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Wells County District Health Unit

Board of Health Meeting
April 23, 2026
12 Noon – Conf. Room
Harvey Public Library

Board of Health members present:

Stan Buxa-Chairman

Dennis Dockter-Treasurer

Cheryl Flick-Member

Brittany Long-Member

Beth Huseeth via Zoom

Dr. Greg Christensen – joined the meeting in progress

Absent: Dr. Charles Nyhus

Wells County District Health Staff present:

Caitlyn Roemmich-Administrator

Verla Albrecht- Office Manager

Brenda Klein-Assistant Office Manager

Guest: Marcie Bata, Director of Environmental Health; Central Valley Health District

1. Chairman, Stan Buxa called the meeting to order at 12:02 pm
2. Approval of agenda
3. Secretary's report was reviewed. Motion by Cheryl to accept the Secretary's report; Dennis seconded the motion; Motion carried
4. Financial report was reviewed/presented by Brenda: Brittany made a motion to accept the financial report as presented; Greg seconded the motion. Motion carried.
5. OLD BUSINESS:
 - a. New Board member Beth Huseeth was welcomed to the Board
6. NEW BUSINESS:

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- a. **Faul Excavating: Non-compliant re: Sewer Permits.** Marcie Bata informed the board that we (the Wells County District Health Unit Board of Health) have done our due diligence re: getting Cody Faul; Faul Excavating to send in all permit information that is overdue. A certified letter was sent to each homeowner re: septic systems not being approved due to lack of filing the permits. A certified letter was sent to Faul Excavating requesting the septic system permit information to be filed with Central Valley Health District. Numerous phone calls and emails have been sent to Cody Faul; Faul Excavating asking for the permit forms. Still no response. The Board of Health next step is to send it to the State's Attorney. Brittany moved that we send a letter to the State's Attorney re: Faul Excavating due to non-compliance; not responding to phone calls or emails re: the delinquent Sewer Permit paperwork. Dennis seconded the motion. Motion carried.
- b. **Septic System:** Marcie informed the Wells County District Health Unit Board of Health of a septic system that has been installed by Faul Excavating; the homeowner contacted Central Valley Health District re: 2025 septic installation. To date Faul Excavating has not provided the permit either to the homeowner or to Central Valley Health District. Central Valley has contacted Cody Faul; Faul Excavating; no response. There is no record of a sewer permit being purchased for this property in Wells County. Wells County District Health Unit Board of Health decided to send a certified letter to Faul Excavating. Brittany moved to send a certified letter to Faul Excavating regarding no sewer permit for the property. Dennis seconded the motion. Motion carried.
- c. **ND Dept. of Environmental Quality-** Marcie presented re: proposed septic rules; open for comment period. Discussion was held.
- d. **New Board vice chair-** Brittany made a motion to approve Cheryl as Vice Chair. Greg seconded the motion. Motion carried.
- e. **WCDHU Board member terms-** Caitlyn shared a document Dan sent re: our Board of Health member terms.
- f. **Job Titles:** Caitlyn informed the Board that as Verla is going part-time, she is transitioning duties to Brenda-to that end the job titles will be: Brenda-Office Manager/Billing Specialist; Verla-Assistant Office manager
- g. **Proposed Wage increase:** As Brenda is taking on more of the Office Manager role, Caitlyn felt she needs to be compensated accordingly. Board agreed. Brittany moved to approve a \$1.00 increase in Brenda's wages to begin May 3, 2026. Cheryl seconded the motion. Motion carried.

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7. Administrator's Report:
 - a. Caitlyn informed the board: Finished 1 session of Forever Fit exercise class (8 weeks); began a second session (4 weeks) which will end the middle of May.
 - b. RHTP Grant-Caitlyn informed the Board each group will get \$80,000.00; our group/region (Dicky; LaMoure; McIntosh; Foster and Wells counties) decided each county would get about \$16,000.00. Caitlyn informed the board how Wells County District Health unit will utilize these funds within programs we already have established. Caitlyn expressed concerns re: other grant opportunities within this funding as being not very applicable to our rural Public Health agency.
 - c. Marcie/Caitlyn both stated that Central Valley Health District has updated their website and will continue doing so to be ADA compliant (visual impairment accommodations within all forms).
8. Next meeting scheduled for: July 23 at noon
9. Adjournment: Brittany moved to adjourn the meeting. Cheryl seconded the motion. Motion carried. Meeting adjourned at: 12:57pm

Respectfully submitted,
Caitlyn Roemmich-Administrator
Verla Albrecht-Office Manager
Wells County District Health Unit

CR/va

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