CALL TO ORDER AND INTRODUCTIONS

Selection of Temporary Chairman - Chairman Jim Detro was not present for the meeting. The Board voted member Neysa Roley to fill in as Temporary Chairman.

Call to Order - The meeting was called to order at 1:35 pm by Temporary Chairman Neysa Roley.

Introductions – Going around the room, those present introduced themselves for the benefit of the Board members, OCPH staff and guests.

ADDITIONS/APPROVAL OF THE AGENDA

Lauri Jones requested that the agenda include Andi Ervin (Okanogan County Community Coalition) to the Public Comment section after Ms. Howell. She also requested that a resolution concerning signatory authority for vouchers be placed under Vouchers and Payroll on the agenda. She also requested that an item to go over the Board of Health charter and discuss a planning session for the March Board of Health meeting be placed under the Updates section. A motion was made by Ray Campbell and seconded by Steve Varrelman to approve the agenda as amended with the items requested. The Board voted, the motion carried and the amended agenda was approved.

PUBLIC COMMENT

Temporary Chairman Neysa Roley opened the meeting for Public Comment. Listed on the agenda to speak were Mr. Cibe, Ms. Howell and Andi Ervin of the Okanogan County Community Coalition. Mr. Cibe and Ms. Howell are both currently under enforcement actions by Okanogan County Public Health.

Mr. Cebe spoke first. He started by reading a prepared statement outlining his objections regarding OCPH bringing the enforcement action and how OCPH is conducting the enforcement action and also gave his opinions on how OCPH personnel should be doing their jobs. Dave Hilton and Doug Hale responded with a summary of the enforcement action history and current status. After extensive discussion among the Board members, OCPH staff and Mr. & Mrs. Cebe, Steve Varrelman moved that the accrual of the fine associated with the current enforcement action should be frozen until the property could be inspected to verify Mr. Cebe’s contention that the cabin does not have indoor plumbing and an unpermitted septic system. Larry Zimmerlund seconded the motion. The Board voted and the motion carried; the Board agreed that the fine would be suspended until the inspection could take place. Mr. & Mrs. Cebe agreed and expressed themselves willing to have Dave Hilton inspect the property the next time they were present.
Ms. Howell then spoke on the enforcement action brought against her by OCPH. The Howells had taken out a septic permit to repair a failed system and had done part of the required work on the septic system by replacing the failed drainfield. This mitigated the immediate hazard so that the Howells could occupy their house; however they were still required to replace the septic tank as well. Ms. Howell stated that she & Mr. Howell felt that the existing tank was perfectly good, and they didn’t need to replace it. Dave Hilton responded with a summary of the history of the enforcement action and informed the Board that the septic permit had expired before the Howells replaced the septic tank, and so they were now in violation of the regulations. He also informed the Board that the approved design on the permit showed a new septic tank, placed over fifty feet from the well as required by law. He stated that the existing tank doesn’t meet current standards, and is too close to the well. Mrs. Howell stated that they had only put a new tank in the design to get the permit to replace the drainfield, and that they hadn’t ever intended to replace the tank as they considered it to be in good shape and working well. After extensive discussion among the Board members, the Howells and OCPH staff, Dave Hilton stated that under the regulations the Howells need to replace the existing tank with one that meets current standards as per the approved design; however he offered to do an administrative extension of the original permit for the extension fee rather than requiring the Howells to take out a new permit for the full fee. The Board agreed to this. Sheilah Kennedy requested that the minutes reflect that the permit was given an administrative extension based on permit dispute as recommended by the Board. The Board directed Mr. Hilton to follow up with a written letter to Cebe’s and Howell’s reflecting the actions detailed above.

Andi Ervin, Okanogan County Community Coalition, had to leave for another appointment and did not get the opportunity to speak at the meeting. She will be placed on the agenda for the March 8, 2016 meeting.

No one else asked to speak. Temporary Chairman Neysa Roley closed the public comment period.

**ADMINISTRATIVE ISSUES – Board Minutes of January 12, 2016**

Lauri Jones presented the draft minutes of the January 12, 2016 meeting. Mariann Williams requested a correction of the spelling of her last name. Board members had no other questions or requests for changes. Mariann Williams moved that the minutes be approved as amended; Larry Zimmerlund seconded the motion. The motion carried and the January 12, 2016 Board of Health minutes were approved.

**January Financial Reports**

*January Treasurer’s Report and OCPH Cash on Hand Report*

Lori Jones and Carol Bagley presented the Treasurer’s January Financial Report. Lori Jones presented this report to the Board, together with the January Cash on Hand report with notes to show that the figures matched. She also showed that the Treasurer’s report also matches the Reserve accounts (#58 and #59). They reported that the balance in the Emergency Operating Reserve account is unchanged at $45,000. They also reported that the balance in the Health Officer Account (#59) is unchanged at $15,000. The beginning fund balance for January 2016 was $33,543.20; the ending fund balance was $124,384.93. Carol Bagley reported as of February 8, 2016 cash on hand totaled $137,361.83. She then reported that OCPH has sufficient funds on hand to cover payroll.

Ray Campbell moved to approve the financial reports for January 2016; Steve Varrelman seconded the motion. The motion carried, and the Treasurer’s report and Cash on Hand report for January 2016 were approved.
January Vouchers and Payroll
The January 2016 Vouchers and Payroll report was handed out by Lauri Jones. The voucher report includes a breakdown of the VISA credit card charges for the Board members’ review.

A motion was made and seconded to approve the voucher report for January 2016. The motion carried, and the January 2016 Voucher and Payroll report for January 2016 was approved.

Accounts payable vouchers #152969-#E152976, #E153188, #E153462-#E153470 in the amount of $8,008.82 refunds/payments in the amount of $2,128.00 and Payroll warrants as attached & received from the Treasurer's Financial Statement for January, 2016 in the amount of $72,885.00 for an aggregate total of $83,021.82 for total issue for the month of January, 2016 are approved this Tuesday, February 9th, 2016.

Resolution Concerning Signatory Authority for Vouchers
Lauri Jones presented draft Resolution 2016-2 that would grant signatory authority for vouchers to Dave Hilton, OCPH Environmental Health Director. This would give OCPH a back-up signatory for vouchers in the event that Lauri Jones, OCPH Community Health Director is not available to sign. Ray Campbell moved to approve the Resolution as presented; Larry Zimmerlund seconded the motion. The Board voted and the motion carried. Resolution 2016-2 was adopted by the Board.

OTA Regulation Revision - discussion/update
Dave Hilton presented a status report on the revision of the OCPH Overnight Transient Accommodation (OTA) regulation. He presented the results of meetings he had with Planning Dept. and Building Dept. personnel on the overall permitting process. Since OCPH are the only agency that issues an actual permit with an associated fee to OTAs too small to fall under state jurisdiction, OCPH will be the gatekeeper agency for the permitting process. OCPH is to modify the application form to include sign-off spaces for the Planning and Building Departments. OCPH will not process an application until these two departments have signed off; this will ensure that the applicants have consulted with Planning and Building and that their proposed OTA meets the requirements of these two departments. The draft regulation will also be modified to reflect the change and the requirement for sign-off by applicable county departments. After discussion, the Board directed Dave Hilton to make the modifications discussed to the draft regulation and permit application and to put the draft regulation back out for public comment.

COMMUNITY HEALTH UPDATE
Lauri Jones presented an update on an active TB case in the county. She explained what OCPH is doing to monitor the patient and contacts, and what the District’s legal responsibilities were in the case.

ENVIRONMENTAL HEALTH UPDATE
Dave Hilton reported to the Board on a failing septic system at the Quality Inn in Okanogan. The system is permitted and overseen by the Washington state Dept. of Health; the hotel is located within the boundaries of the Colville Confederated Tribes reservation. OCPH has coordinated with both the CCT and the state DOH on getting the system back in working order.
ADJOURNMENT

There being no other business to address at this meeting, Ray Campbell moved to adjourn the meeting. Steve Varrelman seconded the motion. The board voted and the motion carried. Temporary Chairman Neysa Roley adjourned the meeting at 3:48 pm.