



# ASOTIN COUNTY HEALTH DISTRICT

102 1ST STREET - P.O. BOX 306 - ASOTIN, WASHINGTON 99402  
 (509) 243-3344 - FAX: (509) 243-3345 - www.ac-hd.org

**Asotin County Local Board of Health Meeting  
 May 22, 2017 at 1:00 PM  
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Monika Lawrence (Vice Chair), Brian Shinn, Chris Seubert, Skate Pierce, Vikki Bonfield

Absent: Jim Jeffords (Chair)

ACHD Staff: Brady Woodbury, Shannon Jones, Sundie Hoffman

Public:

The regular Board Meeting was called to order by Monika Lawrence @ 1:03 PM

Issue / Concern	Discussion	Follow-up / Action
<b>Minutes Approval</b>		
Approval of the 04-24-2017 BOH minutes	Brian Shinn Moved to approve the BOH minutes of April 24, 2017. Chris Seubert Seconded Motion Passed No Further discussion	MOTION PASSED
<b>Financial Report</b>		
2017 Financials	Brady Woodbury, Administrator presented: <ul style="list-style-type: none"> <li>April Financial reports not received by ACHD in time to reconcile; No Report available.</li> </ul> No Further Discussion	
<b>Program Statistics</b>		
Agency Stats	Administrator routed year to date stats. Discussion: WIC: 396 is current workload despite outreach efforts and satellite office in Clarkston. Financial adjustments will not be made in 2017 according to WIC staff, but if numbers remain to decline, funding will decrease in 2018, which will decrease staff hours. This is a challenge since most staff are or are being crossed trained. Latch-on event next month at the park.  CD:  EH: Increase in food handler cards. OSS and FSE numbers not available. Brief discussion regarding vendor selling donuts out of Kenzie Koffee not being licensed properly. Administrator contacted FSE personnel at Health District to get update. Per Sundie, Orange Hippo is no longer baking or selling out of Kenzie Koffee's location in Asotin.	



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	Septic permits issued spiked due to weather change, failed systems, and contracted position.	
<b>Unfinished Business</b>		
ACHD Environmental Health Program Update	After advertising the position twice and only receiving 5-6 local applicants and offered 5 applicants interviews, the District interviewed those who accepted. ACHD is pleased to announce that the open Environmental Health Specialist position was offered to Chelsea Cannard. Chelsea accepted and we are very excited to have her join our team. She will continue to work with Whitman County Health Department and contract with ACHD until June 30. Her first day full time with ACHD will be July 5 <sup>th</sup> .	
<b>New Business</b>		
New front door system	<p>Front entry way is not ADA compliant and it is not weather proof. District sought 3 bids for the project.          Mikes Pole Barns – declined to respond          Touch of Glass, Lewiston – Low bid          Clarkston Glass, Clarkston – Higher bid</p> <p>2 bids to discuss: Clarkston Glass has serviced our door on two occasions and has earned our business and is in-state.          Brief discussion regarding:</p> <ul style="list-style-type: none"> <li>• bidding requirements</li> <li>• justification if higher bid is selected</li> <li>• neither company is on the small works roster</li> <li>• both are cleared for L&amp;I</li> <li>• both bids appear to be relatively the same in product and services</li> <li>• Touch of Glass does not reference old door frame removal</li> </ul> <p>Board recommended we compare the 2 doors to see which the higher quality is, warranty, and services after the sale. Check with Touch of Glass regarding door removal.</p> <p>Board will leave decision to Brady.          Brian Shinn Moved to approve that the final decision be made by the Administrator after researching the above.          Vikki Bonfield Seconded          Motion Passed          No Further discussion</p>	MOTION PASSED
Mailing fee for Death/Birth Certificates	<p>Standard rate for a Birth/Death Certificates is \$20.00. In the past we have not charged for mailing unless a customer asks for a large amount, certified mail, etc. We would like to update the fee schedule, by a MOTION to include the variable but actual cost of postage.</p> <p>Brian Shinn Moved to approve the District to charge the variable but actual cost of postage to mail Birth/Death certificates.          Chris Seubert Seconded          Motion Passed          No Further discussion</p>	MOTION PASSED



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<p>Food Service Establishment fee error correction</p>	<p>In December 2015 District consolidating several pages of fees into one single document. We didn't make any purposeful adjustments to fees, but one of the fees was accidentally changed and published incorrectly in the new schedule. This is to inform the BOH that we will change it to the correct one. Low Risk Multiple Event Permit to be \$75 rather than \$20. Board agreed no motion necessary and support correction be made.</p>	
<p><b>Executive Session</b></p>		
<p><b>Announcements and Reports</b></p>		
<p>WIC Program Satellite Office</p>	<p>Has not positively affected numbers. More providers will begin to utilize office area, which may affect numbers. All agree that it may take a while before positive effects are realized.</p>	
<p>Homeowner James Green failed OSS/options</p>	<p>Quick update—removed some large “root balls” and are trying to repair one of failed drain fields. Pending. Looked at greywater plumbing rules, etc. The hope is that the drain field will repair over time. According to Mr. Green, it is currently not going back into his house. Seepage pit may still need to be considered.</p>	
<p>Big Dog Septic Investigation Regarding Reports of alleged Illegal Dumping</p>	<p>District received a complaint that alleged illegal dumping is happening on a farm field near or on the Alpawa, toward Garfield County. Asotin Health District submitted public records request seeking manifest documents showing when, where, and how much is being pumped as compared to actual dumping at Lewiston Waste Treatment Plant; looking for significant discrepancies. City of Lewiston, Roto Rooter, and Kings Thrown are all very concerned about this issue.</p> <p>Administrator in Garfield County contacted their Sheriff's office and are keeping a look out for illegal dumping.</p> <p>All members of Board want to know outcome as soon as known to ensure that vendor being used by cities, county and school district is not out of compliance.</p>	
<p><b>Scheduled Meetings</b></p>		
<p>June 26, 2017 Board of Health Meeting</p>	<p>Scheduled for June 26, 2017 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.</p>	
<p>Meeting Adjournment</p>	<p>Meeting was adjourned at 1:56 PM. After all agenda items discussed.</p>	