



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Alisa Hasbrouck, Environmental Public Health Manager
Veronica Shaw, Deputy Director of Public Health

DATE: January 8, 2024

SUBJECT: MOTION: Approve Port Townsend Seventh Day Adventist Church's Request for 25% Reduction in Temporary Food Service Fees

STATEMENT OF ISSUE:

Jefferson County Public Health, Environmental Health Division, requests Board approval of Port Townsend Seventh Day Adventist Church's Request for 25% Reduction in Temporary Food Service Fees.

ANALYSIS/STRATEGIC

Port Townsend Seventh Day Adventist Church requested a 25% reduction of their temporary food service permit fee. According to the 2024 Environmental Health fee schedule, non-profit 501(c)(3) organizations may receive a 25% reduction in their permit fee with a BOCC resolution if backfilled with General Funds. BOCC Policy 74-95 requires a resolution for fee waivers. Jefferson County Public Health currently has adequate General Fund dollars in the Environmental Public Health budget to cover this amount.

GOALS/PRO'S and CON'S:

Approval of this fee waiver request aligns with the Environmental Public Health Fee Policy and with BOCC Policy 74-95.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

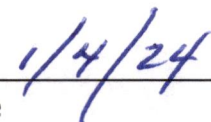
The total amount of Port Townsend Seventh Day Adventist Church's temporary food service permit fee is \$200.72; the amount of the 25% fee reduction is \$50.18.

RECOMMENDATION:

MOTION: Public Health requests that the Board of Commissioners approve a motion to approve Port Townsend Seventh Day Adventist Church's request for 25% reduction in temporary food service fees.

REVIEWED BY:


Mark McCauley, County Administrator


Date 1/4/24



Email: foodsafety@co.jefferson.wa.us
Website: www.jeffersoncountypublichealth.org
Tel: 360.385.9444 Fax: 360.379.4487

For Office Use:

Date Rec'd 12/28/23 Receipt# NA
Amt. NA Check# NA
Permit# TFS24-001 Category _____
Comments: _____

Request for 25% Reduction in Temporary Food Service Fees

Qualifying 501(c)(3) organizations may request a 25% reduction in temporary food service fees. Requests will be considered by the Board of County Commissioners (BOCC). **It may take up to two months to process a request. County general funds must be available to reimburse Environmental Public Health for all fee reductions, for the reduction to be given.**

The purpose of the organization must be charitable, religious, educational, scientific, literary, test for public safety, foster national or international amateur sports competition, or to prevent cruelty to animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Name of Organization: Port Townsend Seventh-day Adventist Church

Address: 331 Benton Street Phone No: 360-385-4831

IRS EIN (Tax ID) #: 91-1251023 Contact Person: Heather Reseck

Purpose of Organization: nuture spiritual growth and promote whole-person health

- ☒ Attach Temporary Food Service Permit application
☒ Attach your organization's IRS Exemption Determination Letter as proof of non-profit status

I attest that the organization named above meets the criteria above, and I am requesting a 25% reduction in temporary food service fees for the event(s) indicated on the attached permit application.

Heather Reseck

Signature, Applicant

December 28, 2023

Date

BOCC Approval:

Signature, Chair of BOCC

Date



615 Sheridan Street
Port Townsend, WA 98368
www.JeffersonCountyPublicHealth.org

Temporary Food Service Establishment Permit To Operate Non-Transferable

Name of Establishment: **SEVENTH DAY ADVENTIST CHURCH**

Event and Location: **Plant Based Cooking Class**

Owner or Operator: **HEATHER RESECK**

Permit #:

TFS2024-00001

Class:

Medium Risk Recurring

Event Dates:

Start: 01/09/2024

End: 12/31/2024

Conditions of Approval

- 1.) Potentially Hazardous Food must be either cold-held at 41 degrees or less or hot-held at 135 degrees or higher. Use temperature control or time/temperature log. If time/temperature log is used, discard food after 4 hours.
- 2.) Food Handlers must read, sign and post temporary food service rules in the booth or site of food service. Located in the last 3 pages of the application.
- 3.) Food Service Permit must be posted at facility, in booth or site of food service.
- 4.) Menu limited: All plant based cooking to include the following depending on season: Beans, lentils, tofu, tempeh, frozen edamame, soy protein, wheat protein, various nuts/grains/seeds, various seasonal vegetables, salad dressing, gravy, sauces, desserts, olive/coconut oil, vegan butter, sweeteners, flours, seasonings, fresh and dried herbs, condiments, nondairy milks, nondairy alternatives for sour cream/butter/cheese/cream cheese.
- 5.) PERMIT ONLY VALID FOR THE DATE(S) OF EVENT.

The above noted parties are hereby granted a permit to operate a food establishment in Jefferson County, Washington under the name and at the location identified above. This permit may be suspended or revoked by the Jefferson County Health Officer or their designee.

The above noted parties agree to comply with Jefferson County Code, Chapter 8.05, Food Service Sanitation and Chapter 246-215 WAC, Rules and Regulations of the State Board of Health, Food Service. Further, the noted parties agree to all conditions of this permit.

Changes to the operation, facility or menu require prior written approval from the Jefferson County Environmental Public Health Department.

Dr. Allison Berry, MD, MPH
Jefferson County Health Officer

Phone: (360) 385-9444

Pinky Mingo
Jefferson County Environmental Public Health Director

Fax: (360) 379-4487

www.jeffersoncountypublichealth.org

1/2/2024

\\energovappsrvr\energovshare\

THESE REQUIREMENTS MUST BE POSTED IN THE BOOTH WITH THE PERMIT AND MUST BE READ & SIGNED BY ALL FOOD WORKERS

Please read carefully: Washington's food code (WAC 246-215) has been updated with sections from the 2017 FDA Food Code and input from interested parties. The key changes to the food rule effective on March 1, 2022 have been **highlighted**. Identified food safety risks will need to be corrected, but points for the *revised* rule provisions will not be assigned until after the educational period concludes. The educational period is in effect March 1, 2022 until August 31, 2022. **Not all changes are reflected here. Please review the food code or contact the health department with any questions.**

The food code and accompanying documents can be accessed at www.doh.wa.gov/foodrules

Definition: Time/temperature control for safety food (TCS food) is the new term for potentially hazardous food (PHF). This is defined as a food that requires time/temperature control for safety to limit the growth of pathogens that cause foodborne illness.

JEFFERSON COUNTY PUBLIC HEALTH REQUIREMENTS:

- 1) Gravity flow handwashing facilities must be provided. This can be done two ways:
 - a. A plumbed sink, soap, paper towels and hot and cold running water; or
 - b. An insulated container with a spigot that can lock in open position – capacity of 5 gallons or more – filled with hot water between 100°F and 120°F, a tub or bucket to catch waste water, pump soap and paper towels. WASH HANDS FREQUENTLY!
- 2) Water must be obtained from an approved source.
- 3) Bare Hand Contact with Ready-To-Eat foods is prohibited. Barriers such as tongs, spoons and gloves must be used.
- 4) Sanitizer for wiping cloths must be provided in your booth. This solution can be made using 1 teaspoon of bleach per gallon of cool water and wiping cloths. It is permitted to use other approved sanitizers as well: e.g. quaternary ammonia, iodine, etc.
- 5) Stem-type thermometers are required if you serve any **time/temperature control for safety foods**. Monitor temperatures frequently.
- 6) Leak-proof garbage containers must be provided in your booth.
- 7) Waste water must be disposed in a sanitary sewer. Disposal in storm drains or on the ground is unacceptable.
- 8) Dishwashing facilities (within 200 feet) must be provided by you or the event coordinator when foods are prepared at an event. Dishwashing must include three compartments (or steps) to 1) Wash, 2) Rinse, and 3) Sanitize with an area to air-dry the dishes. Soap and sanitizer must also be provided.
- 9) Restrooms must be within 200 feet of the booth. Restrooms must have hand sinks with hot and cold running water. Food workers who don't wash their hands after using the bathroom can spread HEPATITIS A and other illnesses; WASH HANDS BEFORE RETURNING TO THE BOOTH. (Portable toilets are not allowed unless portable handwashing facilities with HOT water, soap and paper towels are provided).
- 10) At least one food worker with a food handler's card must be present in the booth during all times of operation.

- 11) **Do not work if you are sick.** Workers suffering from vomiting, diarrhea, jaundice, or sore throat with fever, or that have been diagnosed with norovirus, *Salmonella*, *E. Coli*, *Shigella*, or hepatitis A are prohibited from working. Infected cuts on the hands must be covered with both a bandage and a glove. Workers with vomiting or diarrhea may return to work when symptoms have been gone for at least 24 hours. Workers with jaundice or a diagnosed foodborne illness must be cleared by the health department before returning to work.
- 12) **A written vomit/diarrhea cleanup plan is required.** This plan must have directions for workers to protect food, surfaces, customers, and themselves. It must include specific details regarding type of disinfectant used, types of surfaces to be cleaned, and location of the cleanup kit. **Please contact the health department for a cleanup plan template, or visit www.doh.wa.gov/foodrules**
- 13) All mobile food vendors must provide proof of a Labor and Industries (L & I) inspection.
- 14) * If raw, undercooked or cooked to order foods are going to be served to the public, a Consumer Advisory must be posted on your menu. This is to remind and inform the public of the risks associated with consuming such foods. The Advisory may read as follows:

**(INSERT FOOD ITEM/S HERE) IS/ARE SERVED EITHER RAW OR UNDERCOOKED.
CONSUMING RAW OR UNDERCOOKED FOODS MAY BE HAZARDOUS TO YOUR
HEALTH.**

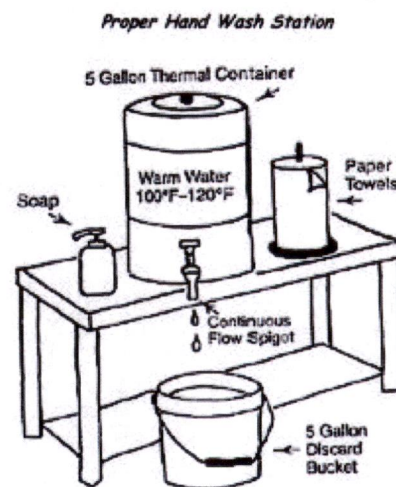
HANDWASHING

An approved handwashing facility must be available in each booth during all hours of operation. If a permanent handwash sink with plumbing is not available, the temporary handwash station must be set-up as follows (see diagram):

- A five-gallon or larger insulated container kept supplied with warm water, between 100°F and 120°F, delivered through a continuous-flow spigot, with a discard bucket for wastewater.
- Have soap, and paper towels.

Food workers must wash their hands:

- Before starting work
- After using the toilet
- After handling raw meat, poultry, or seafood
- After eating or smoking
- After contaminating hands or handling unclean items



FOOD PREPARATION

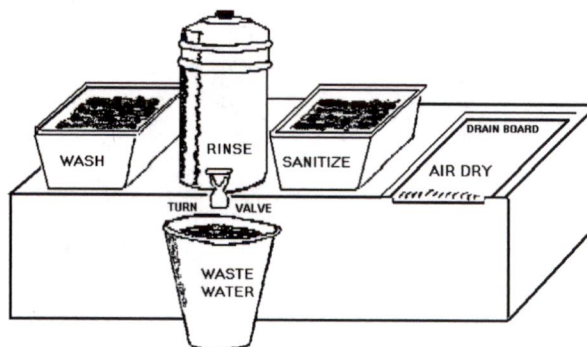
All food preparation must be done in a licensed facility or in the temporary establishment. Food may not be prepared in a private home or unlicensed kitchen.

- Only foods from approved sources may be used. Approved sources include foods made in facilities licensed by Jefferson County, other local health jurisdictions, the Washington State Department of Agriculture (WSDA), the Food and Drug Administration (FDA), or the United States Department of Agriculture (USDA).
- Food may not be cooled in the temporary establishment.
- Food may be reheated if it reaches 165°F within 1 hour.

CLEANING UTENSILS (Spoons, Tongs, Spatulas, Etc.)

All temporary facilities must have access, within 200 feet, to a 3-compartment sink with running water to wash, rinse, and sanitize utensils. If no 3-compartment sink is available for a single-day event and no health hazard will exist, the booth may use a temporary set-up (shown at the right).

- **Utensils must be washed, rinsed, sanitized, and air-dried (no towel drying).** Use 1-teaspoon bleach only, per gallon of cool water for sanitizing.



A METAL-STEM THERMOMETER MUST BE AVAILABLE AND USED TO CHECK INTERNAL FOOD TEMPERATURES.

Thermometers may be purchased from restaurant supply companies or from large department stores. It must be able to measure from 0° to 220°F.

HOT HOLDING FOODS

Hot foods must be covered and held at **135°F or greater**. Foods will not maintain 135°F with only a cover; a mechanical method is required (such as a hot plate or steamer). Hot, **time/temperature control for safety foods** may not be cooled down in a temporary food facility.

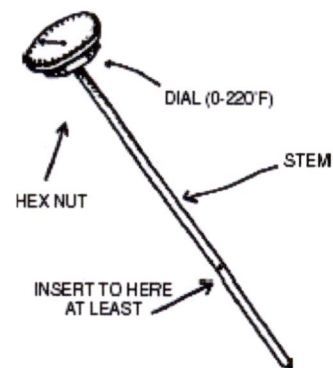
COLD HOLDING FOODS

Cold food must be covered and held at **41°F or less**. If using ice, the container must be buried in the ice to the depth of the food.

FOOD TEMPERATURES

Time/temperature control for safety foods must be cooked to the following temperatures:

135 °F	• Plant foods for hot holding
145°F for 15 seconds	• Raw eggs for immediate service • Fish, meat, pork, except as listed below • Commercially raised game animals, rabbits
158°F	• Ground, tenderized, or injected fish, meat, pork • Ratites (ostrich, rhea, emu) • Raw eggs not for immediate service
165°F	• Poultry • Stuffed foods • Stuffing containing fish, meat, or poultry • Wild game animals



**FAILURE TO FOLLOW THESE RULES CAN RESULT IN CLOSURE OF THE
BOOTH.**

**THESE RULES AND THE TEMPORARY FOOD SERVICE PERMIT
MUST BE POSTED IN THE BOOTH.
ALL WORKERS MUST READ AND SIGN.**

We, the undersigned, hereby certify that we have read, and understand the following rules of operation and we acknowledge that issuance of the Temporary Food Service Permit and continued operation is contingent upon satisfactory compliance with local food service regulations.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Elizabeth Poole

From: noreply@civicplus.com
Sent: Thursday, December 28, 2023 3:54 PM
To: Food Safety
Subject: Online Form Submittal: 2023 Temporary Food Service Application--Jefferson County Public Health

Follow Up Flag: Follow up
Flag Status: Flagged

APPROVED

By Alyssa Hendren at 10:26 am, Jan 02, 2024

2023 Temporary Food Service Application--Jefferson County Public Health

For Office Use:

Date Rec'd: __12/28/23__

Batch # _3616__

Amt. _200.72__

Check # _4826__

Permit # _TFS2024-00001__

Category _Medium - Reccuring__

Comments:

(Section Break)

CREATE AN ACCOUNT OR SIGN IN TO CIVIC PLUS TO BE ABLE TO SAVE PROGRESS. FORMS THAT TIME OUT WILL NOT BE SAVED.

Temporary Food Service Application

Answer the following questions to determine what type of permit you need: *Field not completed.*

Business Information

Business Name Port Townsend Seventh-day Adventist Church

Mailing Address 331 Benton Street

Email veggiemakeovers@gmail.com

Person in Charge	Heather Reseck
Phone Number	360-301-2204
Food Handler Card Info: Name	Heather Reseck
Food Handler Card Info: Exp:	12/26/24
Permit Type (Choose only 1 permit type below)	
Limited Risk and Exempt Foods:	Limited Risk and Exempt Foods List (PDF)
What is Your Temporary Food Establishment's Risk Level?	Temporary Food Establishment's Risk Level
Low Risk	
Low Risk Permit Types	Field not completed.
Medium Risk Food Foods to be prepared and held hot or cold	
Medium Risk Food Permit Types	\$189.00 Recurring Event--per location
High Risk Food cooked or served from raw animal products or required advanced cooking and cooling in an approved kitchen	
High Risk Food Permit Types	Field not completed.
Demonstrator	
Demonstrator Permit Type	Field not completed.
Late Fees	
Apply if we do not receive your application within 10 calendar days of the event	Field not completed.
Permit Exempt	Click to view more information.
Permit Exempt	Field not completed.

Qualifying 501(c)(3) organizations may request a 25% reduction in temporary food service fees. Requests will be considered by the Board of County Commissioners (BOCC). It may take up to two months to process a request.

Fee Reduction

[Fee Reduction Request Form \(PDF\)](#)

Make checks payable to JCPH. You can also pay with credit and debit cards on our website.

You can also mail in your payment to 615 Sheridan St., Port Townsend, WA, 98368.

Event Information

Event Name	Plant-Based Cooking Class
Event Date	January 9 + (see attached)
Event Time	4:30 - 7:00 p.m.
Event Location	Better Living Center, 1505 Franklin Street, PT
Event Coordinator	Heather Reseck
Phone Number	360-301-2204
Email	veggiemakeovers@gmail.com

Water, Ice, and Wastewater

Water Source	city water
Ice Source	freezer
Wastewater Disposal	city sewer

Food Preparation Procedures

Example:

Example: In the first example listed below, thawing chicken is the first preparation step used, so that box is given a "1". Cutting or assembling the thawed chicken is the second preparation step used, so that box is given a "2". After the chicken is assembled, it is then portioned. The Portion/Package is therefore given a "3". Numbers are used in succession until all food preparation steps for that menu item have been completed.

Section A: At the Approved Kitchen (commissary kitchen)

Where is the approved kitchen?	Better Living Center
--------------------------------	----------------------

Address 1505 Franklin Street

When is the Approved Kitchen going to be used for Preparing Food? 2:00 or 2:30 p.m. to 7:00 p.m.

Commissary letter [Commissary Letter \(1\).pdf](#)

MENU MUST BE SUBMITTED WITH APPLICATION

Submit Menu [Cooking class menu summary Health Dept. \(2\).pdf](#)

Please fill out the information below with all food items, including beverages and condiments.

MENU ITEM 1

Menu Item see attached

Thaw to 41°F or less *Field not completed.*

Cut/Assemble *Field not completed.*

Cook to Appropriate Temperature *Field not completed.*

Cool to 41°F Within 6 Hours *Field not completed.*

Cold Holding 41°F or less *Field not completed.*

Reheat to 165°F *Field not completed.*

Hot Holding 135° or above *Field not completed.*

Portion/ Package *Field not completed.*

Transport < 41°F="" or="" >135°F *Field not completed.*

MENU ITEM 2

Menu Item *Field not completed.*

Thaw to 41°F or less *Field not completed.*

Cut/Assemble *Field not completed.*

Cook to Appropriate Temperature *Field not completed.*

Cool to 41°F Within 6 Hours *Field not completed.*

Cold Holding 41°F or less	Field not completed.
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Reheat to 165°F	Field not completed.
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Hot Holding 135° or above	Field not completed.
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Portion/ Package	Field not completed.
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Transport < 41°F="" or="">135°F	Field not completed.
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MENU ITEM 3

Menu Item	Field not completed.
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Thaw to 41°F or less	Field not completed.
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Cut/Assemble	Field not completed.
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Cook to Appropriate Temperature	Field not completed.
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Cool to 41°F Within 6 Hours	Field not completed.
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Cold Holding 41°F or less	Field not completed.
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Reheat to 165°F	Field not completed.
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Hot Holding 135° or above	Field not completed.
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Portion/ Package	Field not completed.
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Transport < 41°F="" or="">135°F	Field not completed.
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MENU ITEM 4

Menu Item	Field not completed.
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Thaw to 41°F or less	Field not completed.
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Cut/Assemble	Field not completed.
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Cook to Appropriate Temperature	Field not completed.
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Cool to 41°F Within 6 Hours	Field not completed.
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Cold Holding 41°F or less	Field not completed.
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Reheat to 165°F	Field not completed.
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Hot Holding 135° or above *Field not completed.*

Portion/ Package *Field not completed.*

Transport < 41°F=""
or="">135°F *Field not completed.*

MENU ITEM 5

Menu Item *Field not completed.*

Thaw to 41°F or less *Field not completed.*

Cut/Assemble *Field not completed.*

Cook to Appropriate
Temperature *Field not completed.*

Cool to 41°F Within 6 Hours *Field not completed.*

Cold Holding 41°F or less *Field not completed.*

Reheat to 165°F *Field not completed.*

Hot Holding 135° or above *Field not completed.*

Portion/ Package *Field not completed.*

Transport < 41°F=""
or="">135°F *Field not completed.*

For subsequent menu
items, please use the extra
space below:

Section B: At the Booth

MENU ITEM 1

Menu Item *Field not completed.*

Thaw to 41°F or less *Field not completed.*

Cut/ Assemble *Field not completed.*

Cook to Appropriate
Temperature *Field not completed.*

Cold Holding 41°F or less *Field not completed.*

Hot Holding 135° or above *Field not completed.*

Reheat to 165°F	Field not completed.
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Portion/ Package	Field not completed.
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Other/ Serve	Field not completed.
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MENU ITEM 2

Menu Item	Field not completed.
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Thaw to 41°F or less	Field not completed.
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Cut/ Assemble	Field not completed.
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Cook to Appropriate Temperature	Field not completed.
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Cold Holding 41°F or less	Field not completed.
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Hot Holding 135° or above	Field not completed.
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Reheat to 165°F	Field not completed.
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Portion/ Package	Field not completed.
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Other/ Serve	Field not completed.
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MENU ITEM 3

Menu Item	Field not completed.
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Thaw to 41°F or less	Field not completed.
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Cut/ Assemble	Field not completed.
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Cook to Appropriate Temperature	Field not completed.
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Cold Holding 41°F or less	Field not completed.
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Hot Holding 135° or above	Field not completed.
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Reheat to 165°F	Field not completed.
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Portion/ Package	Field not completed.
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Other/ Serve	Field not completed.
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MENU ITEM 4

Menu Item	Field not completed.
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Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>

MENU ITEM 5

Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>

For subsequent menu items, please use the extra space below:

Food Preparation Equipment

Equipment list: Identify equipment used in your temporary food establishment (check all boxes that apply).

Hand wash Station Required for Open Food	Plumbed hand sink
Cooking/Reheating Equipment	Oven

Cold/Hot holding Equipment	Refrigerator
Floor and Overhead Coverage	Roof
Floor and Overhead Coverage Additional Information:	<i>Field not completed.</i>
Sanitizing/Dishwashing	Three compartment sink
Produce Washing	Produce washed and processed in an approved kitchen

By signing below, I understand that issuance and retention of a permit to operate a Temporary Food Establishment will only include serving those items listed in this application and only for the event dates listed. Any change of person in charge, menu, or event dates, requires approval by the Environmental Health Department and may require resubmission of this application. All service will be in compliance with the Rules and Regulations of Washington State (WAC 246-215) and the Local Board of Health Ordinance Chapter 8.05 Jefferson County Code. Your temporary permit must be posted at each event. Failure to post your permit may result in revocation of the operating permit. Failure to obtain a valid TFS permit prior to event may result in the following: (a) immediate closure, and/or (b) submission of TFS application after event for review, (c) submission of TFS permit application fee (d) 50% of TFS permit application fee as a late fee.

Print Name	Heather Reseck
Signature	Heather Reseck
Date	December 28, 2023

(Section Break)

FOR JCPH STAFF APPROVAL



DATE

1/2/24

Email not displaying correctly? [View it in your browser.](#)

Commissary Letter

All the food will be prepared at the Better Living Center at 1505 Franklin Street, Port Townsend.

We do not need a commissary but the website is requiring me to upload a document.

Plant-Based Cooking Class Summary

PIC: Heather Reseck, RDN

Port Townsend Seventh-day Adventist Church

Location: Better Living Center

1505 Franklin Street, Port Townsend

December 28, 2023

2024 Cooking Class Dates: Second Tuesday of the month

- January 9
- February 13
- March 12
- April 9
- May 14
- June 11
- July 9
- August 13
- September 10
- October 8
- November 12
- December 10

Menu Summary:

- The monthly cooking class menus vary based on what is in season and what the class attendees want to learn.
- All menu items are 100% plant-based and vegan—no meat, poultry, fish, eggs, or dairy products.
- All food will be prepared on-site during the class or immediately before the class.
- Each month the menu usually consists of four to five items:
 - One or two main dishes made from:
 - Beans or lentils—canned or cooked on-site in a pressure cooker
 - Tofu, tempeh, frozen edamame, or soy protein
 - Wheat protein such as seitan or vital wheat gluten
 - Nuts such as walnuts, pecans, almonds, cashews, peanuts, or macadamia
 - Seeds such as sunflower, pumpkin, sesame, flax, chia, or quinoa
 - Whole grains such as wheat, rice, millet, oats, teff, amaranth, or sorghum
 - Vegetables such as onions, garlic, or celery

- o One or two side dishes made from grains such as rice, millet, or quinoa, potatoes, sweet potatoes, squash, or other vegetables, OR cooked seasonal vegetable dishes—prepared by steaming, roasting, or stir-frying OR raw salads made with seasonal vegetables—prepared without bare hand contact
- o One or two condiments such as salad dressing, gravy, or sauce
- o One low-sugar dessert made with seasonal fresh fruit, frozen, canned, or dried fruit, chocolate, or other sweeteners
- o Water to drink
- **Staple ingredients include:**
 - o Fats such as olive oil, coconut oil, and vegan butter
 - o Sweeteners such as honey, maple syrup, evaporated cane juice crystals, dates, and stevia
 - o Flours such as whole wheat, brown rice, oat, millet, and gluten-free blends
 - o Seasonings such as salt and soy sauce
 - o Fresh or dried herbs and spices such as basil, dill, chili powder, ginger, and cinnamon
 - o Condiments such as ketchup, vegan mayonnaise, and lemon juice
 - o Nondairy milk such as almond, coconut, cashew, and soy
 - o Nondairy alternatives for sour cream, butter, cheese, and cream cheese
 - o Miscellaneous ingredients such as cornstarch

Facility Summary:

- We will review the Jefferson County Public Health Requirements with the cooking class attendees before each class and have them sign that they understand the rules of operation.
- The basic guidelines are sent via email to each participant before class.
- We have designated a sink for hand washing only.
- We have designated a sink for produce washing only.
- We use a dish pan in addition to the two-compartment sink so that we have the equivalent of a 3-compartment sink so the dishes are sanitized after they are washed and rinsed
- We will allow the dishes to air dry.

Additional Details:

- The food prepared during the class will be heated to the appropriate temperatures and consumed shortly thereafter. There is no hot holding needed.
- Leftovers will be taken home and not served to the public.



HEATHER RESECK

Plant-Based Cooking Class

Flavors of India

Take your tastebuds on a trip to a warmer climate.

What We'll be Making

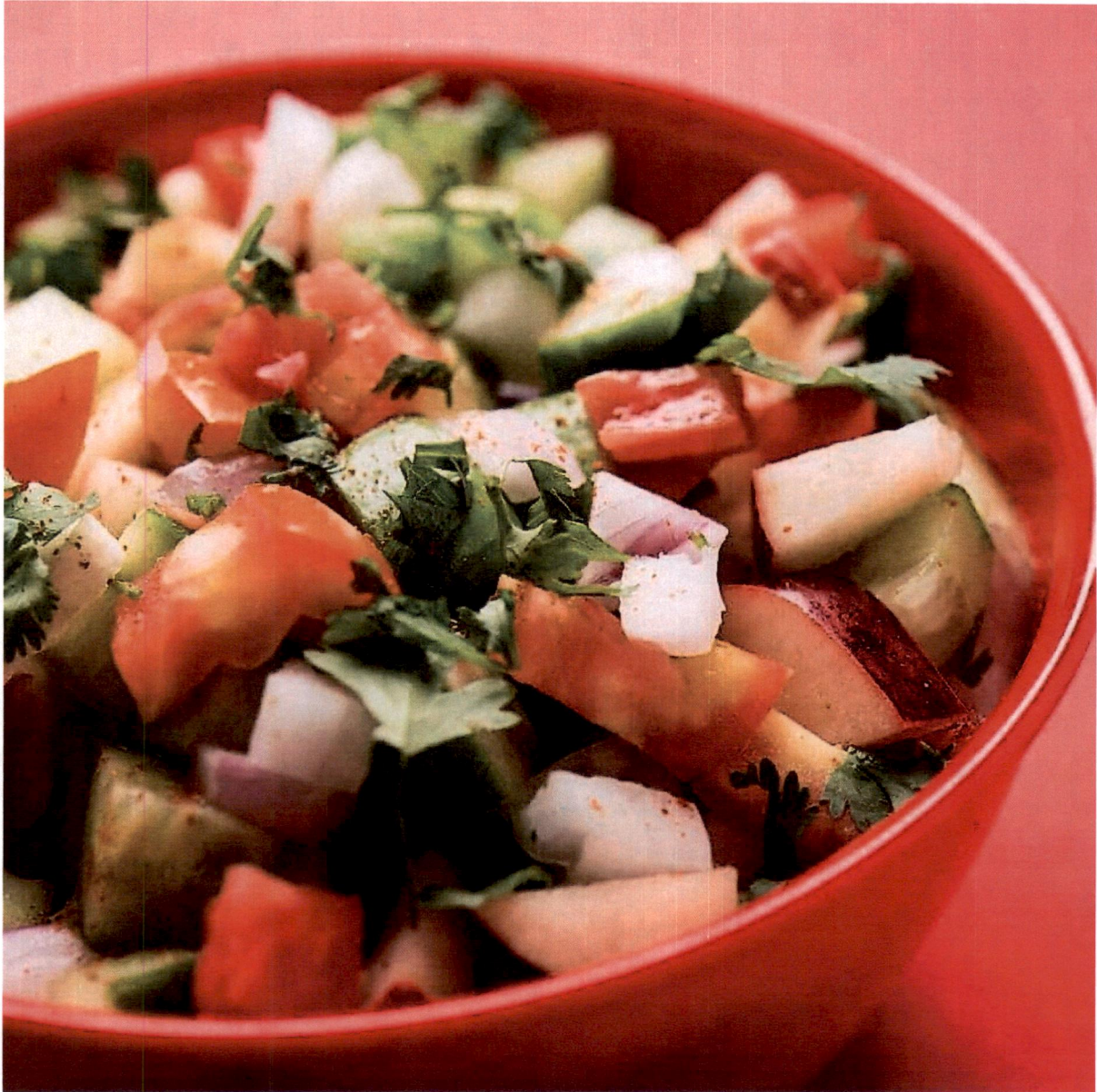
- Red Lentil Curry
- Vegan Palak Paneer with Tofu
- Chana Masala
- Brown Basmati Rice
- Whole-Grain Sourdough Naan
- Kachumber Salad
- Homemade Garam Masala













Red Lentil Curry is a creamy and flavorful quick Indian dish. Its vibrant color, aromatic spices, and delicious taste make it a popular choice.

Enjoy gourmet restaurant-style Indian food at home. We'll make **Vegan Palak Paneer with Tofu**, a creamy spinach curry made healthier with tofu instead of cheese. You won't miss the dairy. And you'll find it a delicious way to eat spinach and tofu.

Instant Pot Chana Masala is packed with authentic Indian flavor but is easy and quick to make.

We'll make **Whole-Grain Sourdough Naan** with spelt flour to accompany the curries. We'll also cook Brown Basmati Rice in the Instant Pot.

Kachumber Salad is a colorful Indian salad made with cucumbers, tomatoes, onion, and cilantro and a refreshing lemon dressing.

You'll learn how to make **Homemade Garam Masala** so you can build authentic Indian flavor while controlling the spice level. And you'll discover how to make Indian dishes without using oil and still have layers of flavor.

IN PERSON

Tuesday,
January 9
4:30-7:00 p.m.

Port Townsend, Washington

REGISTER NOW

INVOICE (INV-00002939)
FOR JEFFERSON COUNTY, WA

BILLING CONTACT

HEATHER RESECK
PORT TOWNSEND SEVENTH-DAY ADVENTIST
331 BENTON ST
PORT TOWNSEND, WA 98368



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00002939	01/02/2024	01/02/2024	Paid In Full	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
TFS2024-00001	Technology Fee	\$9.55
	TFS Medium Risk Foods - Recurring	\$191.17
1505 Franklin St Port Townsend, WA 98368		SUBTOTAL \$200.72

REMITTANCE INFORMATION
Jefferson County, WA 617 Sheridan Street Port Townsend, WA 98368

TOTAL **\$200.72**





Seventh-day Adventist Church
WASHINGTON CONFERENCE

December 4, 2023

To Whom It May Concern:

This letter is to certify that the Port Townsend Seventh-Day Adventists Church is an official organization of the Washington Conference of Seventh-day Adventists. The Washington Conference of Seventh-day Adventists is an official organization of the General Conference of Seventh-day Adventists, which is recognized by the Internal Revenue Service as a tax-exempt organization under Internal Revenue Code 501 C 3, which means that contributions to these organizations can be deducted as contributions on an individual federal income tax return.

The Washington Conference of Seventh-day Adventists operates under the Federal EIN #91-0644803.

The Port Townsend Seventh-Day Adventists Church operates under the Federal EIN # 91-1251023.

The Washington Conference of Seventh-day Adventists is listed in the annual yearbook of the General Conference of Seventh-day Adventists and the Port Townsend Seventh-Day Adventists Church is listed in the annual directory of the Washington Conference of Seventh-day Adventists.

We trust this information will be sufficient. If more information is needed, please feel free to contact me.

Sincerely,

Pam Scott
Associate Treasurer
Washington Conference of SDA
253-681-6008



Department of the Treasury
Internal Revenue Service

OGDEN, UT 84201

In reply refer to: 2920206393
July 06, 1990 LTR 914710
91-0644803 0000 00 000
12607

WESTERN WASH CORP OF SEVENTH DAY
ADVENTISTS
20015 BOTHELL WAY SE
BOTHELL WA 98012

Taxpayer Identification Number: 91-0644803

Dear Taxpayer:

Thank you for your reply to Notice CP2101 dated Mar. 21, 1990 regarding a discrepancy on Form 1099.

Your employer identification number is 91-0644803. Please keep this number in your permanent records. You should enter your name and your identification number, exactly as shown above, on all federal tax forms that require its use, and on any related correspondence or documents. Please notify your bank or financial institution of this number.

If you have any questions, please write us at the address shown on this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

When you write, please include your telephone number, the hours you can be reached, and this letter. You may also want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

Kathryn Moon
Chief, Correspondence Section

Enclosure:
Copy of this letter



SEVENTH-DAY
ADVENTIST
CHURCH

North Pacific Union Conference
Northwest Headquarters

5709 N. 20th Street
Ridgefield, Washington 98642
Telephone: (360) 857-7000
Fax: (360) 857-7001
<http://www.npuc.org>

October 7, 2010

Re: Washington Conference of Seventh-day Adventists

To Whom It May Concern:

The Internal Revenue Service has determined that the General Conference of Seventh-day Adventists (EIN 52-064036) is a 501(c)(3) organization and has listed it in Volume 2 on page 1292 of the most recently published IRS Publication 78, Cumulative List of Organizations described in Section 170(c) of the Internal Revenue Code of 1986 (revised to December 31, 2006). That listing gives the General Conference of Seventh-day Adventists a Code 1 designation, which indicates that it is "(g)enerally, a central organization holding a group exemption letter, whose subordinate units covered by the group exemption are also included as having contributions deductible, even though they are not separately listed."

The North Pacific Union Conference of Seventh-day Adventists in Ridgefield, Washington and the Washington Conference of Seventh-day Adventists in Federal Way, Washington are subordinates of the General Conference of Seventh-day Adventists and thus are covered by the group exemption (Number 1071). Therefore, gifts and grants to these institutions and their subordinate units qualify for deductions under Section 170 of the Internal Revenue Code. They are both classified organizations that are not private foundations as defined in 509(a) of the Internal Revenue Code.

Sincerely,

Robert A. Sundin
Undertreasurer

Revenue Service
REVENUE SERVICE
04
13153
re, MD 21203

Department of the Treasury

31 Hopkins Plaza, Baltimore, MD 21201

Person to Contact: M. Schreiber

Telephone Number: 301-962-4769

Refer Reply to: EP/EO:7204

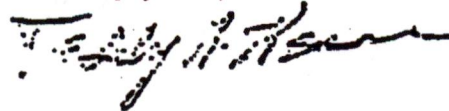
Date: July 23, 1981

General Conference of Seventh
Day Adventists
6840 Eastern Avenue, N.W.
Washington, D.C. 20012

The following information regarding the exempt status of your organization and your subordinates is furnished in response to your letter dated July 1, 1981.

- ☐ We have searched our files and can find no record that the organization is exempt from Federal Income Tax. In the event the organization wishes to apply for tax-exempt status, the appropriate forms and information are attached.
- ☒ A search of our files indicates that the organization is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code effective January, 1950.
- ☐ A fact sheet containing basic information about the organization's tax-exempt status is enclosed.
- ☐ A copy of our letter certifying the status of the organization is enclosed.
- ☐ A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.
- ☐ Your change of address has been noted in our files. Our records now indicate your address as:
- ☒ Your subordinates continue to qualify as exempt under section 501(c)(3) also. The updating information required to be submitted annually by Section 6.01 of Revenue Procedure 80-27, found in Cumulative Bulletin 1980-1, must still be submitted to the Philadelphia Service Center.

Sincerely yours,



District Director

Form MAR-1861 (5-73)

Internal Revenue Service

Department of the Treasury

**P.O. Box 2508
Cincinnati, OH 45201**

Date: March 5, 2003

Person to Contact:
Rebecca Bowden
ID# 31-03098

Toll Free Telephone Number:
8:00 A.M. to 6:30 P.M. EST
877-829-5500

Fax Number:
513-263-3756

Federal Identification Number:
52-0643036

**General Conference of Seventh Day
Adventist
12501 Old Columbia Pike
Silver Spring, MD 20904-6601 011**

Dear Sir or Madam:

This is in response to your request of February 19, 2003, regarding a copy of your organization's group exemption letter.

In January 1950, we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid each employee during a calendar year. This does not apply, however, if your organization makes or has made a timely election under section 3121(w) of the Code to be exempt from such tax. Your organization and its subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your organization's annual accounting period, please compile and forward the following information:

character, or method of operation of your organization's subordinates;

2. A list showing the names, mailing addresses (including Postal ZIP Codes), actual addresses if different, and employer identification numbers of subordinates that:
 - a. Changed names or addresses;
 - b. Were deleted from the roster; or
 - c. Were added to the roster.
3. For those subordinates added, attach:
 - a. A statement that the information on which your organization's present group exemption letter is based applies to the new subordinates;
 - b. A statement that each has given your organization written authorization to add its name to the roster;
 - c. A list of those to which the Service previously issued exemption rulings or determination letters;
 - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);
 - e. The street address of subordinates where the mailing address is a P.O. Box.
4. If applicable, a statement that your organization's group exemption roster did not change since the previous report.

The above information should be sent to the following address:

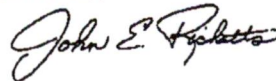
Internal Revenue Service Center
Attn: Entity Control Unit
Ogden, UT 84409

If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection.

Your organization's Group Exemption Number is 1071.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

**JEFFERSON COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION**

ENVIRONMENTAL HEALTH	PRIOR YEAR (2023)	CPIW INCREASE 3.66%	PROPOSED INCREASE 2.45%	2024 FEE	Additional Fees and Other Information
GENERAL					
All fees listed below, with the exception of the Food Handlers Permit (FHP), include a 5% technology fee.					
Health Officer Administrative Hearing	421.05	14.00	10.00	446.05	Title 8
Administrative Hearing Appeal	421.05	14.00	10.00	446.05	Title 8
Hearing Examiner Appeal	294.00	10.00	7.00	311.60	Title 19
Technical Assistance/Plan Review - Minimum	109.20	4.00	3.00	116.47	
Technical Assistance/Plan Review - Per Hour	109.20	4.00	3.00	116.47	
Late Fee for Invoices	63.00	2.00	2.00	67.39	See Resolution #88-20
Case Scanning/Technology Fee	37.80	1.00	1.00	40.01	
O & M Inspection Report Manual Data Entry	53.55	2.00	1.00	56.84	
Recording Fee	81.90	3.00	2.00	87.40	Plus the Auditors Office recording fee
Notice to Title Rescission	425.25	14.00	10.00	450.05	Plus recording fee and fee for filing & removing Notice to Title
ONSITE SEWAGE DISPOSAL					
Sewage Disposal Permits					
New Conventional	719.25	24.00	17.00	762.72	Valid for 3 years
New Alternative	1,047.90	36.00	25.00	1,111.76	Valid for 3 years
New septic tank and/or pump chamber only	429.45	15.00	10.00	455.95	Issued in conjunction with an existing sewage disposal system or community system
New Community or Commercial:					
Conventional	908.25	31.00	22.00	964.34	Base Fee - Valid for 3 years
Alternative	1,161.30	39.00	28.00	1,231.80	Base Fee - Valid for 3 years
Each Connection	113.40	4.00	3.00	121.09	Add to base permit fee
Development and Review Financial Assurance and System Operation Agreements	109.20	4.00	3.00	116.04	Per Hour
Repair (see below for specific fees)		Based on Permit			Applies to existing installed sewage disposal system; the Technical Assistance/Plan Review hourly rate will be charged for repairs where the applicants require additional assistance
Repair - Conventional	360.15	12.00	9.00	381.89	
Repair - Alternative	523.95	18.00	13.00	556.41	
Repair - Septic tank and/or pump chamber only	215.25	7.00	5.00	227.45	Applies to existing installed sewage disposal system; the Technical Assistance/Plan Review hourly rate will be charged for repairs where the applicants require additional assistance
Repair - Community or Commercial: Conventional	454.65	15.00	11.00	481.64	
Repair - Community or Commercial: Alternative	580.65	20.00	14.00	616.43	
Modification or Reserve Area Designation	326.55	11.00	8.00	346.02	
Expansion	680.40	23.00	16.00	720.89	
Redesign	217.35	7.00	5.00	229.98	Applies to pending or active but not installed
Minor Site Plan Change	78.75	3.00	2.00	84.00	
Reinspection	271.95	9.00	7.00	288.52	
Operating Permit	170.10	6.00	4.00	180.67	
Annual Renewal	63.00	2.00	2.00	67.20	
Compliance Inspection	103.95	4.00	3.00	111.30	
Evaluation of Existing System/Monitoring Inspection					
Septic system only	422.10	14.00	10.00	447.32	
Septic system plus water sample	476.70	16.00	12.00	505.86	
Retest/Reinspection	217.35	7.00	5.00	229.98	
On Site Sewage - Building and Planning					
Subdivision Review Base Fee	652.05	22.00	16.00	692.03	Plus Per lot fee
Boundary line adjustment or Lot Certification base review fee	255.15	9.00	6.00	271.04	Plus Per lot fee
Planned rural residential development review fee	255.15	9.00	6.00	271.04	
Per lot fee	113.40	4.00	3.00	121.09	For Subdivision Review, Boundary Line Adjustment and Planned Rural Residential Development Review fees
Pre application meeting fee	255.15	9.00	6.00	271.04	
Density exemption review fee	162.75	6.00	4.00	173.53	
Field Work for Density Exemption Review	109.20	4.00	3.00	116.04	Per Hour
Building Application Review:					
Residential - Individual OSS	162.75	6.00	4.00	173.53	Review after Building Permit issued, is same fee
Commercial - Individual OSS	326.55	11.00	8.00	346.02	Review after Building Permit issued, is same fee
Community OSS	326.55	11.00	8.00	346.02	Review after Building Permit issued, is same fee
Revised Site Plan Review	81.90	3.00	2.00	87.40	Review of resubmission before Building Permit is issued
Soil Registration	218.40	7.00	5.00	231.00	Valid for 2 years. Future septic permit application fee will be discounted by this fee amount if submitted within 2 years.
Other					
Waiver/Variance Application	299.25	10.00	7.00	317.38	
Waiver/Variance Hearing	489.30	17.00	12.00	519.55	
Wet season evaluation	680.40	23.00	16.00	720.89	
General environmental health review fee	109.20	4.00	3.00	116.47	Per Hour
Licenses					
Installer, Pumper, Operator, Monitoring & Maintenance Specialist or Technician	680.40	23.00	16.00	720.89	Operation Monitoring & Maintenance (O, M & M)
Retest	271.95	9.00	7.00	288.52	
Homeowner Authorization	12.60	-	-	12.97	
Annual Certificate Renewal	376.95	13.00	9.00	400.46	
Delinquent Renewal after January 31	680.40	23.00	16.00	720.89	
FOOD SERVICE ESTABLISHMENTS					
Annual Permit Fees (Based on menu Complexity & seating - menu changes may change category)					
Category 1	291.90	10.00	7.00	309.25	
Category 2	408.45	14.00	10.00	434.10	
Category 3	687.75	23.00	17.00	729.37	
With lounge, add	291.90	10.00	7.00	309.25	Separate lounge area
With catering, add	408.45	14.00	10.00	434.10	
Annual Permit Issued after September 1		Based on Permit			50% of Annual Permit Fee
Temporary Permits Application Fees					
Low Risk Foods (Limited to Specific Listed Foods)					
Initial Event/Additional Single Event	70.35	2.00	2.00	74.70	Same menu only
Annual (Art Walks, Open House)	352.80	12.00	9.00	374.55	
Recurring	106.05	4.00	3.00	113.10	
Medium Risk Food					
Initial Application (First Event)	156.45	5.00	4.00	165.72	Not to exceed 21 days at your location
Recurring Event - per location	189.00	6.00	5.00	200.72	Not to exceed 3 days a week at a single location
Additional Event (Same Menu Only)	90.30	3.00	2.00	95.72	Not to exceed 21 days at your location
High Risk Food					
Initial Application (First Event)	156.45	5.00	4.00	165.72	Not to exceed 21 days at your location
Recurring Event - per location	253.05	9.00	6.00	268.37	Not to exceed 3 days a week at a single location
Additional Event (Same Menu Only)	90.30	3.00	2.00	95.72	Not to exceed 21 days at your location
Demonstration					
Single Event	70.35	2.00	2.00	74.70	
Multiple Events - per location	294.00	10.00	7.00	311.60	
Permit Exempt	29.40	1.00	1.00	31.47	
25% Reduction for 501(c)(3) and households that meet USHHS Poverty Guidelines*		Based on Permit			*With BoCC Resolution & backfilled with General Funds.
Late Fee for Temporary Permits		Based on Permit			Additional (Paid when application is submitted less than 10 days prior to the event)
Other Food Fees					
New Establishment	253.05	9.00	6.00	268.37	
Food Service Plan Review	127.05	4.00	3.00	134.25	Per Hour; 2 hour minimum
New Owner/Change of Owner	158.55	5.00	4.00	168.07	If paying this fee AND for minor change of floor plan or equipment or for change of menu or style of service, may need to pay for Food Service Plan Review
Minor Change of Floor Plan and/or Equipment	158.55	5.00	4.00	168.00	If paying this fee AND for New Owner/Change of Owner or for change of menu or style of service, may need to pay for Food Service Plan Review
Change of Menu or Style of Service	158.55	5.00	4.00	168.00	If paying this fee AND for New Owner/Change of Owner or for minor change of floor plan or equipment, may need to pay for Food Service Plan Review
Waiver/Variance	127.05	4.00	3.00	134.25	Per Hour; for review and/or approval
Reopening Fee	127.05	4.00	3.00	134.25	Per Hour
Manager's Course	338.10	11.00	8.00	358.35	
Pre-opening inspection	127.05	4.00	3.00	134.25	Per Hour
Reinspection					
First Inspection	189.00	6.00	5.00	200.72	
Each inspection after first	315.00	11.00	8.00	334.85	
Food Handler Card					
Reissue Unexpired Food Handler Card	10.00	-	-	10.00	
SOLID WASTE					

**JEFFERSON COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION**

ENVIRONMENTAL HEALTH	PRIOR YEAR (2023)	CPIW INCREASE 3.55%	PROPOSED INCREASE 2.45%	2024 FEE	Additional Fees and Other Information
Annual Permit Fees					
Limited Purpose Landfill	3,475.50	118.00	84.00	3,687.72	For the first 30 hours, then assess technical rate
Closed Landfill	2,622.90	89.00	63.00	2,782.18	For the first 24 hours, then assess the technical rate
Biosolid/Composting Facilities	1,233.75	42.00	30.00	1,309.34	For the first 11 hours, then assess the technical rate
Moderate Risk Facility	1,218.00	41.00	29.00	1,291.96	For the first 11 hours, then assess the technical rate
Inert Waste Landfills	590.10	20.00	14.00	625.54	For the first 5 hours, then assess the technical rate
Transfer Station	2,622.90	89.00	63.00	2,782.18	For the first 24 hours, then assess the technical rate
Other Solid Waste Facilities	890.40	30.00	22.00	945.24	For the first 5 hours, then assess the technical rate
Drop Boxes	874.65	30.00	21.00	927.74	For the first 8 hours, then assess the technical rate
Commercial Shooting Facilities	109.20	4.00	3.00	116.17	Per Hour
Miscellaneous Fees					
New Facility Application	715.05	24.00	17.00	758.37	
Exempt Facility Inspection	543.90	18.00	13.00	575.99	
Facility Reinspection		Based on Reinspection			
Plan, Document and Waiver/Variance Review	436.80	15.00	11.00	463.79	+ \$115/hour for > 4 hours and 5% of total cost for add'l hours for Technology Fee
WATER					
Well Inspection Application Fee	260.40	9.00	6.00	276.10	Inspection of well construction, decommission & alteration
Determination of Adequate Water Supply base fee	162.75	6.00	4.00	173.53	Tech Assist and Document Review is billed at the hourly rate
Well Inspection & Water Sample for Loan	217.35	7.00	5.00	229.98	
Well Site Inspection-Proposed public water supply	516.60	18.00	13.00	549.45	
LIVING ENVIRONMENTS					
Water Recreation Facilities Operation Permit					
Single Swim Pool (in operation for < 6 months of the year)	373.80	13.00	9.00	396.68	
Single Swim Pool (in operation for ≥ 6 months of the year)	476.70	16.00	12.00	505.86	
Single Spa Pool (in operation for < 6 months of the year)	327.60	11.00	8.00	347.32	
Single Spa Pool (in operation for ≥ 6 months of the year)	476.70	16.00	12.00	505.86	
Single Wading Pool (in operation for < 6 months of the year)	270.90	9.00	7.00	287.68	
Single Wading Pool (in operation for ≥ 6 months of the year)	476.70	16.00	12.00	505.69	
Spray Pool or Pools (in operation for < 6 months of the year)	134.40	5.00	3.00	143.20	
Spray Pool or Pools (in operation for ≥ 6 months of the year)	203.70	7.00	5.00	216.72	
Each Additional Swim, Spa, or Wading Pool (in operation for < 6 months of the year)	80.85	3.00	2.00	86.13	
Each Additional Swim, Spa, or Wading Pool (in operation for ≥ 6 months of the year)	108.15	4.00	3.00	115.19	
Reinspection	109.20	4.00	3.00	116.47	Per Hour plus associated lab costs
Plan Review	109.20	4.00	3.00	116.47	Per Hour
Indoor Air (Tobacco)					
Compliance Enforcement	109.20	4.00	3.00	113.32	Per Hour
Reinspection	109.20	4.00	3.00	112.89	
Rebuttal Application	217.35	7.00	5.00	224.73	

Note: 2024 Fees have been adjusted per Ordinance 12-1209-08, Section 4 – Annual Fee Indexing: Fixed amount fees established by this ordinance shall be adjusted annually on the first business day of January (adjusted date) by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index – U.S. City Average for All Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics for the United States Department of Labor.

The annual fee adjustment shall be calculated as follows: Each fee in effect immediately prior to the adjustment date will be increased by the percentage increase in the CPIW as reported for the month of September preceding the adjustment date. Increases will be rounded to the nearest dollar. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed five percent per year.

[Ord. 7-20 § 4 (Appx. A); Ord. 7-18 §§ 2, 3; Ord. 9-16 § 3 (Alt.); Ord. 3-16 § 3 (Alt.); Ord. 11-15 § 3 (Alt.); Ord. 5-15 § 3 (Alt.); Ord. 3-15 § 3 (Alt.); Ord. 8-14 § 3 (Alt. A); Ord. 2-14 § 2 (Alt. A); Ord. 1-13 § 2 (Alt. A); Ord. 7-12 § 2 (Alt. A); Ord. 1-12 § 2 (Alt. A); Ord. 2-11 § 2 (Alt. A); Ord. 10-10 § 3; Ord. 12-09 § 4; Ord. 13-08; Ord. 11-05 § 4; Ord. 5-04 § 2; Ord. 3-02 § 2]

STATE OF WASHINGTON
County of Jefferson

IN THE MATTER OF A POLICY
FOR CONSIDERATION OF
FEE WAIVER REQUESTS
ASSOCIATED WITH
COUNTY ORDINANCES

}
}
}
}
}

RESOLUTION NO. 74-95

WHEREAS, Federal, State and local laws require public agencies to treat all parties equally, so there is no potential for discrimination; and,

WHEREAS, Jefferson County Ordinances establish fees to, in part, compensate the general public for costs associated with the review of projects or activities, provision of services; and,

WHEREAS, requests are submitted to the Board of County Commissioners for waiver of fees by individuals and organizations, and;

WHEREAS, the following findings are made with regard to the matter of requests for the waiver of fees:

- 1) The waiver of fees for one party and not another can be viewed as discriminatory, unless there is a stated policy when and under what circumstances said waiver would occur.
- 2) The Washington State Constitution prohibits the gift of public funds and the waiving of fees can amount to a gift as the costs associated with providing services are shifted entirely to the public for the benefit of the applicant.
- 3) Fees set by County Ordinance do not differentiate between worthy causes or worthy organizations and are to be applied equally to private individuals and public agencies.
- 4) The waiving of fees creates a budget impact for the department not receiving the fees.

NOW, THEREFORE, BE IT RESOLVED, that there may be circumstances where the requested waiver of fees may be in the public interest and of public benefit for a project or activity and the public should participate by the waiving of the fee(s).

BE IT FURTHER RESOLVED, to assure that all parties requesting a waiver of fees are treated equally and to determine if the requested waiver of fees is in the public interest and of public benefit, the following policy (Attachment A to this Resolution) is hereby adopted.

APPROVED this 28th day of August, 1995.



JEFFERSON COUNTY

ATTACHMENT "A" RESOLUTION NO. 74-95
POLICY FOR CONSIDERATION OF
FEE WAIVER REQUESTS

POLICY STATEMENT

The waiving of fees for individuals or organizations may be seen as: 1) being a gift of public funds, 2) being a discriminatory act, and 3) having an impact on individual County department/funds budgets. Jefferson County has determined that there may be circumstances, however, where the public interest and public benefit in a project or activity is such that the public should participate by the waiving of fees associated with such a project or activity.

REQUEST AND DEPARTMENT RECOMMENDATION:

All requests for waiver of fees shall be made in writing to the department administering the fee to be waived.

The Department will forward the request to the Board of County Commissioners with their recommendation for approval or denial.

APPROVAL CRITERIA:

The Jefferson County Board of Commissioners shall review all requests to waive the fees associated with any individual project or activity. Requests may only be approved when the following criteria can be met:

- 1) There is substantial public interest and benefit in the project or activity to the degree said project or activity could be a County project or activity, but is not because an alternative method for the project/activity was found.
- 2) Any and all similar requests will receive the same approval regardless of the person or organization requesting the waiver.
- 3) A corresponding amount from a Fund, to be designated by the Board of Commissioners at the time of the approval, will be transferred to the Department where the fee is waived.