

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

January 7, 2019

Special Meeting: The CVHD Board met at noon on Monday, January 7, 2019 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Dean Entzminger Laurel Haroldson (by phone) Heidi Larson Denny Ova
Darla Reed Dr. Torrance

MEMBERS ABSENT: Cynthia Schaar

OTHERS PRESENT:

Robin Iszler Marcie Bata Dianna Pollert Marcia Bollingberg
Lakken Paulsrud Dean Hafner Dan Williams Ron Morlock Tom Schimelfenig

AGENDA

1. **Excavation Services License for septic installation:**

Concerns were discussed regarding Excavation Services installation of a holding tank in November 2018 which was against the conditions set forth in the letter of August 2018. The conditions are as follows: Excavation Services and Aggregate will be placed on probation for period of one year.

Probation requires:

1. Prior approval of all OSTs designs.
2. Any work done on a site, cannot be backfilled until approval is given by Central Valley Health District.
3. Yearly attendance by all employees working with OSTs, at an approved OSTs continuing education session, prior to annual re-licensure. (Dates and times of in-state trainings will be sent out in early 2019).

The installation in question involved a permit for a holding tank purchased on November 21, 2018. The tank was installed the same day. When the inspector arrived later on November 21 to do the inspection, the system had already been backfilled, which was not in compliance with the conditions of probation. The board reviewed documents that were sent out to them prior to the meeting which included a letter from Dean Hafner and the timeline of events and photo by CVHD Staff. Discussion was held regarding the CVHD 48-hour inspection phone line and using the line to notify CVHD staff prior to backfill. The Board recommended having cards made for EH listing the number to press for the 48-hour notice line. Calling in ahead of time was also discussed.

Dean Hafner was allowed to discuss the situation which he stated was lack of communication among CVHD staff.

Excavation Services septic installer license renewal is due for 2019. The cost of the license renewal is \$125 yearly. Training will be held in February 2019 at Carrington. Discussion was held regarding renewal of the license for Excavation Services for 2019. A motion was made by Heidi Larson to approve a probationary septic installer license renewal for Excavation Services with the following conditions of probation:

1. Prior approval of all OSTs designs.
2. Any work done on a site, cannot be backfilled until approval is given by Central Valley Health District.
3. Yearly attendance by all employees working with OSTs, at an approved OSTs continuing education session, prior to annual re-licensure.
4. The probationary license will be issued for 6 months with a review for compliance in 6 months. Motion seconded by

Denny Ova. Motion carried by unanimous vote.

2. **Update on the Day Care food service license process and next steps:**

A letter has been drafted to be sent to day care providers (not including home day cares) informing the day care owners that they will now be required to have a food service inspection. The State Health Department has directed CVHD to perform inspections for food service licenses for day cares. Robin suggested that the fee for food service inspections of day cares be \$65.00, with the fee going up next year. The day care owners will be given a year's notice of any corrections they need to make to comply with the food service inspections. The licensed day care centers will need to be inspected twice a year. On the first inspection, the owners will be given information on a one-to-one basis. There are 40 licensed day care centers in the region. A motion was made by Darla Reed to set the day care food service license fee at \$75.00, second by Dean Entzminger. Roll call vote: Laurel Haroldson, Dean Entzminger, Darla Reed, Denny Ova, Dr. Torrance, Heidi Larson all voted yes, motion carried.

3. **Generator grant update to minutes of December meeting:**

Approval of the generator grant is needed. The total is \$98,792.13. The grant will pay \$74,094.10. The CVHD share will be \$24,698.03. A motion was made by Heidi Larson to accept the grant of \$74,094.10 and approve the payment of \$24,698.03 for the generator, second by Denny Ova. Roll call vote: Laurel Haroldson, Dean Entzminger, Darla Reed, Denny Ova, Dr. Torrance, Heidi Larson all voted yes, motion carried.

4. **Excavation Services failure to return septic permit:**

The septic permit picked up by Excavation Services on November 21, 2018 has not been returned to CVHD. The fee for a late permit is \$50.00 per month for every month after November 30. The Board recommended sending a bill for the late fee to Excavation Services with information regarding the regulations on the late permit fee.

NEXT MEETING: Monday, February 25, 2019 at noon

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer
Dianna Pollert, Secretary