

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

June 19, 2023

The CVHD Board met at noon on Monday, June 19, 2023 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order at 12:05 p.m.

MEMBERS PRESENT:

Charlie Johs Heidi Larson Dr. Torrance Jerry Bergquist
Sandy Rivinius Rob Lech

MEMBERS ABSENT: Cynthia Schaar

OTHERS PRESENT:

Kara Falk, Riley Akervik, Marcie Bata, Kim Lee, Beth Schwartz, Isaac Patzer

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Rob Lech made a motion to approve the minutes as read, seconded by Sandy Rivinius . Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Jerry Bergquist made a motion to approve the narrative report, seconded by Charlie Johs. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report.

Old Business:

1. **Environmental Health-Marcie:** Marcie reported Aquatic Facility inspections have started using the new aquatic regulation. Inspections are taking a little longer. Discussion was held on the inspection process.
2. **Accreditation Opportunity:** Kara reported she and Kim had listened to a call from Compliance Team, a company that offers Public Health Accreditation. Our office would be a pilot site and the cost would be free for the first three years. At that time the cost would be \$6900 for each 3 years of accreditation. This accreditation is more clinical based and is approved by CMS. The approximate timeframe from start to accreditation is around 4 months but may be a little longer. Heidi Larson made a motion to explore Accreditation through this company, seconded by Rob Lech. Motion carried by unanimous vote.

New Business:

1. **Program Review and Contract Approvals:** The Board reviewed contract revenue summaries today. State Aid was received in the amount of \$214,915.00 with \$75,000.00 of that going toward Environmental Health Activities. The funding consists of a base amount and a dollar amount based on population. Emergency Preparedness BP5 had no increases and the total amount is \$200,690.000 in regional funding and \$6906.00 in All Hazards. Women's Way contract amount is \$111,831.00 with \$16,000.00 used for advertising. There was a decrease nationally in funding. The tobacco contract

amount is \$106,410.00 and additional Covid funding was received at \$98,110.00. The Covid funding runs through May 2024. The Health Alert Network contract was received at \$12,000.00. Sandy Rivinius made a motion to approve the Contracts, seconded by Rob Lech. Roll call vote. Rivinius, Torrance, Bergquist, Johs and Larson voted aye. Motion carried.

- A. **2024 Stutsman County Budget:** The Stutsman County budget is due June 21. The County requested we ask for no more than a 2% increase in funding. We have seen an increase in revenue from Environmental Health fees, Covid funding and from the City of Jamestown. A letter was drafted with a justification of our funding request from the county which we are asking Dr. Torrance to sign on behalf of the Board. The 2024 budget also includes a 3% cost of living increase to go into effect June 2024 and an increase to per diem per day of \$45.00. We will be looking into an additional option for Health Insurance for political subdivisions. Rob Lech made a motion to approve the Levy request as outlined in the letter, seconded by Charlie Johs. Roll call vote: Torrance, Rivinius, Larson, Lech, Johs and Bergquist voted aye. Motion carried. Rob Lech made a motion to approve the 2024 budget, seconded by Jerry Bergquist. Roll call vote: Johs, Bergquist, Rivinius, Lech, Larson and Torrance voted aye.
2. **Approval of Expenditures-May 2023:** Sandy Rivinius made a motion to approve the May Expenditures, seconded by Charlie Johs. Roll call vote: Bergquist, Johs, Rivinius, Larson, Lech and Torrance voted aye. Motion carried.
3. **Approval of Profit and Loss-May 2023:** Several programs will be ending June 30. We are still waiting for the final Title III contract to arrive and Board is aware of the delay. The plan is to sign the contract and if any concerns are found they will be brought to Board members to be taken back to the State. Jerry Bergquist made a motion to approve May Profit and Loss, seconded by Sandy Rivinius. Motion carried by unanimous vote.
4. **Environmental Health:**
 - A. **Variance request -1599 73 Ave SE:** Marcie reported a variance was received from an installer regarding a septic system for a shop. Jerry Bergquist and Dr. Torrance also received calls. The current septic installation does not meet the regulation setback distance from foundation to soil treatment area of 20 feet. There is not a basement located under the property and the building is being used solely as a shop at this time. Discussion ensued and Heidi Larson made a motion to approve the variance with stipulation that variance is disclosed upon sale of property and that a change of use to the building would require review of system. Jerry Bergquist seconded the motion. Motion carried by unanimous vote. As with previous variances, variance will need to be filed with recorder office by owner.
 - B. **Krebsbach material request:** A request was received from a septic installer Krebsbach Backhoe, requesting a review of allowed materials for septic systems. Krebsbach Backhoe owner, Todd Krebsbach was requesting an allowance be made for usage of SDR35 pipe for supply pipe. CVHD regulation, which is based upon North Dakota On-site Sewage Treatment System model regulation requires supply pipe material meet the strength requirements for Schedule 40 pipe. Other health units that have adopted the model regulation are not allowing the SDR35 at this time. Charlie Johs made a motion to deny use of SDR35, seconded by Jerry Bergquist. Motion carried by unanimous vote.
 - C. **101 5 Ave SE Buchanan:** Marcie reported an issue with a property in the city of Buchanan. The property is hooked up to the city sewer but the owner is having issues with the septic line not working properly. The line runs across the adjacent property, and the property owners have been unable to come to an agreement to allow work on the adjacent property. The property size is just under one acre at 0.93 acres. Installer is proposing AES system for property. Marcie has been in contact with Buchanan city auditor and a copy of a letter drafted by the city will be sent to CVHD stating city's opinion on proposed system.
 - D. **CVHD 2022 Permits:** Marcie reported that there are 2 installers, one in Foster County and one in

Burleigh County, with outstanding permit paperwork that has not been received. Paperwork is due by November 30 of the year of installation. Failure to return paperwork carries a monthly fee of \$50.00. Letters were sent to installers along with bill requesting contact by June 16, 2023. CVHD has had no responses. In the past CVHD Board of Health has sent certified letters stating if issue is not addressed it may be turned over to the State's Attorney. Discussion was held regarding this and Charlie Johs made a motion to send the certified letter to the installers, seconded by Heidi Larson. Motion carried by unanimous vote.

5. **Other:** Riley reported the Audit has been scheduled for July 31-August 2. Heidi Larson declared a conflict of interest as her sister is a partner in Schauer and Associates.
6. **Next Meeting:** July 17, 2023 at 12 p.m. We will review Benefit policies, fee schedules and Board officer assignments.

Meeting adjourned at 1:15 p.m. as there was no further business.

Respectfully submitted,


James Torrance, MD
Health Officer