

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

ORDINANCE NO. 22-061

CREATING A HEALTH DEPARTMENT; CREATING A HEALTH DEPARTMENT FUND;  
ADDING CHAPTERS 2.300 AND 4.127 OF SNOHOMISH COUNTY CODE; AND  
AMENDING CHAPTERS 2.02, 2.03, 2.10 AND 2.400 OF SNOHOMISH COUNTY  
CODE

BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.02.020, last amended by Amended Ordinance No. 13-043 on June 19, 2013, is amended to read:

**2.02.020 Hearing Examiner.**

Pursuant to those powers inherent in the home rule charter county, the position of Snohomish county hearing examiner, hereinafter referred to as examiner, is hereby created. The administrator shall serve as the examiner. The examiner shall interpret, review and implement land use regulations as provided by ordinance and public health regulations as provided by board of health code and may perform such other quasi-judicial functions as are delegated by ordinance. Unless the context requires otherwise, the term "examiner" as used herein shall include deputy examiners and examiners pro tem.

Section 2. Snohomish County Code Section 2.02.100, last amended by Amended Ordinance No. 13-043 on June 19, 2013, is amended to read:

**2.02.100 Examiner Powers.**

All examiners shall have the authority to:

- (1) Receive and examine available information,
- (2) Conduct public hearings and prepare a record thereof,
- (3) Administer oaths and affirmations,
- (4) Examine witnesses; provided, that no person shall be compelled to divulge information which he or she could not be compelled to divulge in a court of law,
- (5) Regulate the course of hearings,
- (6) Make and enter decisions,
- (7) At the examiner's discretion, hold conferences for the settlement or simplification of issues and/or for establishment of special hearing procedures,
- (8) Dispose of procedural requests or similar matters,
- (9) Issue summary orders as provided for in SCC 2.02.125 and in supplementary proceedings,
- (10) Issue and enforce subpoenas as provided by rule under SCC 2.02.090, and
- (11) Take any other action authorized by or necessary to carry out this chapter.

CREATING HEALTH DEPARTMENT AND HEALTH DEPARTMEN FUND;  
ADDING CHAPTERS 2.300 AND 4.127 SCC;  
AMENDING CHAPTERS 2.02, 2.03, 2.10 AND 2.400 SCC

1 The above authorities may be exercised on all matters for which jurisdiction is assigned  
2 to the examiner either by county ordinance, board of health code or by other legal action  
3 of the county or its elected officials. The examiner's decision shall be final and  
4 conclusive and may be reviewable by the council, the shorelines hearings board, the  
5 board of health or court, as applicable. The nature of the examiner's decision shall be  
6 as specified in this chapter and in each ordinance which grants jurisdiction.  
7

8 Section 3. A new section is added to Chapter 2.02 of the Snohomish County  
9 Code to read:

10  
11 **2.02.124 Procedures for Decisions Authorized under the Board of Health**  
12 **Code.**

13  
14 (1) Examiner decisions authorized after January 1, 2023, under the county board of  
15 health code shall be governed by the provisions of this chapter.

16 (2) Examiner decisions authorized prior to and pending as of January 1, 2023, under the  
17 former Snohomish health district board of health are exempt from this chapter and shall  
18 be governed by the provisions of the Snohomish health district board of health code.  
19

20 Section 4. Snohomish County Code Section 2.02.125, last amended by  
21 Amended Ordinance No. 13-043 on June 19, 2013, is amended to read:

22  
23 **2.02.125 Procedures for Appeals within the Examiner's Jurisdiction.**  
24

25 Administrative appeals over which the examiner has jurisdiction shall be subject to the  
26 following procedural requirements.

27 (1) Appeals shall be addressed to the hearing examiner but shall be filed in writing with  
28 the department whose decision is being appealed within 14 calendar days of the date of  
29 action or, in those cases requiring personal or certified mail service, the date of service  
30 of the administrative action being appealed.

31 (2) An appeal must contain the following items in order to be complete. The examiner, if  
32 procedural time limitations allow, may allow an appellant not more than 15 calendar  
33 days to perfect an otherwise timely filed appeal if such appeal is incomplete in some  
34 manner.

35 (a) Specific identification of the order, permit, decision, determination or other action  
36 being appealed (including the county's file number whenever such exists). A complete  
37 copy of the document being appealed must be filed with the appeal;

38 (b) The specific grounds upon which the appellant relies, including a concise statement  
39 of the factual reasons for the appeal and, if known, identification of the policies, statutes,  
40 codes, or regulations that the appellant claims are violated;

41 (c) The name, mailing address and daytime telephone number of each appellant  
42 together with the signature of at least one of the appellants or of the attorney for the  
43 appellant(s), if any;

44 (d) The name, mailing address, daytime telephone number and signature of the  
45 appellant's agent or representative, if any; and

46 (e) The required filing fee.

1 (3) Except for appeals filed under SCC 9.10.030(2), the timely filing of an appeal shall  
2 stay the effect of the order, permit, decision, determination or other action being  
3 appealed until the appeal is finally disposed of by the examiner or withdrawn; provided,  
4 that filing of an appeal from the denial of a permit shall not stay such denial. Failure to  
5 file a timely and complete appeal shall constitute waiver of all rights to an administrative  
6 appeal under county code or board of health code.

7 (4) No new appeal issues may be raised or submitted after the close of the time period  
8 for filing of the original appeal.

9 (5) The department whose decision is being appealed shall forward the appeal to the  
10 office within three working days of its filing.

11 (6) The office, within three working days after receipt of the appeal, shall send written  
12 notice of the filing of the appeal by first class mail, to the person named in an order or to  
13 the person who initially sought the permit, decision, determination or other action being  
14 appealed, whenever the appeal is filed by other than such person.

15 (7) The examiner may summarily dismiss an appeal in whole or in part without hearing  
16 if the examiner determines that the appeal is untimely, incomplete, without merit on its  
17 face, frivolous, beyond the scope of the examiner's jurisdiction or brought merely to  
18 secure a delay. The examiner may also summarily dismiss an appeal if he/she finds, in  
19 response to a challenge raised by the respondent and/or by the permit applicant and  
20 after allowing the appellant a reasonable period in which to reply to the challenge, that  
21 the appellant lacks legal standing to appeal. Except in extraordinary circumstances,  
22 summary dismissal orders shall be issued within 15 working days following receipt of  
23 either a complete appeal or a request for issuance of such an order, whichever is later.

24 (8) Appeals shall be processed by the examiner as expeditiously as possible, giving  
25 proper consideration to the procedural due process rights of the parties. An appeal  
26 hearing shall be held before a final decision is issued unless the summary dismissal  
27 provisions of subsection (7) of this section are utilized or the appeal is withdrawn. The  
28 examiner may consolidate multiple appeals of the same action for hearing and decision  
29 making purposes where to do so would facilitate expeditious and thorough  
30 consideration of the appeals without adversely affecting the due process rights of any of  
31 the parties.

32 (9) Notice of appeal hearings conducted pursuant to this section shall be given as  
33 provided below not less than 15 calendar days prior to the hearing:

34 (a) The office shall give notice of all appeal hearings by first class mail (unless  
35 otherwise required herein) to:

36 (i) the appellant;

37 (ii) the appellant's agent/representative, if any; and

38 (iii) the respondent (by interoffice mail); and

39 (iv) to the person named in an order or to the person who initially sought the permit,  
40 decision, determination or other action being appealed, whenever the appeal is filed by  
41 other than such person; and

42 (v) parties of record as defined by SCC 2.02.165.

43 (b) At a minimum, the following information shall be included in the notice:

44 (i) description of order, decision, determination, or other action being appealed,  
45 assigned county file number, and county contact person,

46 (ii) the date, time and place of public hearing if scheduled at the time of notice, and

- 1 (iii) any other information determined appropriate by the applicable department.  
2 (10) Notices required by the above subsections shall be deemed adequate where a  
3 good-faith effort has been made by the county to identify and mail notice to each person  
4 entitled thereto. Notices mailed pursuant to the above subsections shall be deemed  
5 received by those persons named in an affidavit of mailing executed by the person  
6 designated to mail the notices. The failure of any person to actually receive the notice  
7 shall not invalidate any action.  
8 (11) The appeal hearing and examiner consideration of the appeal shall be limited  
9 solely to the issues identified by the appellant pursuant to subsection(2) of this section.

10  
11 Section 5. Snohomish County Code Section 2.02.165, last amended by  
12 Amended Ordinance No. 13-043 on June 19, 2013, is amended to read:

13  
14 **2.02.165 Definitions.**

15  
16 Unless the context clearly requires otherwise, the definitions in this section shall apply  
17 throughout this chapter.

18 (1) "Parties of record" means for each appeal:

19 (a) The appellant;

20 (b) All persons, county departments and/or public agencies who testified at the appeal  
21 hearing;

22 (c) All persons, county departments and/or public agencies who individually submitted  
23 written comments concerning the specific matter into the hearing record prior to the  
24 close of the appeal hearing (excluding persons who have only signed petitions or  
25 mechanically produced form letters); and

26 (d) All persons, county departments and/or public agencies who specifically request  
27 notice of decision by entering their name and mailing address on a register provided for  
28 such purpose at the appeal hearing.

29 A party of record to an application/appeal shall remain such through subsequent county  
30 proceedings involving the same appeal; PROVIDED a new parties of record register  
31 shall be started whenever an appeal comes on for supplementary hearing 18 or more  
32 months after the most recent examiner decision was issued. The county may cease  
33 mailing material to any party of record whose mail is returned by the postal service as  
34 undeliverable.

35 (2) "Principal party" means the applicant (if any), the appellant and the respondent in a  
36 matter pending before the examiner, ~~((or))~~ county council or county board of health.

37 (3) "Appeal hearing" means a hearing that creates the record on an appeal through  
38 testimony and submission of evidence and information.

39 (4) "Administrator" means the administrator of the office of hearings administration.

40 (5) "Office" means the office of hearings administration created by this chapter.

41 (6) "Examiner" means the hearing examiner or a deputy examiner or examiner pro tem  
42 appointed by the council as provided in this chapter.

43 (7) "Exempt personnel system" means the conditions of employment under the  
44 provisions of chapter 3.68 SCC and amendments thereto.

45  
46 Section 6. Snohomish County Code Section 2.02.185, last amended by

1 Amended Ordinance No. 13-043 on June 19, 2013, is amended to read:

2  
3 **2.02.185 Clerical Mistakes – Authority to Correct.**

4  
5 Clerical mistakes and errors arising from oversight or omission in examiner, ~~((and))~~  
6 council decisions and board of health decisions and/or orders issued pursuant to this  
7 chapter may be corrected by the examiner at any time either on the examiner's own  
8 initiative or on the motion of a party of record. A copy of each page affected by the  
9 correction, with the correction clearly identified, shall be mailed to all parties of record.

10  
11 Section 7. Snohomish County Code Section 2.02.200, last amended by  
12 Amended Ordinance No. 13-043 on June 19, 2013, is amended to read:

13  
14 **2.02.200 Report to Council, ~~((and))~~ Planning Commission and Board of Health.**

15  
16 The administrator shall report in writing to and meet with the Snohomish County council,  
17 ~~((and))~~ the Snohomish County board of health and the planning commission at least  
18 annually for the purpose of reviewing the administration of the county's land use policy  
19 and regulatory ordinances. Such report shall include a summary of the decisions issued  
20 by examiners since the last report.

21  
22 Section 8. Snohomish County Code Section 2.03.010, added by Ordinance  
23 No. 82-037 on June 9, 1982, is amended to read:

24  
25 **2.03.010 Purpose.**

26  
27 This chapter establishes procedures and criteria for recommendation, appointment and  
28 service of members of Snohomish county boards and commissions. The provisions of  
29 this chapter shall be inapplicable in the event they are superseded by state law. Except  
30 as relates to compensation and reimbursement, the provisions of this chapter shall be  
31 inapplicable to the board of health and public health advisory board. If other county  
32 code provisions conflict with this chapter, this chapter's provisions shall prevail.

33  
34 Section 9. Snohomish County Code Section 2.03.020, added by Ordinance No.  
35 82-037 on June 9, 1982, is amended to read:

36  
37 **2.03.020 Scope.**

38  
39 This chapter shall apply to all boards and commissions which are created by state  
40 statute or county ordinance, whose members are recommended by the county  
41 executive and appointed by the county council. The term "board member" used herein  
42 shall refer collectively to any board or commission member. Except as relates to  
43 compensation and reimbursement, this chapter shall not apply to the board of health or  
44 the public health advisory board.

45  
46 Section 10. Snohomish County Code Section 2.10.010, added by Amended

1 Ordinance No. 20-078 on March 1, 2021, is amended to read:

2  
3 **2.10.010 Executive functions.**  
4

5 The following functions of government not otherwise provided for in the charter are  
6 deemed executive functions and shall be performed by the county executive:

7 (1) Approval of all bond and assignments of account running to or for the benefit of the  
8 county, including but not limited to: officials and employees bonds; cash bonds, bonds  
9 issued by a surety company, or assignments of account given to assure performance or  
10 maintenance; cash bonds, bonds issued by a surety company, or assignments of  
11 accounts to assure performance of conditions incidental to land use activities or to any  
12 other license or permit issued by the county; but not including any bond required in any  
13 civil or criminal court proceeding;

14 (2) Approval of amendments, change orders, and orders for extra work on contracts  
15 subject to bidding as provided in SCC 3.04.140;

16 (3) Determination that the performance or other consideration to be delivered to the  
17 county under the terms of any contract has been performed or delivered; and to accept  
18 such performance or other consideration on behalf of the county. The county executive  
19 shall keep the county council advised of developments which will unreasonably delay  
20 completion of any contract or unreasonably increase the costs thereof;

21 (4) Approval of all insurance policies and certificates of insurance;

22 (5) Approval of payrolls of county officials and employees;

23 (6) Upon receipt of any claim against the county, or any pleading in connection  
24 therewith, the county executive shall immediately forward copies thereof to the  
25 prosecuting attorney and the county department involved;

26 (7) Approval of the bringing of or joining in civil lawsuits seeking damages or injunctive  
27 relief in behalf of the county. The county council may also approve the bringing of or  
28 joining the county in any lawsuit in behalf of the county;

29 (8) Approval of budget transfers as provided in chapter 4.26 SCC as it now exists or is  
30 hereafter amended;

31 (9) Approval of escrow agreements on retained percentages as provided in RCW  
32 60.28.010;

33 (10) Approval of all agreements with any cities or towns of Snohomish County of the  
34 county jail or district court filing fees; PROVIDED, That the county council by resolution  
35 has previously established the rates to be charged and other terms of such agreements  
36 and has approved the forms of contracts to be utilized. The county executive shall  
37 submit to the county council an annual report not later than February 15th of each year  
38 showing rates and effective dates of such contracts approved by the county executive.

39 Not later than December 1st of each year, the county executive shall submit to the  
40 county council the forms of contracts to be used on such agreements for the following  
41 year. Rates and terms to be used in such contracts shall be reviewed not less than once  
42 a year by the county council;

43 (11) Approval and acceptance of all contracts with landowners and/or developers  
44 required by or as a condition of any comprehensive plan amendment, rezone, variance,  
45 conditional use permit, septic permit, plat or replat or any other land use control or  
46 public health regulation, final approval thereof which has been given by the county

1 council or the hearing examiner; PROVIDED, That all such contracts shall be approved  
2 by the hearing examiner prior to approval by the county executive; and the county  
3 executive shall submit to the county council an annual report, due not later than  
4 February 15th of each year, showing the names of parties and the general purposes of  
5 such contracts as have been approved by the executive;

6 (12) Approval of all licenses to occupy, use or access the Snohomish County Airport  
7 and all airport leases; PROVIDED, That in accordance with SCC 15.04.040, the county  
8 executive may recommend individual licenses or leases for approval by the council, and  
9 shall recommend in such detail as the council may require proposed rates, terms and  
10 forms of leases to be approved by the executive in which event the county council by  
11 motion will establish the rates to be charged and other terms of any such lease and  
12 approve the form of lease utilized which rates, terms and form may be changed from  
13 time to time by the county council; and PROVIDED, FURTHER, That the county  
14 executive shall submit an annual report to the county council, not later than February  
15 15th of each year, showing the names of parties, rents, reserve, areas rented, and time  
16 period of each such lease and license. Any lease or license executed pursuant to this  
17 section shall be deemed to be with the approval of the county council as required by  
18 chapter 15.04 SCC;

19 (13) Approval of contracts and contract amendments relating to the department of  
20 human services as provided in subsections (24), (25) and (28) of this section or SCC  
21 2.400.065;

22 (14) Approval of contracts with cities, towns, or other municipal subdivisions or  
23 corporations for vehicle and equipment maintenance, the purchase of gasoline, diesel  
24 oil or other petroleum products, and contracts for street or road maintenance with  
25 counties, cities, or towns; PROVIDED, That the county council has approved the  
26 schedule of charges to be made for various items of maintenance and the forms of  
27 contract to be used. The county executive shall submit an annual report to the county  
28 council, not later than February 15th of each year, showing the parties' services and  
29 charges on such contracts;

30 (15) Approval of applications and contracts for grants in aid and for any projects  
31 previously approved in the annual or six year road program with the Washington State  
32 Department of Transportation or in the surface water management division annual  
33 construction program or six year capital improvement program; PROVIDED, That the  
34 county executive shall submit to the county council an annual report, not later than  
35 February 15th of each year summarizing such applications and contracts;

36 (16) Approving and signing public disclosure reports for lobbying activities by county  
37 officials and employees as required by chapter 42.17 RCW;

38 (17) Approve haul route agreements with other public agencies or contractors with  
39 public agencies permitting use of designated county roads, or sections thereof for  
40 detour routes or moving of heavy equipment or materials necessitated by the  
41 performance of a public works contract; PROVIDED, That the county executive shall  
42 submit an annual report to the county council not later than February 15th of each year,  
43 showing the contracts, parties, duration, amendments, licenses, permits and special  
44 service contracts;

45 (18) Approval of vouchers for payment of all claims presented against the county by  
46 persons furnishing goods or materials, rendering services or performing labor, or for any

1 other contractual purpose as well as employee reimbursement claims for allowable  
2 expenses. Prior to approval by the county executive, all claims shall be certified for  
3 payment by the county auditing officer;

4 (19) Approval of agreements between the state and county for the purpose of  
5 participating in state work experience programs;

6 (20) Approval of waste reduction and recycling grant contracts; PROVIDED, That the  
7 county executive shall submit an annual report to the county council not later than  
8 February 15th of each year, showing the contracts, parties, duration, amendments,  
9 licenses, permits and special service contracts;

10 (21) Approval of contracts and contract amendments implementing programs or  
11 projects administered by the superior court, including the juvenile court division of the  
12 superior court; PROVIDED, The county council has approved necessary contracts with  
13 state, federal, or other sources of funds, if any funds from such sources are used, and  
14 the county council has appropriated funds for such programs or projects; and  
15 PROVIDED FURTHER, That the county executive shall submit to the county council an  
16 annual report, not later than February 15th of each year, showing the parties, contract  
17 amount, and purpose of each contract and contract amendment approved and signed  
18 by the county executive under this section;

19 (22) Approval of contracts and contract amendments implementing programs or  
20 projects administered by the department of planning and development services;  
21 PROVIDED, The county council has approved necessary contracts with state, federal,  
22 or other sources of funds, if any funds from such sources are used, and the county  
23 council has appropriated funds for such programs or projects; and PROVIDED  
24 FURTHER, That the division shall submit to the county council an annual report, not  
25 later than February 15th of each year, showing the parties, contract amount, and  
26 purpose of each contract and contract amendment approved and signed by the county  
27 executive;

28 (23) Approval and submission of all applications for grants on behalf of the county  
29 unless the granting agency requires approval of such applications by the county council;

30 (24) Approval of contracts and, except when the county council by motion or ordinance  
31 has restricted executive authority to approve amendments for specific contracts,  
32 contract amendments on behalf of the county for funds, property or services contributed  
33 to the county by grants, entitlements and shared revenue of every kind and nature;  
34 which do not obligate the county monetarily and implement programs, projects, or  
35 functions that the county council has specifically authorized by motion or ordinance;  
36 PROVIDED, That the county executive shall submit an annual report to the county  
37 council not later than February 15th of each year, showing the parties, contract amount,  
38 and purpose of each contract approved and signed by the county executive under this  
39 section;

40 (25) Approval of contracts and, except when the county council by motion or ordinance  
41 has restricted executive authority to approve amendments for specific contracts,  
42 contract amendments on behalf of the county for funds, property or services contributed  
43 to the county by grants that require match funds of up to \$50,000 which implement  
44 programs, projects, or functions that the county council has specifically authorized by  
45 motion or ordinance; PROVIDED, That the county executive shall submit an annual  
46 report to the county council not later than February 15th of each year, showing the

1 parties, contract amount, and purpose of each contract approved and signed by the  
2 county executive under this section;  
3 (26) Approval of purchase and other contracts on behalf of the county that are  
4 recommended by the Snohomish county arts commission pursuant to chapter  
5 2.95 SCC, including but not limited to contracts limiting the use of contributions to the  
6 arts fund and contracts providing for the purchase or use of works of art, provided that  
7 such contracts comply with SCC 3.04.140 concerning award and execution of contracts;  
8 (27) Approval of plans, and amendments thereto, prepared under provisions of the  
9 Local Agency Guidelines adopted by the state department of transportation to assure  
10 compliance with Title VI of the Civil Rights Act of 1964 in county transportation program  
11 projects that are funded by the federal highway administration. The county executive  
12 shall serve as the county's administrator under such plans;  
13 (28) Approval of grant documents (including but not limited to applications,  
14 certifications, contracts, and subsequent amendments) on behalf of the county for funds  
15 contributed to the county by grants that are included in a grant work plan approved by  
16 the county council by motion in accordance with SCC 4.26.025; PROVIDED, That this  
17 section does not authorize the county executive to approve those grant documents  
18 which a prior contract or interlocal agreement requires must be approved by the county  
19 council; PROVIDED FURTHER That the county executive shall submit an annual report  
20 to the county council not later than February 15th of each year, showing the parties,  
21 grant amount, and the purpose of each grant contract approved and executed by the  
22 county executive under this subsection.

23  
24 Section 11. Snohomish County Code Section 2.400.010, last amended by  
25 Amended Ordinance No. 05-107 on November 21, 2005, is amended to read:

26  
27 **2.400.100 Creation of department of human services and purpose.**

28  
29 The department of human services is hereby created. Except as provided in chapter  
30 2.xxx SCC, ((#)) it shall be included within the purpose of this department to integrate  
31 and coordinate all programs within the county's jurisdiction that provide services to  
32 individuals who, as a result of their health, or economic or social condition, require  
33 financial assistance, institutional care, rehabilitation, training, education, or other human  
34 services. The department will concern itself with changing social needs and will  
35 expedite the development and implementation of programs designed to meet those  
36 needs.

37  
38 Section 12. A new chapter is added to Title 2 of the Snohomish County Code to  
39 read:

40  
41 **Chapter 2.300**

42  
43 **Health Department**

44  
45 Sections:  
46 2.300.010 Creation and purpose.

CREATING HEALTH DEPARTMENT AND HEALTH DEPARTMEN FUND;  
ADDING CHAPTERS 2.300 AND 4.127 SCC;  
AMENDING CHAPTERS 2.02, 2.03, 2.10 AND 2.400 SCC

- 1 2.300.020 Definitions.
- 2 2.300.030 Authority and functions.
- 3 2.300.040 Director.
- 4 2.300.050 Appointment of director.
- 5 2.300.060 Organization by director.
- 6 2.300.070 Health officer.
- 7 2.300.080 Appointment of health officer.
- 8 2.300.090 Board of health established.
- 9 2.300.100 Composition of the board of health.
- 10 2.300.110 Appointment of nonelected board of health members.
- 11 2.300.120 Terms of board of health members.
- 12 2.300.130 Meetings of board of health members.
- 13 2.300.140 Quorum.
- 14 2.300.150 Compensation and reimbursement of board of health members.
- 15 2.300.160 Duties of the board of health.
- 16 2.300.170 Public health advisory board established.
- 17 2.300.180 Composition of the public health advisory board.
- 18 2.300.190 Appointment of public health advisory board members.
- 19 2.300.200 Severability.
- 20 2.300.210 Effective date.

21

22 **2.300.010 Creation and purpose.**

23

24 There is hereby established the Snohomish county health department. It shall be the  
25 purpose of the department to preserve, promote and improve the public health.

26

27 **2.300.020 Definitions.**

28

29 The following definitions shall apply to terms used in this chapter:

30

31 (1) "Board of health" means the Snohomish county board of health as defined in RCW

32 70.05.035.

33

34 (2) "Council" means the Snohomish county council.

35

36 (3) "Director" means the director of the Snohomish county health department.

37

38 (4) "Executive" means the Snohomish county executive.

39

40 (5) "Department" means the Snohomish county health department.

41

42 (6) "Health officer" means the health officer of the Snohomish county health department

43

44 as defined in RCW 70.05.010.

45

46 (7) "Public health advisory board" means the Snohomish county public health advisory

board as defined in RCW 70.46.140.

47

48 **2.300.030 Authority and functions.**

49

50 The department shall have the authority to implement administrative rules, regulations,  
51 policies and procedures necessary to carry out those powers and duties prescribed by  
52 the laws of the State of Washington pursuant to chapter 70.05 RCW, presently and as  
53 hereafter amended, together with such other statutory mandates as may subsequently

1 be enacted by the State of Washington and delegated to the department.

2  
3 **2.300.040 Director.**

4  
5 The director of the health department shall serve as the executive secretary and  
6 administrative officer to the board of health and shall be responsible for administering  
7 the operations of the board of health, including such other administrative duties required  
8 by the board of health, as provided in RCW 70.05.045.

9  
10 **2.300.050 Appointment of director.**

11  
12 The director shall be nominated and appointed by the executive with the advice and  
13 consent of the council. The director shall serve at the pleasure of the executive and  
14 shall be subject to the county exempt personnel system.

15  
16 **2.300.060 Organization by director.**

17  
18 Subject to the approval of the board of health, the director may create divisions and  
19 reassign positions and functions within the department; provided, that appropriate  
20 budget and personnel transfers are made with executive and council approval and in  
21 conformance with the personnel rules and policies of Snohomish county.

22  
23 **2.300.070 Health officer.**

24  
25 The health officer of the health department shall be responsible for the performance or  
26 delegation of such duties as prescribed under RCW 70.05.070 as well as perform or  
27 delegate such duties designated by and under the functions of the board of health.

28  
29 **2.300.080 Appointment of health officer.**

30  
31 The health officer shall be a qualified physician experienced and trained in public health  
32 administration, and who shall meet all minimum requirements for health officer under  
33 chapter 70.05 RCW. The health officer shall be nominated and appointed by the  
34 executive with the advice and consent of the council. The health officer shall serve at  
35 the pleasure of the executive, subject to RCW 70.05.050, and under the direction of the  
36 director. The health officer shall be subject to the county exempt personnel system.

37  
38 **2.300.090 Board of health established.**

39  
40 There is hereby established a Snohomish county board of health. The board of health  
41 shall annually elect a chair and vice chair from its membership in January of each year.  
42 The chair shall preside at the meetings of the board of health and shall perform the  
43 usual functions of a presiding officer.

44  
45 **2.300.100 Composition of the board of health.**

- 1 (1) The board of health shall be composed of nine members as follows:  
2 (a) The chair and vice chair of the Snohomish county council shall be members of the  
3 board of health.  
4 (b) One elected official from a large/medium city within Snohomish County.  
5 (c) One elected official from a small city or town within Snohomish County.  
6 (d) Consistent with RCW 70.05.035(1)(a) through (e), appointed members of the board  
7 of health shall include two public health, health care facilities, and providers members;  
8 one consumers of public health member; one community stakeholders member; and  
9 one tribal representative selected by the American Indian Health Commission. The  
10 appointed members shall not be elected officials.  
11 (2) The appointed members of the board of health shall equal or exceed the number of  
12 members who are elected officials.  
13 (3) Appointed members shall serve as voting members except as it pertains to any  
14 decision related to the setting or modification of permit, licensing, and application fees.  
15

16 **2.300.110 Appointment of nonelected board of health members.**  
17

- 18 (1) For each board member candidate the board of health nominates under RCW  
19 70.05.035(1)(a), the board of health shall provide the council with:  
20 (a) The name, biography and application materials of the candidate;  
21 (b) Confirmation that the candidate meets the qualifications and requirements of RCW  
22 70.05.035(1)(a) and was recruited and selected in accordance with the rules  
23 promulgated under RCW 43.20.300 and chapter 246-90 WAC; and  
24 (c) Identification of which of the three categories set forth in RCW 70.05.035(1)(a) the  
25 candidate represents.  
26 (2) The board of health shall coordinate with the American Indian Health Commission to  
27 receive the commission's nominated tribal representative candidate and information  
28 about the commission's nominated candidate, which the board of health shall in turn  
29 provide to the council.  
30 (3) The board of health shall transmit to the council the information required by  
31 subsections (1) and (2) of this section. The council shall appoint by motion the members  
32 nominated by the board of health and the American Indian Health Commission pursuant  
33 to RCW 70.05.035.  
34

35 **2.300.120 Terms of board of health members.**  
36

- 37 (1) The two elected members of the Snohomish county council shall serve on the board  
38 of health for the length of their terms as chair and vice chair.  
39 (2) Each of the two city elected officials shall serve on the board of health for one year.  
40 (3) The initial terms for the appointed members of the board of health shall be as follows:  
41 Two members shall each serve a one-year term and three members shall each serve a  
42 two-year term. The board of health shall determine the initial term lengths primarily by  
43 member preference. Each of the initial terms shall be considered full terms for purposes  
44 of determining eligibility for service in future terms. Including the initial term, an appointed  
45 member of the board of health may serve up to two full terms. A full term shall be two  
46 years.

1  
2 **2.300.130 Meetings of board of health members.**  
3

4 The board of health shall meet the third Tuesday in January as its first regular meeting  
5 of the year, to be held at 3:00 p.m. The board of health shall meet the second Tuesday  
6 of each month from February through December of every year. The chair or a majority  
7 of board of health members may call a special meeting of the board consistent with the  
8 provisions of RCW 42.30.080. Board of health members may participate in meetings of  
9 the board of health in person or by use of a remote meeting platform.

10  
11 **2.300.140 Quorum.**  
12

13 A majority of the board of health shall constitute a quorum, and members participating  
14 remotely shall count towards establishing a quorum, provided, however, that where  
15 there exists one or more vacancies on the board of health, a majority of members in  
16 office at the time shall be sufficient to constitute a quorum for purposes of making  
17 nominations to the board of health for council action.

18  
19 **2.300.150 Compensation and reimbursement of board of health members.**  
20

21 Board of health members shall serve without compensation, but may  
22 receive reimbursement for mileage to and from meetings and for such other expenses  
23 directly related to their service as may be approved by the county executive in  
24 accordance with chapter 2.03 SCC.

25  
26 **2.300.160 Duties of the board of health.**  
27

28 The board of health shall supervise the maintenance of health and sanitary measures  
29 for the protection of public health; provide for control and prevention of dangerous,  
30 contagious and infectious disease; provide for the prevention, control and abatement of  
31 nuisances detrimental to public health; enact such local rules and regulations as are  
32 necessary in order to preserve, promote and improve the public health and provide for  
33 the enforcement thereof; enforce the public health statutes of the state and rules  
34 promulgated by the state board of health and such other agencies which involve public  
35 health; provide information and education to the public relative to matters pertaining to  
36 the preservation of life and health; facilitate the coordination and interaction of citizens  
37 and agencies interested in public health within Snohomish county; and carry out such  
38 mandated services and activities as otherwise delegated by state law.

39  
40 **2.300.170 Public health advisory board established.**  
41

42 There is hereby established a Snohomish county public health advisory board.

43  
44 **2.300.180 Composition of the public health advisory board.**  
45

46 The public health advisory board shall consist of eighteen members, including the

1 health officer and one member of the board of health who shall serve as ex officio  
2 members of the public health advisory board. The remaining sixteen members shall be  
3 selected in accordance with RCW 70.46.140.

4  
5 **2.300.190 Appointment of public health advisory board members.**

6  
7 The board of health shall recruit and appoint members to the public health advisory  
8 board in accordance with RCW 70.46.140. Members of the public health advisory board  
9 shall serve at the pleasure of the board of health for staggered three-year terms and  
10 may be reappointed.

11  
12 **2.300.200 Severability.**

13  
14 If any provision of this chapter is held invalid, the remainder of the chapter shall not be  
15 affected.

16  
17 **2.300.210 Effective date.**

18  
19 This chapter shall be effective December 31, 2022.

20  
21 Section 13. A new chapter is added to Title 4 of the Snohomish County Code to  
22 read:

23  
24 **Chapter 4.127**

25  
26 **Health Department Fund**

27  
28 Sections:

- 29 4.127.010 Name of fund.  
30 4.127.020 Purpose of fund.  
31 4.127.030 Source of resources.  
32 4.127.040 Fund manager.

33  
34 **4.127.010 Name of fund.**

35  
36 There is hereby created a special revenue fund known as the health department fund.

37  
38 **4.127.020 Purpose of fund.**

39  
40 The purpose of the health department fund is for the administration, planning,  
41 development, operation and provision of public health services as authorized under  
42 chapter 2.xxx SCC.

43  
44 **4.127.030 Source of resources.**

45  
46 Resources of the health department fund shall be from any lawful appropriation,

1 administrative fees, grants, contacts, gifts, bequest or other financing sources.

2  
3 **4.127.040 Fund manager.**

4  
5 The administrator of the health department, or such other person as may be designated  
6 by the county executive, shall serve as fund manager. The fund manager shall have the  
7 responsibilities set out in SCC 4.05.050. The name of the fund manager shall appear on  
8 a master list maintained in the department of finance.  
9

10 Section 14. All consensual contracts, grants, leases, purchases, agreements,  
11 rights and obligations either in favor of or against the Snohomish Health District as of  
12 December 31, 2022, which are transferred and assigned to the county from the  
13 Snohomish Health District are hereby exempted from the provisions of chapter 3.04  
14 SCC.  
15

16 Section 15. Nonconsensual claims against the Snohomish Health District,  
17 Health Officer or Board of Health claimed to be caused before December 31, 2022, but  
18 tendered to the county on or after December 31, 2022, shall be administered by the  
19 County as it deems appropriate, including but not limited to, tendering defense of such  
20 claims to the Snohomish Health District risk pool.  
21

22 Section 16. All pending enforcement actions brought in the name of the  
23 Snohomish Health District as of December 31, 2022, shall continue and responsibility  
24 therefore shall be transferred and assigned to the County from the Snohomish Health  
25 District. Except as provided by separate interlocal agreement between Snohomish  
26 County and Snohomish Health District, the adoption of this ordinance shall not in any  
27 manner affect any enforcement action for violation of Snohomish Health District code,  
28 rules or regulations, which violations were committed prior to December 31, 2022, nor  
29 shall it be construed as a waiver of any permit, fee or penalty due and unpaid under any  
30 such Snohomish Health District code, rules and regulations relating to the collection of  
31 any such permit fees or penalties or the provisions applicable to any violations, and all  
32 rights and obligations existing under the Snohomish Health District code, rules and  
33 regulations in effect immediately prior to December 31, 2022, shall continue in full force  
34 and effect.  
35

36 Section 17. Effective date. Except for Section 13 of this ordinance which shall  
37 take effect as provided in SCC 2.48.126, this ordinance shall take effect on December  
38 31, 2022.  
39

40 PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
41

42  
43 SNOHOMISH COUNTY COUNCIL  
44 Snohomish County, Washington  
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\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Asst. Clerk of the Council

- ( ) APPROVED
- ( ) EMERGENCY
- ( ) VETOED

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

\_\_\_\_\_  
County Executive

ATTEST:

\_\_\_\_\_

Approved as to form only:

*R. J. Bell*      10-07-2022  
 Deputy Prosecuting Attorney