

ALLAMAKEE COUNTY BOARD OF HEALTH

January 22, 2024

LOCATION: Board of Supervisors Room, Allamakee County Courthouse

MEMBERS PRESENT: Jeanne Stein via zoom, Board of Health Chair, Lynn O'Hara, Jan Ellingson, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

MEMBERS ABSENT: None

OTHERS PRESENT: Mandy O'Neill- BOH Secretary, Sheryl Darling-Mooney- CHC, Lisa Moose -CHC, Kathy Schwartzhoff- Helping Services, Mikayla Onken & Sasha Schoulte- Hillcrest Family Services and Gloria McMullan

The Board of Health meeting was called to order at 1:30 p.m.

OLD BUSINESS: Motion to approve minutes with corrections from November made by Dan Byrnes and seconded by Lynn O'Hara. All in favor. Motion carried.

NEW BUSINESS:

- **2024 Board Elections**
 - Jan Ellingson nominates Jeanne Stein as Board of Health Chair; Dan Byrnes seconded. All in favor. Motion carried.
 - Dan Byrnes nominates Jan Ellingson as Board of Health Vice Chair; Lynn O'Hara seconded. All in favor. Motion carried.
 - Lynn O'Hara makes a motion to appoint Mandy O'Neill as Board of Health secretary. Dan Byrnes seconded. All in favor. Motion carried.
- **Approval for Chair to sign routine renewable grants-** Jeanne explained this to the Board and Dan Byrnes made a motion to approve for Jeanne to sign these grants; Jan Ellingson seconded. All in favor. Motion carried.
- **Identify the chain of command for designated provider-** Lisa Moose explains that in the absence of management, that Sheryl Darling-Mooney can sign for public health and Cindy Johnson for home health. Jan Ellingson makes a motion to have Sheryl Darling-Mooney for public health and Cindy Johnson for home health to be able to sign in the absence of management. Dan Byrnes seconded. All in favor. Motion carried.
- **2024 Meeting Dates & Times-** Lynn O'Hara makes a motion to set the meetings for every other month (January, March, May, July, September, and November) on Tuesdays at 1pm in the Board of Supervisors room. Jan Ellingson seconded. All in favor. Motion carried.
- **Kathy Schwartzhoff- Helping Services**

Serve 8 counties with Allamakee County's office in Postville and six satellite offices. Domestic Abuse Advocacy group offers a 24-hour resource line, safety assistance, transportation to and from offices for needed paperwork, classroom instruction is offered to younger students to demonstrate a healthy versus unhealthy relationship.

Family education and support allows family educators to go into the home for assistance with children ages birth-3. They also offer play groups for children ages birth-5. They help parents understand they are the first teacher the youth have.

The prevention services group offers assistance with substance abuse and gambling. This group's council meets on the second Thursday of each month in Waukon. They have recently created a resource guide to help families find needed services.

IPN network grant- Leah Hemesath is now in charge of this area, as Jenny Rose has switched positions. Two Your Life Iowa media campaigns are currently running- Be #1 at getting help and Savor Every Moment. Savor Every Moment is geared towards middle aged women as during COVID this age group was drinking more. Be #1 at getting help is for gambling prevention.

Curriculum based support group for grades 4 & 5 at East Elementary for youth whom are identified by the school. Currently reaching out to Postville and Lansing schools to begin this program there in the Spring.

TIPS training- (Training for Intervention Procedures) this is for anyone who serves alcohol for them to understand the ramifications of overserving.

Tobacco Use Prevention & Control Grant- still looking for use of nicotine free parks and trails. Also working with Waukon High School staff to reestablish ISTEP youth leadership group. Cessation programs are being utilized more due to kids as young as 12-14 vaping. Dr. McMullan states that this increase is not regulated, and the market is to young kids with fun flavors and wrappers.

State Opioid Response Grant- Offers training on substance use disorders, opioid and Narcan.

Youth Mentoring: The steering committee mentoring program has monthly meetings and Allamakee County has 12 mentors.

- **CHC/Public Health Updates**

Lisa Moose-

Annual Report- Lisa presented the department annual report covering the dates of July 1, 2022- June 30, 2023. The report highlighted different funding sources that the department bills and grants that were awarded to the department. Also highlighted were the number of visits done by nursing, home care aide and therapy. Sheryl reviewed communicable disease cases, immunization numbers and blood pressure screenings done throughout the community.

Quality Assurance reports were reviewed for Quarter 4- Drug Regimen Review done on discharge and Weekly wound measurements.

Electronic Visit Verification (EVV)- Update provided on the federal requirement for states to roll out electronic visit verification in January 2024. EVV requirements are intended to reduce fraud. EVV systems verify the type of service performed, the person receiving the service, the date, location, person providing service and the time the visit begins and ends. This data is electronically verified and tracks a providers location at the start and end of each visit and sends the data to the Medicaid agency. CareBridge is the company that the state of Iowa is using for EVV. Currently our MatrixCare system is not set up to electronically communicate with CareBridge.

Regional Consultant- Update provided that the new Regional Health Consultant for our area is Roxanne Smith. She will need to do new BOH training with Dr McMullan. Currently the state has 6 regional health consultants, and this will be reduced to 4 starting in April 2024.

Sheryl Darling-Mooney-

Letter for burial- Sheryl has been requested (2-3 times) by an area funeral home company to provide a letter that is- according to the funeral home required for a body to be returned to their native country for burial. Public health has no knowledge of the deceased. What the funeral home requested was a letter on agency letterhead be provided stating the deceased did not die of a communicable disease. Sheryl has stated that the agency has no knowledge of the deceased. A neighboring county has provided a similar letter when asked. Sheryl consulted with state epidemiologist Scott Seltrecht who reviewed the situation and advised the following statement: To Whom it May Concern: Allamakee Public Health has no knowledge that (name), who died on or about (date of death) died from a contagious disease. This is typed onto letterhead, signed by Sheryl Darling-Mooney RN, followed by title, etc., notarized and released to the funeral home. At the request of the BOH, Sheryl will confer with Tony Gericke, County Attorney.

Mobile Crisis Response- Sheryl included in the BOH packet a map of Iowa with Mobile Crisis Response Providers indicated for each county. Along with that map is a listing of Resources for Iowans- available to help families as they process tragedies such as the one in the school in Perry, Iowa.

Reports-

For the timespan 01/01/2023-12/31/2023 Allamakee Public Health was notified of 80 infectious diseases reported to the state.

The Community Resource Guide for Allamakee County has been updated and is accessible on hospital website as well as social media sites and shared with community partners. It is a fluid document that can be updated by those with administrative access to the guide.

Respiratory illnesses remain to be high in the area. Illnesses being seen include upper respiratory infections, pneumonia, Influenza, RSV COVID. Prior to the holiday break one school district was seeing a consistently >10% absenteeism- which is the threshold for the school needing to report absenteeism to the state, for several days.

- **Laurie Moody- Environmental Health-**

2nd Quarter FY24 report- Septic permits-14; TOT inspections-24; Well permits-6; Water tests-61; Well Closures-3; Renovated Wells-2; Well Shockings-6; Septic Pumper Inspections-0; Plugged Cisterns-0; Radon kits-11; Animal bites-7.

FY25 Budget- Laurie reviewed her budget line items with the Board and explained there is money figured in for new computers for her and Mandy as well as a new desk for Laurie's office. There is now a simplified one-line item for well plugging, cistern plugging and well rehab. The grant does absorb a majority of Environmental Health expenses. Laurie has contacted Beau from Kious County about rust proofing the new Jeep for \$250 and undercoating for \$250 but if both are completed, then it would be \$450.

Revenue side of the budget hasn't changed.

Jan Ellingson makes a motion to approve Laurie's budget as going along with the Allamakee County Supervisors recommendation of wages; Lynn O'Hara seconded. All in Favor. Motion Carried.

Robert Koch septic variance- This is in Dorchester and neighbors Wings restaurant. The current septic systems tank is steel and is starting to corrode and cave in and whatever drainfield was there is now minimal and plugged. He has agreed to forego a septic system and replace it with a 3,000-gallon holding tank. This is a rental unit and is primarily used by his employees from his

dairy farm. The public well separation distance cannot be maintained, regardless, on this small lot. Laurie gave him the green light to go ahead and do the install when the weather was favorable as it had to be done as it was leaking. Within 43' is his private well and within 48' is the public well for Wings restaurant. Wings does monthly water samples and nothing has shown for bacteria or e coli, so with the opportunity of time, verbal permission was given to help this situation. Wings also signed an agreement that they were in favor of the system being put in within this proximity of their well. They agreed it is better to protect two wells versus having them become contaminated. Old tank pumped, crushed, and buried offsite and contaminated soils removed, and new soils brought in to avoid the potential of future problems. County BOH variance will need to be signed, but DNR waiver form was electronically signed by Laurie. Dr McMullan makes a motion to approve the variance; Jan Ellingson seconded. Dan Byrnes absent at this time; Lynn O'Hara in favor; Motion carried.

Greg Palmer Well Variance- The well collapsed and was pushing nasty water, bad smell & color, and was clogging up pressure system. Due to tree branches, powerlines and underground utilities, we're not able to maintain above ground fuel barrel distance as code requires 100' separation and we can only get 60'. Permit was issued and well has been drilled at 420' with 315' casing. New location is protected from being driven near with large farm equipment and snow removal. Jan Ellingson makes a motion to approve the well variance; Lynn O'Hara seconded. Dan Byrnes absent at this time; Dr. McMullan in favor. Motion carried.

Price changes on water samples for public water supply systems- Laurie explained a written sheet, which is in the record in the Environmental Health office and is considering that it isn't necessarily as bad as she initially thought for expense. Jan Ellingson makes a motion to table this discussion until March; Lynn O'Hara seconded. Dan Byrnes absent at this time; Dr. McMullan in favor. Motion carried.

Jeep rust proofing & warranty-Jeep has a 5yr/60,000-mile warranty and Bruce Torkelson didn't think an extended warranty is necessary. The budgeted money will cover the rustproofing job.

- **Expense/Revenue Reports**- November & December- Dan Byrnes made a motion to approve these reports as presented and Jan Ellingson seconded it. All in favor. Motion carried.
- **Board of Health Chair Comments/Correspondence**-
- **Board of Health Budget**- Lisa Moose states that homemaking services can be removed from the budget as they no longer do them. Lynn O'Hara makes a motion to approve the budget; Dan Byrnes seconded. All in favor. Motion carried.

Full audio minutes are available at the Environmental Health office.

FUTURE MEETING: The next meeting for the Board of Health will be Tuesday, March 12, 2024, at 1pm in the Board of Supervisors Office.

ADJOURNMENT: Lynn O'Hara made a motion to adjourn at 3:25 p.m., Jan Ellingson seconded. All were in favor. Motion Carried.

APPROVED BY: Jeanne Stein **DATE** 3-12-24

Jeanne Stein, Chairperson

Mandy O'Neill

MINUTES TAKEN BY: Mandy O'Neill

ALLAMAKEE COUNTY BOARD OF HEALTH

March 12, 2024

LOCATION: Board of Supervisors Room, Allamakee County Courthouse

MEMBERS PRESENT: Jeanne Stein, Board of Health Chair, Lynn O'Hara, Jan Ellingson, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

MEMBERS ABSENT: None

OTHERS PRESENT: Mandy O'Neill- BOH Secretary, Sheryl Darling-Mooney- CHC, Lisa Moose -CHC, Kiane Smith, Vicki Gassman, Roxanne Smith-IDHHS and Gloria McMullan

The Board of Health meeting was called to order at 1:00 p.m.

OLD BUSINESS:

- Motion to approve minutes with corrections from January 22nd made by Dan Byrnes and seconded by Jan Ellingson. All in favor. Motion carried.
- Tabled discussion on price changes for water samples. The cost we pay for the kit is covered by the grant. Postage has fluctuated a lot, but it isn't as substantial a change as we thought after we did some figuring, per Laurie.

NEW BUSINESS:

- **Kiane Smith- I Smile VNA-**
 - Services Dental hygienist serves 8 counties in NE Iowa services include dental screening, fluoride varnish treatments, nutritional and tobacco counseling. They go to Headstart, WIC clinics, preschools, and elementary schools to provide services. In 2023 for Allamakee County there were 501 children seen for health screenings; 195 sealants in Postville, Waukon & New Albin; 426 varnish treatments; 119 of children seen had cavities, which is 24%, the highest in their 8 areas. Most decay is coming from Postville area with migrant children. Care coordination is done with families to get the care needed for dental care. Medicaid accepting providers are quite a distance away and Dr. McMullan asks about transporting people via bus to these providers. Kiane replied that getting several people from this area seen in the same day and time frame would be an issue. With dental offices being privately owned this makes the issue of why there are not as many providers accepting Medicaid insurance. Kiane states she would like to see local dental offices accepting these patients as there aren't any providers in Allamakee County accepting Medicaid. Dr. Annie Fencl in Decorah does accept one of the Medicaid insurance and will take on new patients 8 and under. Otherwise, the closest areas to here are Iowa City and Dubuque. Kiane recommends adding fluoride to water to help with lack of community water fluoridation. She states medical providers can do fluoride treatments as well through a program called Cavity Free Iowa and Kiane trains the

providers and nurses on oral health education. Dr. McMullan asks to have Kiane schedule in Postville and Waukon at the clinics to train them.

- Maternal Health- Expectant mothers are also seen at WIC clinics. There is a 79% decay rate in the pregnant population.
- Dental Audit Screenings- Kindergarten and 9th grade are required to have dental screenings. There is no punitive damage if this isn't done. The decay rate is 14% in this age group, which is closer to state averages. The previous year Allamakee County had a 19% decay rate, so we had a 5% decrease.
- They have a summer grant for library programs. And Kiane will be reaching out to schedule locally in the libraries.

- **Vicki Gassman- VNA Child Health Coordinator**

- Finds resources and gaps to get materials to families in need. ASQ screenings are provided for families in need of physical and social health assistance. Lead testing is completed for those who are ages 1 through first day of kindergarten. Lead has been more and more in food and toys. They encourage the lead screening be completed between 24-36 mo. or 36-48 mo. As a county, she asks us to be more proactive in requesting families to do this testing.
- Medicaid Update- April 2023 families were sent packets to see if they have relocated or any changes and if this packet wasn't returned, they were dropped off Medicaid insurance. Most families don't know this has happened until they go into clinic for a visit. So now these families are getting help to reapply. At this time, families are encouraged to also apply for dental assistance. Care coordination takes place to help families be sure they are getting all services available.
- Grants- Many grants are available to reach families more strategically through area offices. Grant writing is happening now for next fiscal year. If the board has any ideas to help with anything, let Vicki know.

- **Kathy Schwartzhoff- Helping Services**

- Written report available in Environmental Health office.

- **Roxanne Smith**- Roxanne is taking over Erin Barkema's position as Region II Program Director. She introduced herself to the Board.

- **CHC/Public Health Updates**

- **Lisa Moose-**

Electronic Visit Verification (EVV)- This is still an issue carrying over from last meeting. \$5,000 of visits finally paid up and another \$15,000 are about to move into the payment section. There is \$30,000 left to be paid. Most agencies in the country seem to be having a difficult time with EVV working correctly. Scheduling has changed to avoid errors between CareBridge and MatrixCare. A training session will be held at the end of the month. Roxanne asks Lisa if she's reached out to other regions to see if they have any answers on MatrixCare issues. Lisa has reached out to Winn Med in Decorah. Iowa Total Care had CHC under VMH's NPI# so it wasn't allowing visits to move into billing.

COVID-19 Vaccination Reimbursement- Medicare isn't reimbursing for COVID vaccinations according to their fee schedule. West Union uses their hospital's NPI# when billing vaccinations as it is reimbursed at a higher rate than it would be under the public health NPI#. There is a new

Revenue Cycle Director at VMH and CHC is hoping to get some ideas from her regarding this issue.

Staffing- Public Health is fully staffed but looking to hire PRN home care aides for summer.

- **Sheryl Darling-Mooney-**

Reports-

-2nd Quarter Infectious Disease report- 9 cases, with 7 being STD's, which are locally, statewide and nationally on the rise.

-Dr. McMullan had previously asked about COVID vaccination rates for 2023-24 at the prior meeting. Iowa fully vaccinated rate is 13.1%, with Allamakee County at 12.3%; flu vaccinations Iowa is at 33.5% Allamakee County is at 32.5%.

-The Iowa Public Health Conference is coming up in Des Moines at the end of March. Corey Snitker and Sheryl Darling-Mooney attended a preparedness training for the underserved population in Independence on March 6th.

-County Attorney Gericke has not responded to inquiries related to public health providing a letter re: contagious disease as it relates to a death in an individual whose body is being transported back to their native country. This has been discussed with Roxanne Smith and Allamakee's state epidemiologist to give direction in being able to verify this certificate.

-A vaccination clinic will be held at the Postville Community School district in May.

- **Laurie Moody- Environmental Health-** No report

- **Expense/Revenue Reports-** January & February- Dan Byrnes made a motion to approve these reports as presented and Jan Ellingson seconded it. All in favor. Motion carried.

- **Board of Health Chair Comments/Correspondence-** Update voice recorder as it quit during the last meeting and missed half of the minutes. New proposal is Sony brand for approximately \$80 with long battery life and background noise cancellation. Dan Byrnes made a motion to approve the purchase of a new recorder; Lynn O'Hara seconded. All in favor. Motion Carried.

Full audio minutes are available at the Environmental Health office.

FUTURE MEETING: The next meeting for the Board of Health will be Tuesday, May 14, 2024, at 1pm in the Board of Supervisors Office.

ADJOURNMENT: Lynn O'Hara made a motion to adjourn at 2:04 p.m., Dan Byrnes seconded. All in favor. Motion Carried.

APPROVED BY: Jeanne Stein **DATE** 5-14-24

Jeanne Stein, Chairperson

Mandy O'Neill by Laurel Moody

MINUTES TAKEN BY: Mandy O'Neill

emailed to Amanda Winters 5/15/24

ALLAMAKEE COUNTY BOARD OF HEALTH

The Board of Health meeting was called to order at 1:01 pm on 5/14/2024 by BOH Chair Jeanne Stein with Jan Ellingson assisting Laurie Moody in taking minutes due to not having an official BOH Secretary and first-time use of a new voice recorder.

MEMBERS PRESENT: Jeanne Stein, Board of Health Chair; Jan Ellingson, Dan Byrnes, Lynn O'Hara, Dr. Thomas McMullan

MEMBERS ABSENT: None

OTHERS PRESENT: Amanda Josvanger-Unity point Health VNA, Laurie Martin, Hawki Outreach Coordinator-VNA, Leah Hemeseth-Helping Services via Zoom, Sheryl Darling-Mooney- CHC, Laurie Moody- Environmental Health, Gloria McMullan, Katie Strub-Unity Point Health-via Zoom

OLD BUSINESS:

- Dr McMullan discussed the iSmile program that Kiane Smith-VNA discussed at the last BOH meeting regarding seeing/educating patients at the VMH-Postville Clinic. It would have to be done by the physicians now -but with proper training, others could begin to do the process. Jeanne will try again to make contact with new Revenue/Cycle Director "Becky". She has not made a decision yet as to whether they will allow this to happen at the Waukon Clinic. "Becky" has not made contact with Kiane Smith as of the date of this BOH meeting. According to Dr McMullan, transportation is going to be the ongoing issue-but feels this is great program.
- Motion to approve minutes from March 12, 2024 made by Dr Tom McMullan and seconded by Dan Byrnes. All in favor. Motion carried. Jeanne signed the minutes from March 12, 2024.

NEW BUSINESS:

- **Guest Amanda Josvanger-1st 5 Site Coordinator** (Unity point Health-VNA Assn) provides assistance to primary care providers to improve rates of developmental screenings for 8 Counties including Allamakee County. They are grant funded through HHS. Provided handouts to board members.
- Works with medical providers on medical screenings at 9/18/30 month well child exams and Autism specific exams at 18 & 24 months. Allamakee County is good about doing these screenings.
- Clinics are starting to ask for multi-lingual materials and information for developmental milestones for families to take home.
- Provide referrals for needs of childhood development and other resources a family may need and they are all free and no need of insurance
- 2023-160 total referrals & 20 were from Allamakee County
- The current rate of Autism nationally is 1 in 36. National age of diagnosis is 4 but it has been determined that a child can be diagnosed as early as the age of 2
- Per our county's population, Dr McMullan questioned if more kids should be screened than the 20 that were seen. Amanda may try to get more figures together for next meeting to answer that question.
- **Laurie Martin-Hawki Outreach Coordinator** (Unity Point-VNA Assn) serves 8 counties as above, has financial limits to qualify (family of 4 cannot make over \$94,000/yr).
- Children ages 1-18 qualify and the program costs no more than \$40/month.

- End of December 2023, Allamakee County had 331 children in medical & dental insurance through Hawki
- June 2023 there were 379 children in Hawki so some of them are on Medicaid now or their income exceeded the guidelines, or the children aged out
- Dr McMullan questioned the dental services through Hawki, are there any local providers? Laurie said yes, they take Hawki Dental, it's the same as Medicaid-it just says Hawki Dental on it.
- Currently MCNA or Delta Dental are the only providers, but MCNA is going away, so Delta Dental will be the only provider left. Dr McMullan asked, so locally who is a provider with Delta Dental? Laurie said, this is a Kiane question to bring to the next meeting. Discussion was made to provide this information in multiple languages and Dr McMullan asked to make them available in Somalian as well.

- **Leah Hemeseth-Helping Services For Youth & Families**

- Domestic Violence Handouts
- Family Education & Support for Children
- Youth Mentoring
- In-Person Education with 4th & 5th Graders about Curriculum Based Support Resiliency
- TIPS-Responsible Beverage Server Training
- Responsible Gambling-Gambling in the Workplace (the hidden addiction)
- Your Life Iowa-Savor Every Moment
- State Opioid Response Grant-Narcan Training
- Ashley Havenstrite-Tobacco Free Iowa in the Parks program, presenting in the schools on vaping
- Allamakee Prevention Advisory – Meet 2nd Thursday of the Month @ Lids. Educating & Advocating against Domestic Violence, Substance Abuse & Mental Health. Event called Coming Together for Change, June 5th, 7-9pm at The Town Theater in Waukon.

- **Katie Strub-Clinic Administrator @ Allen Child Protection Center, Waterloo**

- Allamakee is part of her 27-county coverage area
- Overall, served 745 patients ages of 0 to adulthood in 2023
- Provide variety of service, primarily assistance in investigations of child and dependent adult abuse, forensic interviews, medical evaluations, advocacy services & mental health services for children, dependent adults who are suspected of experiencing abuse or have witnessed crime, work with HHS Social Workers and Law Enforcement in crime investigation and provide supportive assistance, provide assessments and screenings for children born with positive for substances or who were substance exposed (Family Resiliency Program) for drug endangered children, referred through the courts or HHS case
- In 2023 served 24 patients in Allamakee County
 - 13 were for Sexual Abuse
 - 2 were for witnessing Sexual Abuse
 - 24 were for allegations of drug endangerment
- The Most common relationship between the patient and the offender was: Birth mother, Birth Father and other known person but not biologically related.
- Of all the cases that Allen Child Protection Center interacted with in 2023, there were 3 founded child abuse cases and 1 criminal charge case filed. 14 children were referred to their Family Resiliency Program.

- Of all the counties ACPC serves, Allamakee County has one of the highest participation rates in the Family Resiliency Programs for drug endangered children, most are referred through the juvenile courts (Dan Byrnes had to step away from the meeting)
- So far in 2024 (Jan-April) 11 patients referred with ACPC and 4 charges filed by Law Enforcement (LE) in Allamakee County
- Moving forward, the state is trying to work on a “Best Practice” guide to use as a training manual for new LE & HHS workers.
- Increased training statewide with LE & HHS in coordination of care, prevention strategies, sharing of resources
- Dr McMullan asked what drugs the Allamakee County patients were found with...Katie was not sure. Dr McMullan wondered if the comments earlier about the training of Narcan would be necessary if that was the issue. Katie said she would find more information if requested.

○ **Community & Home Care Report-Sheryl Mooney-RN**

- 3rd Qtr FY 24 Program Qt Report:
- Nursing Visits, Immunizations, Rehab Visits, Blood Pressures, Event Counts,
- Health Promotion Program (Dr McMullan-admission day is critical, discharge day is critical and then the transition causes a lot of issues that the client is not capable of taking quality care of themselves like they thought they could. Often leads to a re-admission.
- We do “Courtesy Visits” at no charge, but it cannot be offered to those that live outside of Allamakee County-which is in CHC’s service area but out of the county.
- Clayton County has “gaps” in their services compared to that of Allamakee County. They don’t have an agency that provides home health care. Unity Point provides in-home services up to about Guttenberg only...then there is a lack of service coverage. We get referrals a lot and its hard to say no...but we have a service area that we can provide care in and that is set by the State of Iowa and we cannot go against that, but we do get a lot of requests for referrals in that area.
- Dr McMullan feels that the increase in PT is because patients are being released from the hospital setting to home instead of the nursing home due to financial reasons and/or bed availability.

○ **Home Health Updates-Sheryl Mooney-RN**

- New phone updates in the offices
- Electronic Update Verification- came out in January,
- Once the staff member is at the client’s home, they must sign in with GPS coordinates. Not working so great yet, hoping this will improve in time but our terrain is hard for this.
- New brochures are available and being handed out

○ **Public Health Updates-Sheryl Mooney-RN**

- Stop The Bleed Kits
- Preparedness Trailer currently housed at the Waukon Fire Dept-running out of space and looking for a new place (talking to Allamakee County Solid Waste building but would prefer something more temperature controlled)
- The 14 county Service Area 6 (SA6) is working to update each county Public Health Emergency Response Plan
- Notified by Trempealeau County, WI Public Health Dept of a person residing in Allamakee County who was possibly in direct contact with a person in Trempealeau County with a possible active TB case. We contacted this person to obtain a QuantiFERON Gold lab test. The BOH has to pay for

that test. The cost of that test is \$238. Dr McMullan agreed it is the best method of testing. Sheryl left the bill for the BOH to pay. **This will need to be put on the agenda of the next BOH Meeting for a vote.**

- Beginning to see an upswing in the latent TB cases. Dr McMullan says they come in from certain areas where TB is an endemic, and they are exposed while not having active TB. As long as their health is generally good, they will not reactivate. But if they are drug users, alcoholics, etc. you will get a reactivation of the disease if their immune system is poor or if they get cancer or something like that, so basically its prophylactic treatment to avoid it while they are healthy.
- Sheryl said she is seeing this latent TB across all demographics
- Immunization clinic at the Postville school. Saw 29 students, gave 60 immunizations. (K-12th grade)
- Seeing an upswing in IDSS cases also- this is the current software used to investigate state reportable infectious diseases.
- Blood Pressure Clinics (New Albin, Lansing, Waterville, Harpes Ferry, Waukon, Postville)

- **Environmental Health Report-Laurie Moody-EH Sanitarian**
- Mandy O'Neill Official Resignation Letter was submitted to the BOH. It was effective as of 5/3/2024
- Had about 30+ applications and both Stephanie Runkle (Zoning Administrator) and Laurie agreed on the same person and have interviewed and offered her the position. She has accepted and can start on 5/30/2024.
- Pay structure letter was presented to the BOH. Probationary pay of \$20/hr then in approximately 3 months go to what Mandy left at \$20.99/hr and in another 3 months go to the 3% increase that the BOS approved the courthouse employees starting July 1st which be \$21.6/hour. The term "**SHALL**" is being used in the event the pay increases are not warranted at the time of the rates listed.
- Laurie discussed with the BOH members the large separation in pay between the Elected official and the Appointed officials. (Pay is **NOT** equal and the percentages given are only widening the gap in pay. Laurie is doing similar things as an appointed official as that of an elected official except run an election. She is standing up not only for herself-but for other appointed officials who are underpaid)
- **Laurie is recommending the BOH to hire Claire Opperman for the Full-Time job of Administrative Assistant at the pay rate listed on the pay rate sheet given to the board. The 2 Departments (Env Health & Zoning) will share her 50/50 in both office time used, pay and insurance. Stephanie will go to the BOS to do the same.**
- **Motion by Dan Byrnes to hire Claire Opperman at the pay listed on the form handed out to all board members (and as will be mentioned above in the minutes) /seconded by Dr Thomas McMullan. All in Favor. Motion Carried**
- Laurie presented her 3rd Quarter Report. Radon testing has increased, Animal bites down-but finding that people are still not getting their dogs vaccinated as required by state code.
- Grants to Counties application has been submitted. The award this year again is \$50,505. Explained potential reallocation of funds if low percentage of funds are used the previous year.
- Revenue Report as submitted to Bd of Supervisors
- **Signing of "Delegation of Signatory Authority" form as required by Iowa Department of Health and Human Services Motion by Dan Byrnes, Second by Lynn O'Hara. All in Favor, Motion Carried**
- Jeanne asked Laurie to inform her of anytime she signs a Grant or any other document from the State of Iowa so it gets entered into official notification in BOH meeting minutes

- **Marty Stegen Variance for a new septic system installation.** There are several factors causing a new septic system to not be installed without a variance. The way the land slopes, the location of the well in the front yard and the type of home and depths of the outlet pipe-a new septic system cannot be placed in the front yard of the house without encroaching on the well somewhat. I am asking the BOH to relax the 100' of separation from a drain field to the well to 80'. This is not an exact measurement at this time due to some trees that will also need to be removed. Once the very large trees are gone and we can get the root ball out and see just how much damage is going to be done to the lawn, this measurement will be more exact-but it will not be closer than the 80' being requested.
- **Motion by Dr Thomas McMullan to approve the variance Seconded by Dan Byrnes, All in Favor Motion Carried** Dr McMullan also requested to convince the Stegen's to get rid of the unused cistern.
- **Expense/Revenue Summary Review of March & April**
- **Motion by Dan Byrnes to approve the Expense/Revenue Summary of March && April as printed Second by Dr McMullan**
- Viewed paid billing of the new voice recorder used by the BOH for recording meetings
- **Contracts Update:**
 - Minutes will now reflect the following: Grants have been signed & submitted for approval FY25 Private Well Grant 557172 Application Guidance for Iowa Private Well Program on 5/6/24 FY24 GTC 5884AW03-003 signed by Laurie Moody and also FY25 Immunization Services Application #561058
- **Other Miscellaneous Business:**

Due to next meeting date having conflict with multiple members (vacations, Allamakee County Fair, etc.) it was decided the **NEXT MEETING WILL BE HELD TUESDAY, JULY 23rd @1:00 in the BOS Room**

Board of Health Chair comments: None

Full audio minutes are available at the Environmental Health office.

FUTURE MEETING: The next meeting for the Board of Health will be Tuesday, July 23, 2024 @ 1:00 in the Allamakee County Board of Supervisor's Room and via zoom.

ADJOURNMENT: Lynn O'Hara made a motion to adjourn at 2:48 pm. Dr Thomas McMullan seconded. All were in favor. Motion Carried.

APPROVED BY: *Jeanne Stein* DATE *7-23-24*

Jeanne Stein, Chairperson

Laurie Moody

MINUTES TAKEN BY: Laurie Moody & Jan Ellingson

ALLAMAKEE COUNTY BOARD OF HEALTH

July 23, 2024

LOCATION: Board of Supervisors Room, Allamakee County Courthouse

MEMBERS PRESENT: Jeanne Stein, Board of Health Chair, Lynn O'Hara, Jan Ellingson, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

MEMBERS ABSENT: None

OTHERS PRESENT: Claire Opperman- BOH Secretary, Sheryl Darling-Mooney- CHC, Laurie Moody, and Gloria McMullan

The Board of Health meeting was called to order at 1:02 p.m.

OLD BUSINESS:

- Motion to approve minutes with corrections from May 14, 2024 made by Dr. McMullan and seconded by Dan Byrnes. All in favor. Motion carried.

NEW BUSINESS:

- **Gina Gassman- WIC Report**
 - Unable to make meeting. Received a report for board members to look over.
 - Jeanne noticed there are no grocery stores in Postville that accept WIC. Discussion followed.
 - Jeanne will contact Gina for more information on requirements for a grocery store to be WIC approved.
- **CHC/Public Health Updates-Sheryl Darling-Mooney**
 - Census at 67, going well as trying to manage vacations, fully staffed.
 - The immunization grant is \$8,585; local public health grant is \$44,408 in which \$2,000 is used for mileage and other incidental expenses which leaves \$42,408 to go towards salaries.
 - Preparedness grant not sure how much they will receive
 - Looking to get a program called VaxCare which is a private company going to come in and purchase their private inventory and will supply them with inventory from there on out. They have a process for checking availability and taking care of billing and insurance. We get paid an administrative fee. The issue right now is that we don't give enough of the private vaccine to carry it as they do outdated. This is a common theme throughout Iowa and the United States. Looking to get set up with VaxCare at the end of August in time for clinics. Still going to have the same offerings as they do now. There is no money invested in it along with no contracts. Dan was wondering if they periodically come with a supply. Sheryl responded with they will come as needed and they will know due to barcode scanning. Sheryl also stated that several counties are using this and have contacted them to get more information and how it works for them. Dr. McMullan stated that there was a lot of loss due to having to order a large

amount at a time. This will help decrease expenses. Laurie asked, "How much will it cost to give the shot". Sheryl stated that the administrative fee for giving the shot can be \$15-\$25 depending on the vaccine given. More information to come at the next Board of Health meeting.

- Working with school districts as school will be starting again to do onsite vaccine clinics to get some kids vaccinated as it works well with everyone involved. This encompasses multiple vaccines that are required for school.
- Continuing with blood pressure clinics throughout the county as they can be busy. She also makes referrals based on their blood pressure.
- Large increase in Ukrainian refugees in Postville over the summer. We are seeing them as they have a Mantoux skin test coming back as positive. Worked with clinics to provide further care and testing.
- July 24th they will be helping stop the bleed course at the courthouse
- Working on year end reports, should be done and submitted by end of next week
- **Pay Gold Lab Test Bill**
 - Dan Byrnes made a motion to pay the Gold Lab Test bill as listed and Lynn O'Hara seconded. All in Favor. Motion Carried.
- **Laurie Moody- Environmental Health- Quarterly & End of FY Report**
 - Septic and wells have been going up due to the warmer weather.
 - Finished the year doing 283 water samples both public and private. Picked up more public samples with campgrounds and churches. DNR has gotten stricter with making sure campgrounds and churches are getting samples.
 - Just finishing swimming pool inspections as the school year is about to start
 - Only two tattoo parlors in the county which are both done for the year
 - Radon kits usually pick up around this time of the year which are reflected in the report
 - Animal bites never stop. Have gotten some from other counties in which I redirect them over there.
 - Grant to Counties program had to turn back \$15,463 that was unused. They increased the payouts for this next fiscal year of 2025. They increased plugging a well from \$500 to \$700, rehabbing a well went from \$1,000 to \$2,000, plugging a cistern went from \$300 to \$500, and shocking a well went from \$300 to \$500. Dr. McMullan asked how effective shocking a well is? Laurie replied that if the well comes back with low bacteria, then shocking will usually take care of it. If there is an old well with poor casing, then shocking may not take care of the problem. Shocking does not fix E. coli permanently. With all the rain we have had lately it is hard to tell with all the water tables.
 - Shocking does not clean the water table, only the man-made devices of the well (pipe, faucets, pressure systems, etc.)
 - The lab will only read up to >200.5 which is where we recommend not to drink that water as it is the highest read. If the well has an E. Coli issue, then we also recommend not drinking the water as it is bad for the body.
 - When drilling a new well there could be issues such as a deeper well, iron, and manganese. Those 2 things do not have the potential to harm you as E. Coli does.

- Jan asked the question if you should test water periodically. Laurie responded that you should test an older well 1 time per year and a new well 1 time every 3 years.
- Laurie states that when they reconfigured the amount given for grant to counties that they should have added money to help drilling a new well instead of so much money towards rehabbing a well.
- There is talk that we may have to do mosquito testing again like we did a couple years ago. If so, Laurie possibly would have to go put out the five-gallon pails with solution and then later send them in.
- **Expense/Revenue Reports-** June & July- Dan Byrnes made a motion to approve these reports as presented and Dr. McMullan seconded it. All in favor. Motion carried.
- **Board of Health Chair Comments/Correspondence**
- **Other Misc. Business**

Jeanne contacted clinics about dog bite packets. We just filled them in June at the clinics in Waukon.

Sealants program that can be put on by the physicians. They have decided they are not doing it at the Waukon or Postville clinics due to not having enough patients. They couldn't justify having it on the shelf and going to waste as it does not come in individual vials. Jeanne is going to contact Kiane to see how it is provided and the cost.

Board mileage gets paid 1 time a year since they only meet 6 times per year. Dan Byrnes does not receive mileage. Jan is 4 miles round trip, Jeanne is 30 miles round trip, McMullan is 35 miles round trip, and Lynn is 32 miles round trip. Pay the whole year of 2024 in December.

Need to have contract updates on every agenda. They are routine grants and contracts that do not need to be voted on and Jeanne can sign.

- **Contract Updates**

6-14-24

SA6-FY25 Intent Agreement (PHEP) & EMS System Development

(58841403) review 6/27/24 ext. to July 31st

7-11-24

LPHS FY25 Amendment #1 (Contract #: 5884C003)

LPHS subcontract FY25

- **FUTURE MEETING:** The next meeting for the Board of Health will be Tuesday, September 10, 2024 at 1pm in the Board of Supervisors Office.
- **ADJOURNMENT:** Jan Ellingson made a motion to adjourn at 1:52 p.m., Lynn O'Hara seconded. All in favor. Motion Carried.

APPROVED BY: Jeanne Stein DATE 9-10-2024
Jeanne Stein, Chairperson

Claire Opperman
MINUTES TAKEN BY: Claire Opperman

ALLAMAKEE COUNTY BOARD OF HEALTH

September 10, 2024

LOCATION: Board of Supervisors Room, Allamakee County Courthouse

MEMBERS PRESENT: Jeanne Stein, Board of Health Chair, Lynn O'Hara, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

MEMBERS ABSENT: Jan Ellingson

OTHERS PRESENT: Claire Opperman- BOH Secretary, Cindy Johnson- CHC, Laurie Moody

The Board of Health meeting was called to order at 1:03 p.m.

OLD BUSINESS:

- Motion to approve minutes from July 23, 2024 made by Dr. McMullan and seconded by Lynn O'Hara. All in favor. Motion carried.

NEW BUSINESS:

- **CHC/Public Health Updates-Cindy Johnson**
 - Sheryl is at a meeting in Altoona today, so Cindy is filling in to do the report. Mandatory public health meeting in Des Moines which is important that there is attendance for grant money. Jeanne had to sign a contract to say it was ok that Sheryl went in place of Lisa, which is this next week.
 - Immunization audits for all licensed childcare and school-aged children in the county will be done between 9/13 and 9/25.
 - Flu and Covid will start when we have it available on October 1st in which there will be community wide clinics that will be advertised.
 - VaxCare will hopefully be up and running by the end of the Month (September).
 - The quarterly report, event count report, and immunization program report were all given to the board members to look at. Cindy asked if they had any questions regarding any of them. Jeanne was wondering if there have been any salmonella cases around here due to Salmonella cases in Wisconsin. The drug regimen review consists of patients getting a review on discharge. One was not complete because they were discharged off Medicare. Wound assessment is assessing and measuring wounds in which one was missed.
 - For in home care, there are 2 full-time and 2 part-time aides to provide service to the county.
 - When doing in home care, it can be difficult to have the computer right there and have access to it. There are remote areas in the county where the hotspot does not help to connect to the computer. Visits must be scheduled and must be in a certain time frame. If there is more time needed it must be scheduled. The worker could be in the patient's house, and they may need something else or need help and the time is up, which makes it very difficult.
 - Looking into long-term training options. Lisa has purchased a resource to provide training modules which is specific to home care aides. Home care aides are regulated to what they

can do. They can do more if a registered nurse goes before and trains them to approve that they can do it.

- **Laurie Moody- Environmental Health- Quarterly & End of FY Report**
 - Variance for separation distance between holding tank and well for Ryan Feggestad
 - In Taylors court south of Harpers Ferry. There are three wells there. They had a septic system at one time that served three trailers. With the new rules about separation of drain fields and wells, this is not cutting it anymore. The only recourse they have is to put a holding tank in. Per code the separation is supposed to be 50 feet, but they can't meet that because of lot requirements. There is 25 feet there able to use instead of the 50 feet required. These are holding tanks that are solid and will float. They will dead man them once they are installed especially for the winter season, so they don't float if high water comes in the Spring. They can also be strapped down, so they won't float. This is the only place to put septic for this property and 25 feet is the furthest away they can get. This is for one, three thousand gallon holding tank.
 - Steve Taylor signed an agreement that he is aware of what is happening and is ok with it.
 - Motion to approve the variance for Ryan Feggestad made by Dr. McMullan and seconded by Dan Byrnes. All in favor. Motion Carried.
 - Variance for 6' Septic tank to building for Garret Heim.
 - Located on Iowa River Drive with a steep driveway. Bought this lot with a house that was built in 2013 with an area allowance between house and septic for a 24' garage. The requirement between a building and septic tank is 10 feet but they want to build a 28' garage which only leaves them with about 5 feet separation. A map was made and shown to board members where the house, building, and septic tank are with distances. He was told not to do anything with materials or equipment in that area because if that drain field gets screwed up, he has nowhere else to put one as his property as it is on a slope. Laurie brought a picture from Beacon showing the bluffland and how steep it is behind his house and that there is nowhere else to put a drain field. Garret bought this property this year as is and knew 24' was allowed for the building.
 - Motion to approve the variance for Garret Heim made by Dan Byrnes and seconded by Dr. McMullan. In favor: Byrnes, McMullan, Stein. Opposed: O'Hara. Motion Carried.
 - On October 9th & 10th Laurie is going to the Iowa Environmental Health Conference. Laurie shared the agenda with everyone to look at.
 - The swimming pool inspections went well. There were broken glass swimming goggles in Postville this year. Laurie would like to see Airbnb locations have the requirement to get water samples. Dr. McMullan thinks that food trucks should also have the requirement to have water samples and more inspections done than they do.
- **Expense/Revenue Reports- July & August- Dan Byrnes made a motion to approve these reports as presented and Dr. McMullan seconded it. All in favor. Motion carried.**
- **Board of Health Chair Comments/Correspondence**
- **Other Misc. Business**

- Jeanne got ahold of Kiane Smith and emailed the board members with the answers she received. Jeanne also talked with Gundersen about the program. The board discussed how hard they want to push this and how the BOH can help. Jeanne wants to get more information from Kiane to get data to see if this is helpful. Motion to follow through and talk to CFO about program and offer to buy the first 50 count box of varnish by Dr. McMullan and seconded by Byrnes. All in favor. Motion carried.
- Dr. McMullan knows a student at the University of Iowa in Dental School. He is going to be working for Waukon Dental when he graduates. Delta Dental has a program that will help students pay their college debt if they take title-19 patients. Dr. McMullan wants to try to work with him so he can get help with his student loans. Title-19 dental would be beneficial to the community. Trying to coordinate all the different moving parts is going to be difficult. Cindy stated that a lot of the in-home patients would benefit from having something local. Improving the dental health of everyone in the county would be very nice to do. Dr. McMullan is going to get in contact with University of Iowa to get more information for the next meeting. Transportation is also an issue in our community which might be another option to get people to Iowa City.
- Jeanne contacted Gina Gassman to get more information about WIC being offered in Postville. Gina said that it is SNAP approved but not WIC at the Dollar General in Postville. The ethnic stores in Postville do not have the equipment needed to have WIC. She also said that they would not meet the inventory requirements. She contacted the state and 2 out of the 3 ethnic stores in Postville did apply a couple years ago but were not approved.
- **Contract Updates**
 - 8-26-24
 - FY25LPHS Contract Amendment
 - Article VII- Performance Measure
 - (Authorizing a change in personnel attending a meeting.)
- **FUTURE MEETING:** The next meeting for the Board of Health will be Tuesday, November 12, 2024 at 1pm in the Board of Supervisors Office.
- **ADJOURNMENT:** Lynn O'Hara made a motion to adjourn at 1:58 p.m., Dr. McMullan seconded. All in favor. Motion Carried.

APPROVED BY: Jeanne Stein DATE 11-12-24
 Jeanne Stein, Chairperson

Claire Opperman
 MINUTES TAKEN BY: Claire Opperman

ALLAMAKEE COUNTY BOARD OF HEALTH

October 15, 2024

LOCATION: Shelter at park by ball diamond in Lansing

MEMBERS PRESENT: Jeanne Stein- Board of Health Chair, Lynn O'Hara, Dr. Thomas McMullan, Dan Byrnes- Board of Supervisor, Jan Ellingson

MEMBERS ABSENT: None

OTHERS PRESENT: Claire Opperman- BOH Secretary, Laurie Moody- Allamakee County EH Sanitarian, Keith & Amanda Arentz, Mike & Laura Richter, Gloria McMullan

The Board of Health meeting was called to order at 12:30 p.m.

NEW BUSINESS:

- Petition for waiver/variance for Keith & Amanda Arentz and Mike & Laura Richter for a 30' separation instead of the 100' required for a new well to a drain field. The 5 Board of Health members all met on site to see the site in person. Laurie Moody introduced everyone to each other. Property owner Keith Arentz gave an introduction about both properties and physical issues they are facing. Ryan Budke from Shawver Well Company gave a presentation describing the old well site where the current well is only 56' deep with 21' of poor condition casing. The pressure tank is mounted to that casing and has small pin holes in it allowing surface & shallow ground water to run into the well and contaminate the water. He then discussed what he proposes to do with a new well construction to seal out any fractured, permeable areas and set casing into or below the Franconia depth. Chad Fields, Geologist from IDNR was contacted early on and emailed Ryan & Laurie about using the Franconia formation as a confining layer in the well to have it considered a deep well. This hole then would be fully pressure grouted to the surface. This would propose a new well with a depth of 120' with 87' of 7" steel casing. There are other safety issues that go along with this project as there are major power lines overhead on both properties which can make it unsafe to get equipment in there. The old well does not have e-Coli in any water sample from the septic's which was a huge point for the BOH. The Richters took advice from Laurie and made some modifications to their septic tank to bring it up to standard. The Richters had to remove their deck steps for any new well construction and Arentz's are planning on taking a cement wall out for the well equipment to get set up too. Both homeowners have followed Laurie's advice on locating all parts of their current septic systems in order to make their applications accurate and have done what they need to do to as far as filing the DNR & BOH Waiver/Variance applications in order have this new well considered. Nowhere on the 2 lots combined could the 100' of separation be met. It is understood that the old well would be plugged right away to remove it as a potential site for contamination to a shallow groundwater source. Laurie went over her thoughts on the situation and explained that having the well and septic so close to each other is not how she would prefer the situation to be but feels that with the new well construction methods and frequent monitoring, the matter would still be better than having a shallow, poorly cased well continue to be the drinking water source. It only

makes sense to get rid of the old well considering the condition it is in. Laurie can offer grant money to plug the old well and to get rid of the well pit for safety reasons. There are no kids involved in either house on a full-time basis, the Arentz's live there full time with just the two of them, and the Richter's go there on weekends during the summer. There currently is a well-share agreement that will need to be updated and re-recorded. Dr. McMullan proposed the idea of doing a 5-year waiver approval with water samples taken twice a year and then a new BOH evaluation after 5 years. The board had further discussion regarding the homeowners being able to put in a new well. Jeanne made the point that there is not much space there to have it anywhere else. Dan Byrnes made a motion to approve a five-year waiver with 2 water samples a year taken by the county sanitarian, one in the spring and one in the fall, and BOH to check on the well in 5 years. Discussion was made about requiring the landowners to pump their septic tanks out every year, but that was rejected as part of the motion. The old well needs to be closed soon after the new well is in place. Seconded by Lynn O'Hara. AIF. Motion Carried.

- **Board of Health Chair Comments/Correspondence**

- **Other Misc. Business**

- Jeanne met with the hospital CFO and Laura Baxter about the varnish program and presented them that the BOH would pay for the first box. They were worried about credentialling and insurance. They have several questions yet. Jeanne contacted Kiane Smith and asked her to talk with them herself and keep her informed. Jeanne asked Kiane some more questions such as where to purchase the varnish at. The clinic in Waukon only has 1 RN and the medical assistants are not allowed to do education. A solution to this would be having information on handouts for the medical assistant to hand to the parents. She can go over it with them but cannot teach since it is not within their legal scope of care. The medical assistants can apply the varnish. Jeanne let them know when our next meeting is and would like to hear a decision back by then. Jeanne let them know that Gunderson clinic is doing it, and they can contact Marie Christianson if they want questions answered.

FUTURE MEETING: The next meeting for the Board of Health will be Tuesday, November 12, 2024 at 1pm in the Board of Supervisors Office.

- **ADJOURNMENT:** Jan Ellingson made a motion to adjourn at 12:46 p.m., Dan Byrnes seconded. All in favor. Motion Carried.

APPROVED BY: Jeanne Stein DATE 11-12-24
Jeanne Stein, Chairperson

Claire Opperman
MINUTES TAKEN BY: Claire Opperman

November 5, 2024

Allamakee County Board of Health
110 Allamakee Street
Waukon, IA 52172

Re: Well Construction for 1932 Great River Road, Units 3 & 4 – Lansing, IA 52151

We are drilling a new water well for the aforementioned property due to the existing water well's elevated levels of coliform bacteria. The existing water well currently has a total depth of 56' with 21' of casing in poor condition. A waiver has been granted for a new well, largely in part to the condition of the existing well, to allow for separation from the new well to the septic drain field to be 30'. According to IDNR Chapter 49.6, a new well is to be constructed 100' from a drain field and 50' from a septic tank. When drilling a well, we have 2 very large pieces of equipment that are necessary for the construction of the well. Due to the small lot sizes, the waiver has been granted to allow for the new well to be constructed less than 100' from the drain field.

We have proposed to construct a well to an approximate depth of 120', drawing water from the Ironton Galesville Sandstone. The first aquifer encountered will be the Franconian formation with the Ironton underlying it. According to Chad Fields, IDNR Geologist III, the Franconian will act as a confining layer classifying this new well to be a deep well. When we encounter the Ironton, approximate depth between 70' to 80', we will drill 5' into the aquifer and set 7" steel casing. Along the outside of the casing, we will install tremie pipe to the bottom of the casing and pump bentonite grout back to the surface. This is known as full-length pressure grout and is a method utilized for public well standards. We then use a smaller bit to drill out the open hole formation where will be drawing water from, this portion of the well will be uncased.

For the pump system, we will install a submersible pump and motor attached by a pitless adaptor that is 6' below ground. The system will be a pressurized system with a pressure tank inside of the well casing equipped with a controller that will operate the pump. We will install a curb stop for each house so the water can be shut off to that residence, when needed.

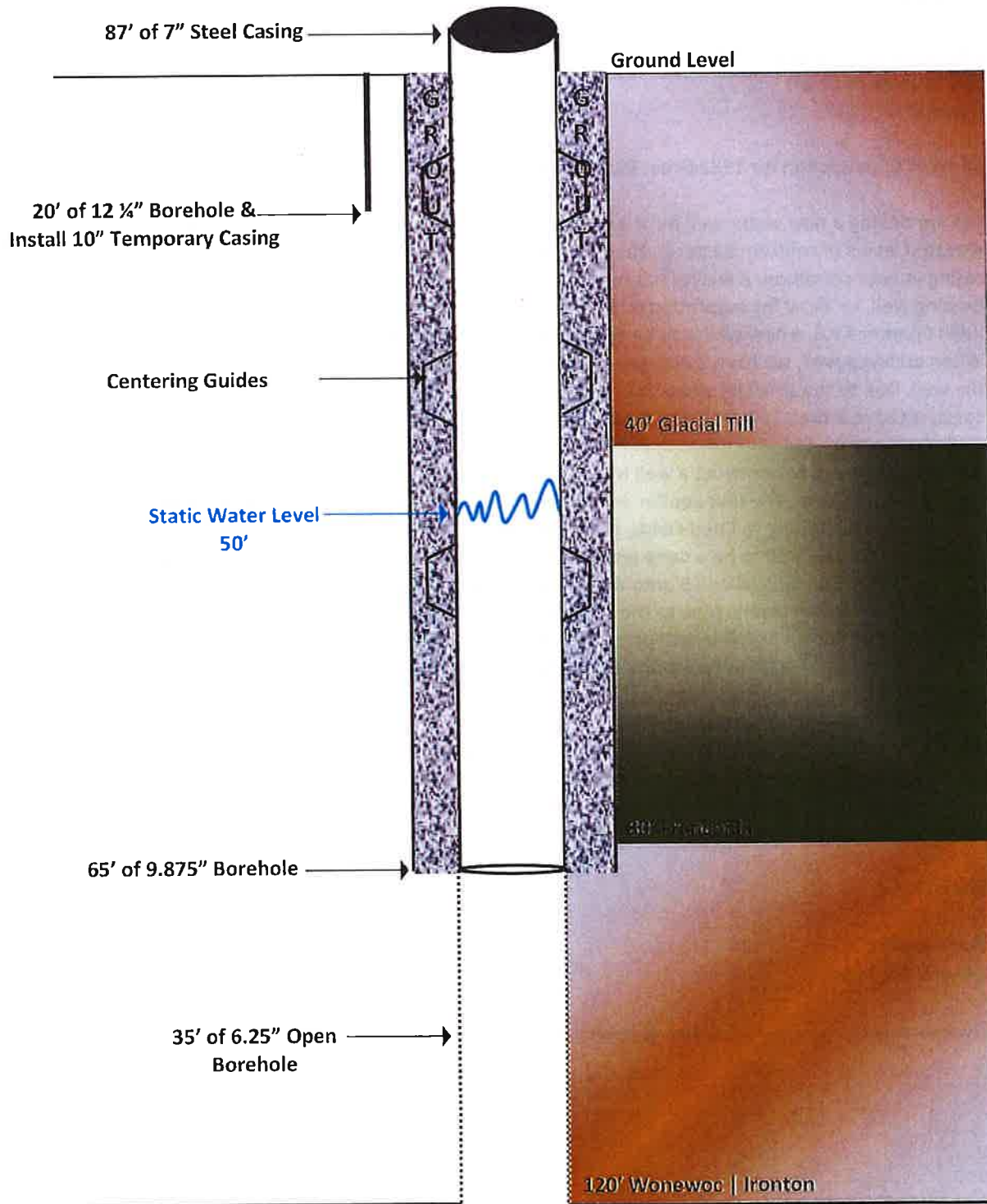
Sincerely,

Ryan Budke
General Manager

Enclosure: well construction drawing, in-well pressure tank diagram

ANTICIPATED WELL CONSTRUCTION

Richter | Arentz
Lansing, IA 52151



FLEXCON INDUSTRIES LIMITED PRODUCT WARRANTY

PRODUCTS COVERED: IN-WELL TANKS MANUFACTURED AND DISTRIBUTED BY FLEXCON INDUSTRIES

Important: Read carefully the installation, operating and maintenance instructions manual ("Manual") to avoid serious personal injury and/or property damage and to ensure safe use and proper care of this Product.

Warranty - Warranty is extended to all purchasers of the new product. This warranty is non-transferable. Flexcon warrants to the purchaser or first user of the new Product that at the time of manufacture, the Product is free from defect in material or workmanship for a period of five (5) years from the date of manufacture. Any warranty claim must be made within five (5) years (unless another time period is set forth in the Manual), measured from the date of manufacture.

In the event of a breach of the foregoing warranty and upon proper and timely notification to Flexcon, Flexcon will at its option either: make repairs to correct any defect in material or workmanship, or supply and ship either new or used replacement parts or products. Flexcon will not accept any claims for, nor will Flexcon be responsible for, any other costs including labor.

Exclusions - This warranty does not cover any failure or problem unless it was caused by a defect in material or workmanship. In addition, this warranty shall not apply:

- If the Product is not correctly installed, operated, repaired or maintained as described in the Manual provided with the Product.
- To any failure or malfunction resulting from (i) misuse or abuse (ii) neglect or negligent handling, shipping (by anyone other than Flexcon), storage, use or operation, or (iii) damages to the tank caused by lightning, floods, or any other environmental condition.
- To damages caused by any unauthorized alteration to the Product, or any attempt to repair tank, or any other environmental condition.
- To any failure or problem resulting from the use of the Product for any purpose other than those specified in the Manual.
- If the Product is used anywhere except the United States, its territories or possessions, or Canada.
- To labor costs, shipping charges, service charges, delivery expenses, administrative fees or any costs incurred in removing or reinstalling the Products.
- To any claims submitted to Flexcon or a Flexcon authorized distributor or dealer more than 30 days after expiration of the applicable warranty time period described in this Warranty.
- To any repair or replacement costs not authorized in advance by Flexcon.

Warranty Limitations - All implied warranties including the implied warranties of merchantability and fitness for a particular purpose are specifically disclaimed.

Limitations of Remedies - The remedies contained in this warranty are the purchaser's or first user's exclusive remedies. In no circumstances will Flexcon be liable for more than, and purchaser's first user's remedies shall be limited to, the price paid for the Product. In no case shall Flexcon be liable for any special, indirect, incidental or consequential damages, whether resulting from the use or misuse of the Product, or from the inability to use the Product or from defects in the product or from Flexcon's own negligence or other tort. These exclusions apply regardless of the type of damages claimed, but are not limited to, inconvenience, loss of profits, loss of use, loss of revenue, loss of business, loss of data, loss of time, loss of products or any associated equipment, facilities, buildings or services, downtime, and the claims of third parties including customers.

What To Do If You Have a Problem Covered By This Warranty - You must notify the authorized Flexcon distributor or dealer who sold you the Product within 30 days of the event leading to the Warranty claim. Any covered Warranty service must be authorized by the Flexcon distributor or dealer who sold you the Product. If you do not receive a prompt response, call Flexcon directly at 781.986.2424. Notice of a Warranty claim should be submitted within 60 days of the event leading to the claim by the authorized distributor/dealer to Flexcon at the following address:

Flexcon Industries, Warranty Claim Dept., P. O. Box 782, Randolph, MA 02368

Before Flexcon determines to provide any replacement part or Product, it may, as a pre-condition to making such a determination, require that the warranty claimant ship the Product, postage prepaid, to an authorized Flexcon distributor, or to Flexcon, and provide proof of purchase evidenced by the original sales receipt.

Replacement Product Warranty - In case of replacement of a Product or any component part, Flexcon reserves the right to make changes in the design, construction, or material of the substitute components or products, which shall be subject to all of the terms and limitations of this Warranty, except that the applicable warranty periods shall be reduced by the amount of time the warranty claimant owned the product prior to submitting notification of the warranty claim.

Owners Record Keep for later use

Serial number (see tank data label at bottom of tank): _____

Date installed: _____

Installer Name: _____

Telephone number: _____



300 Pond Street, Randolph, Massachusetts 02368, Call 1.781.986.2424, Fax 1.781.986.2424, www.flexconind.com

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620.0049A

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INSTALLATION, WARNINGS, AND OPERATION INSTRUCTIONS

FLEXCON IN-WELL TANKS



WARNING

This product must be installed by a **Qualified Professional** following all local and national plumbing and electrical codes. Read and understand fully the instructions included here and those on the Flexcon website which are updated on a regular basis. This product must be inspected annually by a qualified professional for any signs of corrosion or leakage and replaced immediately if these signs are present. Failure to follow these instructions may result in serious injury or death and/or property damage and will void the product warranty.

WARNING

EXPLOSION HAZARD This well tank is designed for water storage at a maximum pressure and a maximum temperature as detailed in this manual. A properly sized pressure relief valve set at a maximum of 100 psi must be installed in the system. This tank is shipped with a pre-charge of air and any adjustment to the pre-charge must be done prior to installation and at ambient temperature. Do not adjust the pre-charge of this tank if the products corroded or damaged or shows any signs of diminished integrity. The maximum allowable pre-charge in this expansion tank is 80 psi. Failure to follow these instructions is UNSAFE and may result in serious injury or death and/or property damage.

CAUTION

This well tank and the associated piping may in time leak. This tank must be installed in a location where water leakage will not cause property damage and there must be means for adequate drainage. This tank must not be installed in a location that is subject to freezing. This tank must be installed in the vertical position. The manufacturer of this product is not liable or responsible for any water damage associated with the installation and/or failure of this product. Failure to follow these instructions may result in personal injury or property damage.

WARNING

This tank is intended for use on potable water systems only and any other use may be dangerous and will void the warranty. This products performance and lifespan can be significantly impacted by aggressive water conditions. A water test should be conducted specifically looking for corrosive water, acids and other relevant water contaminants which if present must be treated appropriately. The system piping must be properly grounded to earth. A dielectric union may be required in the system. Failure to follow these instructions may result in serious injury or death and/or property damage.

WARNING

CALIFORNIA PROPOSITION 65 WARNING! This product contains chemical known by the State of California to cause cancer and birth defects or other reproductive harm. (California installer-California law requires that this notice be given to the consumer/end user of this product.) For more information, contact the manufacturer at www.flexconind.com.



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THIS IS THE SAFETY ALERT SYMBOL. IT IS USED TO ALERT YOU TO POTENTIAL PERSONAL INJURY HAZARDS. OBEY ALL SAFETY MESSAGES THAT FOLLOW THIS SYMBOL TO AVOID POSSIBLE INJURY OR DEATH.

WARNING

INDICATES A POTENTIALLY HAZARDOUS SITUATION WHICH, IF NOT AVOIDED, COULD RESULT IN SERIOUS INJURY OR DEATH.

CAUTION

INDICATES A POTENTIALLY HAZARDOUS SITUATION WHICH, IF NOT AVOIDED, MAY RESULT IN MINOR OR MODERATE INJURY OR RESULT IN PROPERTY DAMAGE.

OPERATION
This well tank has been designed to store and deliver water under pressure between pump cycles in a domestic water system.

WHAT IT DOES
Without a storage tank, a domestic water system's pump would cycle (turn on) every time there was a demand for water. This frequent and potentially short cycling would shorten the useful life of the pump. Flexcon well tanks are designed to store water when the pump is running and then deliver pressurized water back to the system when the pump is shut off.

BEFORE INSTALLATION

PRE-CHARGE ADJUSTMENT

This IN-WELL tank is shipped with a factory pre-charge of 20psig. The IN-WELL tank pre-charge must be adjusted following the instructions in the Installation section of this manual, but must not exceed 80 psi. Any adjustments to the factory pre-charge must be done prior to initial tank installation and with 0 psi pressure on the system. **DO NOT ADJUST THE PRE-CHARGE OF THE EXPANSION TANK WITH THE SYSTEM UNDER PRESSURE!**

TO ADJUST TANK PRECHARGE (Prior to Installation)

Remove the protective cap from the air valve. Check the tank pre-charge pressure using a standard tire pressure gauge. If required add air to the tank using a manual bicycle tire pump until the proper pre-charge pressure is reached. Replace the protective cap on the air valve.

TO ADJUST TANK PRECHARGE (After Installation)

Disconnect power to the system pump. Drain the tank of water by opening a faucet. Add or release air as required (see above)

WARNING

Do not adjust the tank air pressure if there are any visible signs of corrosion or rusting on the tank. If this well tank shows any visible signs of corrosion or rusting, the tank must be replaced immediately. Failure to follow these instructions may result in serious injury or death and/or property damage.

INSTALLATION

VARIABLE SPEED PUMP INSTRUCTIONS

The IN-WELL tank should be located in the pump drop pipe 5' to 20' below the pitless adaptor. This will allow the tank to be centered in the well.

- Determine operating pressure of water system and adjust air pressure in the IN-WELL tank to pump manufacturer's recommended pre-charge.
- Pump is set in the well and wired to manufacturer's recommendations.
- Attach the IN-WELL tank to the drop piping.
- Install the 5' to 20' final section of the pipe above the IN-WELL tank and lower pipe into the well so that the IN-WELL tank is positioned properly.
- Install the pressure transducer either at the wall or in the home in accordance with the pump manufacturer's instructions. If there is reference to the transducer being within 6' of pressure tank disregard. Since the IN-WELL tank is directly in line there is no danger of water hammer.
- Complete piping in accordance with all plumbing and electrical codes.
- Start system.
- At start-up, pump may not function properly until all air is removed from system. Cycle pump several times before any adjustments are made. Once pump is running normally, adjust to desired pressure.
- Attach information tag supplied to main shut off valve or electrical wire in well.

CONSTANT PRESSURE VALVE INSTRUCTIONS:

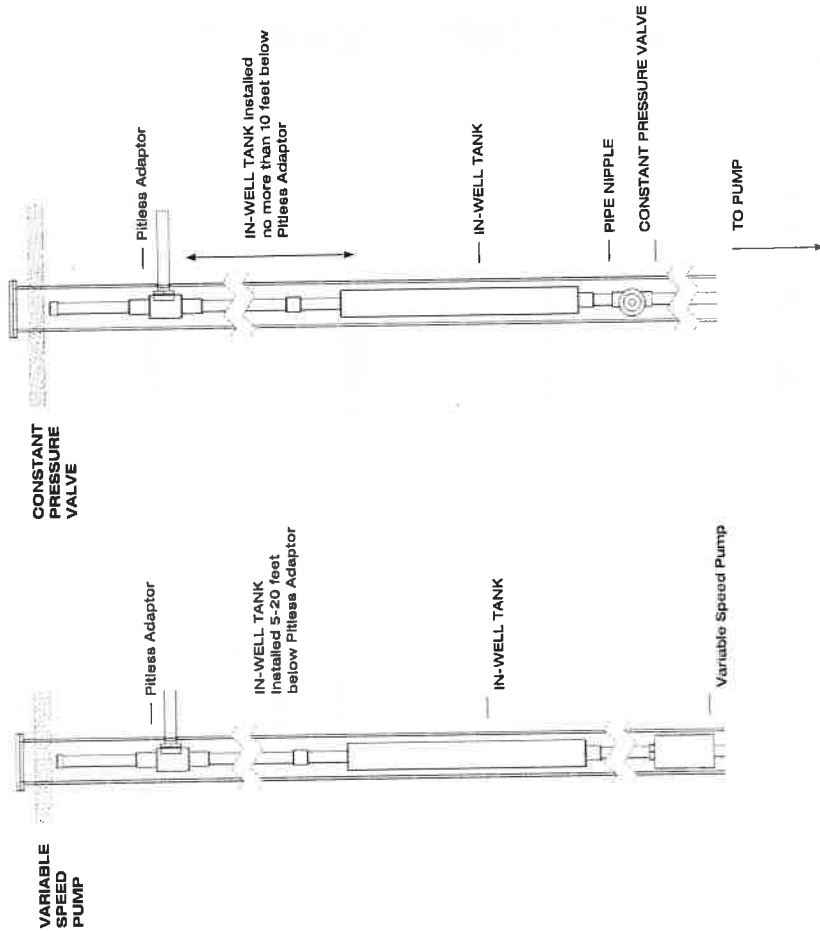
The INWELL tank with constant pressure valve should be placed 5' to 10' below the pitless adaptor. The tank and valve should be centered in the well casing. We do not recommend setting the top of the pressure tank lower than 10' since this may result in the constant pressure valve being lower than 20' in the well and could cause low water pressure in the home.

- Determine the operating pressure for the water system and set the tank pre-charge, 2 psi below the cut-in setting of the pressure switch.
- Pump is set in the well and wired to pump manufacturer's recommendations.
- Attach the constant pressure valve to the drop pipe string.
- Attach a nipple between the constant pressure valve and IN-WELL tank.
- Attach the IN-WELL tank.
- Install the 5' to 10' final section of the pipe above the IN-WELL tank and lower pipe into the well so that the IN-WELL tank is positioned properly, continue with the normal installation.
- Install the pressure switch and other fittings as required.
- Start System: allow water to run to waste a few minutes to remove trapped air from water lines.
- Close valve, if pump start cycles, increase switch setting slightly until short cycling stops. (This may be a 2 to 5# increase in pressure before the problem is corrected) there is no need to add additional air to the IN-WELL tank.
- Attach information tag to main shut off valve.

We suggest that SO-D model FYG2 50-70 be used when either a 50# or 60# Constant pressure valve is used. If a 30-50 or 40-60 model FYG1 is used, then the switch will have to be adjusted as follows:

Adjust the differential setting of the switch to 25 PSI. For a 50# valve, the setting should be 40-65. For a 60# valve, the setting should be 45-71. (If the switch is a SO-D, tighten the short spring three turns. This should increase the differential about 5 pounds.)

TYPICAL INSTALLATIONS



MAINTENANCE

- This well tank and the entire system must be checked annually by a qualified professional.
- Visually examine the tank and its connection to the system piping looking for any signs of water leakage or corrosion on the exterior of the tank or the connection.

WARNING

If this water system tank shows any visible signs of leaking, corrosion or rusting, the tank must be replaced immediately to avoid personal injury or property damage. Do not adjust the tank air pressure if there are any signs of corrosion on the tank. Failure to follow these instructions may result in serious injury or death and/or property damage.