



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Michaela Haynes, Environmental Health Specialist
Pinky Feria Mingo, Director, Environmental Health and
Water Quality.

DATE: January 2, 2024

SUBJECT: Septic Professional Certification Testing

STATEMENT OF ISSUE:

Septic professionals working in Jefferson County must be certified by Jefferson County Public Health. The certification process includes an exam for inspectors and installers to demonstrate knowledge of state and local On-Site Sewage code. This exam is currently scheduled and administered by JCPH staff twice a year.

Certification testing for septic professionals is available through the Washington On-Site Sewage Association (WOSSA). This service is used by 14 counties including both Kitsap and Clallam counties. Testing is available weekly and results are transferrable to other counties enrolled in the program.

Jefferson County has the opportunity to utilize this testing program. WOSSA has provided a Memorandum of Understanding for a certification testing agreement.

ANALYSIS/STRATEGIC GOALS:

We are requesting approval of the Testing Management Memorandum of Understanding between Washington On-Site Sewage Association and Jefferson County Public Health. This would reduce Health Department staff time for scheduling and proctoring exams and provide septic professionals more frequent access to an industry standard certification exam.

FISCAL IMPACT:

WOSSA's testing service is provided at no cost to the county. Septic professionals pay a fee to WOSSA for each test, currently \$180.

RECOMMENDATION:

We recommend approving the Testing Management Memorandum of Understanding between WOSSA and Jefferson County Public Health.

REVIEWED BY:



Mark McCauley, County Administrator

12/28/23
Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: WOSSA

Contract No: EH-23-088

Contract For: Septic Test Proctoring

Term: upon signing - until terminated

COUNTY DEPARTMENT: Public Health

Contact Person: Pinky Mingo

Contact Phone: x 476

Contact email: pmingo@co.jefferson.wa.us

AMOUNT:

Revenue:

Expenditure:

Matching Funds Required:

Sources(s) of Matching Funds

Fund #

Munis Org/Obj

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Signature

Dec. 18, 2023

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Signature

Dec. 18, 2023

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 12/26/2023.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 12/21/2023.

Approved as to form 12/21/23

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY (IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



Executive Director – Chuck Ahrens

Office Phone: (253) 770-6594

Email: executivedirector@wossa.org

Training Center Address: 2606 W Pioneer Ave • Bldg #1045 • Puyallup, WA 98371

Mailing Address: PO Box 9279, Tacoma, WA 98490-0279 • www.wossa.org

Testing Management Memorandum of Understanding Between: *WOSSA and Jefferson County Public Health*

Date: October 5, 2023

To: Michaela Haynes, Jefferson County Public Health

From: Chuck Ahrens, WOSSA Executive Director

At the request of the county, WOSSA will conduct testing management for Jefferson County Public Health. WOSSA proposes to provide this program certification testing agreement to include the testing management for the following exams relating to the Health District's On-Site Sewage Program. This agreement will remain in force unless a review is requested by either party in writing and is effective on the date signed by the Health District representative. (Please check those that apply)

- WOSSA Pumpers / Technician (O&M Level 1)
- WOSSA Operations and Maintenance / Specialist (O&M level 2)
- WOSSA Installation

WOSSA will provide for testing services at the LHJ's direction using the WOSSA County "program" testing database.

Primary locations for the Testing will be at both the WOSSA Training Center on the Puyallup WSU Extension Campus and at Jefferson County Public Health upon request and at a frequency to be agreed upon by WOSSA and the applicant. WOSSA will also provide certification testing at any local training event held in the area.

Document Control and Records Management:

WOSSA will provide all necessary testing materials and record keeping, including document retention for two years, and upon request of the Health District-designate we can communicate the results of the testing in either electronic or paper form.

The ED (Executive Director) of WOSSA and WOSSA Staff will maintain control of the test questions and copies of tests at all times. Generally, the test will be maintained electronically and a master copy in a locked file at the training center. In conjunction with other Health Departments in the program, a question pool has been developed for use in creating a number of tests to be used for the certifications and allow for variation in

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"The Voice of the Industry"



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the testing protocol. The local Health District may submit additional questions for consideration to the test pool database at any time.

The Health District will have the option of observing an examination being administered, reviewing the records, tests and other documents at its discretion to validate program and testing integrity.

Testing/Proctoring Procedures:

Health District-designate and WOSSA ED (Executive Director) will agree to testing frequency and dates. Additional dates may be made available based on need, scheduling and coordination between the two parties.

Generally, testing procedures will be as follows:

- All exams will be active monitored and proctored by the Executive Director or his designate or Jefferson County Public Health
- ID validation will be done prior to participant testing
- WOSSA will review and mark tests
- WOSSA will provide the participant with a "certificate" of testing signed by the Executive Director with test results, and an indication of testing competency
- Post exam certifications will be produced and provided to the test taker along with a copy for the Health Department. It will be the responsibility of the test taker to submit the certificate to the health district as necessary. WOSSA will maintain a record of the exam and results

Testing Fees

WOSSA will collect fees from test participants on the day of testing or before. WOSSA testing fees will be as agreed by the counties participating in the program and are currently set at \$180.00 but are subject to change.

Effective date: _____

Agreed by: _____ Date: _____

Heidi Eisenhour
Chair, Board of County Commissioners
Jefferson County Washington

Chuck Ahrens
Executive Director
WOSSA

Approved as to form only:

Barbara D. Ehrlichman 12/21/23

Barbara D. Ehrlichman Date
Chief Civil Deputy Prosecuting attorney