = Blue Line, Long Plat (Major Plat), Other Land use referral, Short Plat								
							<b>17</b>	
Drinking Water Program = Sanitary Survey, public well site, public water system, private water								
							<b>22</b>	
<b>Field Work:</b>								
<b>Inspections completed in July:</b>	47							

**Solid Waste Action Steps:**

Facility Inspections	11
Walk through on a complaint property with owner	1
Received Public Records Requests	12
Technical assistance with Rat complaint	4
Technical assistance with mold inquiries	6
Technical assistance with mosquitoes	5
Technical assistance with solid waste removal service questions	1
Provided landlord/tenant law informational referrals to clients.	8
Complaints Closed	8



Planning is still ongoing for utilizing new Foundational Public Health Services (FPHS) funding to increase capacity for CDHD in mental health substance abuse, Environmental Health, Communicable Disease, Business Competencies, and Epidemiology.

We are still in the finalization process of our re-organization, and with new funding opportunities from DOH for work force development, ongoing epidemiology funding, and utilizing our new budgeting software, we will be presenting our 2023 Budget Amendment to be reviewed by the Board in September.

We continue to have a number of vacancies across the district. The management team and the Administrator are continuing to meet with each of the departments and divisions to discuss workplace issues, culture, communication, and internal policies. We are in discussions with NASH consulting regarding an organizational survey and standardized training for supervisors and managers. We are working on improving agency wide communication and structure for all of our staff to improve retention and recruitment.

Nuvodia is supporting our organization with IT technical support. With Board approval we will be going out for bid for ongoing IT services and support.

We had a waste water pipe failure in our laboratory area and utilized contractors to replace it and remove damaged sections of the laboratory. We are working with insurance to cover the costs that we expect to exceed \$10,000.

We have engaged Elizabeth Walker, a local toxicologist, for the next three months to provide additional support to finalize a regional smoke plan, as well as provide support for planning, policy, and advocacy with partners on fire management, smoke mitigation, and technical support for our reporting. The executive team approved a three month contract for \$36,000 for this support. Okanogan Counties administrator has committed to cost sharing for this activity and we are finalizing interlocal agreements to formalize cost sharing with Grant and Kittitas. We have funds from our new FPHS allocation to help cover these costs from our end.

Dr. Kristen Hosey is spearheading our efforts to start strategic planning on next steps for the health district starting with the AAR. We will be having more discussion in September regarding the structure the strategic plan will take and board engagement.