

1. **Call to Order.** Chris Albertson called the meeting to order.
2. **Roll Call.** Members in attendance: Chris Albertson, Bernie Belgarde, Karen Armstrong, Public Health Director Barb Frydenlund, and Candace Carlson Environmental Health Specialist. Absent Allen Schlengvold.
3. **Minutes** were reviewed. Bernie moved to approve the minutes of September 22, 2025. Karen seconded the motion, the motion carried.
4. **Standing Reports**
 - A. **Administrative Update.** Written report notes program efforts and grants received. Informational Technology services, IT services, will no longer be available through the state. This will be a new expense for the department. An additional expected cost of \$10,000+ will need to be included in the budget for IT expenses.
 - B. **Fiscal Reports.**

Karen moved to approve expenditure noted in September 2025 check-detail report. Bernie seconded the motion. The motion was approved.

Bernie moved to approve October 2025 expenditures as notes in the check detail report. Karen seconded the motion, the motion passed.

The department's total liabilities and equity on October 31, 2025, was \$787,884.07.
 - C. **Environmental Health Update.**

Candace Carson gave update. Permits for eleven on-site sewer systems were issued in Rolette County in 2025. Discussed a non-compliance situation. Candace provided background and described her actions with the individual. Bernie moved a letter to be written from the board and delivered by county deputy to the individual. The letter outlines that the individual has until December 8, 2025, to complete an on-site sewer application, submit application fee of \$400 and a late fee of \$200. If this is not accomplished the county's state attorney will be asked to charge the individual with a misdemeanor. Karen seconded motion. The motion carried.

Bernie moved to clarify on-site sewage system guidelines indicating-The RCPHD Board of Health has adopted these rules and regulations, which apply to Rolette County, not including tribal and tribal trust lands within Rolette County. The provisions of this code shall be enforced by the Approving Authority. RCPHD environmental health on-site sewer regulations **shall not apply** to tribal taxable land **when the individual property owner receives Indian Health Service (IHS) or Tribal financial support** for costs associated with the installation of an on-site sewer system on tribal taxable land.

However, **if the property owner of tribal taxable land chooses not to receive IHS or Tribal financial support** for the installation of an on-site sewer system, then **Rolette County Public Health District, On-Site Sewer regulations will apply**. Karen seconded the motion. The motion carried.
5. **Old Business**
 - A. **Window Project.** An extension of time is needed for the window project. Awaiting the next steps from Southeast Planning Council and ND Department of Commerce.
 - B. **Board of Health Vacancy.** Bernie moved to have Barb Frydenlund fill the current vacancy and become a voting member of the board. (She would complete Craig Poitra's term). Karen seconded the motion. The motion was approved.
 - C. **Other**
6. **New Business**
 - A. **2026 BoH Meeting Dates**

The County Board of Health will meet bimonthly 3-5 pm on the second Monday of the month between 3-5 pm. In 2026 meeting dates are January 12th, March 9th, May 11th, July 13th, September 14th, and November 9th. Karen moved to approve the proposed meeting dates. Bernie seconded the motion. Motion passed.

B. 2026 Official Holidays- RCPHD

Bernie moved to put into place 303 Holidays policy and procedure for the 2026 year. Karen seconded the motion and the motion carried.

C. BoH Claim Vouchers. Board members will soon receive travel and attendance payments via mail.

D. BoH Reorganization. Bernie moved that Board office positions of Chris Albertson Chairperson, Bernie Belgarde Vice Chairperson, Karen Armstrong Secretary for the 2026 year. Karen seconded the motion. Motion carried.

E. 2023 and 2024 Financial Audit. Start date for 2023 fiscal audit is unknown. Department will submit materials whenever they are needed. Hopefully, county will soon have 2023 & 2024 audits occur.

F. Discussion re: Tribal Resolution regarding county public health duplication of services

G. Other

Next Regular Board of Health meeting will be held in January at 3 pm in the Rolette Public Health District Conference room.

Bernie moved to adjourn the meeting. Karen seconded the motion. Motion approved. Meeting adjourned.

Respectfully submitted,

Karen Armstrong, Secretary