

## **Board of Health: Agenda**

A Board of Health meeting will be held **Wednesday, October 29, 2025, at 12:00 PM**, in the **THIRD FLOOR CONFERENCE ROOM C** at the Health Department, **101 W. 9<sup>th</sup> St.**  
Lunch for Board Members will be served at 11:30 AM.

- A. 12:00 PM – Call to Order and Approval / Changes to Agenda **(Action Required)**
- B. 12:01 PM – Approval of Board of Health Meeting Minutes held September 24, 2025 **(Action Required)**
- C. 12:03 PM – Public Forum
- D. 12:05 PM – Board of Health Discussion and Updates
- E. 12:10 PM – Years of Service Recognition
- F. 12:15 PM – Community Health Improvement Plan (CHIP) Update
- G. 12:30 PM – PDPHE Closure for Holiday Celebration **(Action Required)**
- H. 12:35 PM – WIC Contingency Plan for Continued Government Shutdown **(Action Required)**
- I. 12:50 PM – Cost Analysis and Fee Adjustments:
  - Public Accommodations
    - Program presentation
    - Fee adjustments **(Action Required)**
  - Mobile Home Parks
    - Program presentation
    - Fee adjustments **(Action Required)**
- J. 1:15PM – Budget and Finance
  - Monthly Financial Report – September 2025 **(Action Required)**
  - Contracts **(Action Required)**
- K. 1:25 PM –Director’s Report
  - Healthy Beverage Ordinance Update

**ADJOURN**

# **Pueblo Board of Health Meeting Minutes**

## **September 24, 2025**

The Pueblo Board of Health meeting was held at the Pueblo Department of Public Health and Environment (PDPHE) building at 101 W 9<sup>th</sup> St.

### **Board Members Present:**

Zsuzsa Glasscock, Board Vice President  
Abel M. Chavez, Board Member  
Heather Hankins, Board Member  
Zolanye McCulley-Bachicha, Board Member

### **Legal Counsel:**

Marci Day, Assistant County Attorney

### **Administrative Staff Present:**

Randy Evetts, Public Health Director  
Katie Davis, Deputy Director  
Maria Telfer, Community Health Services (CHS) Director  
Chad Wolgram, Environmental Health (EH) Director  
Shylo Dennison, Community Engagement, Prevention, and Response (CEPR) Director  
Georgia Alfonso, Budget and Finance Office (BFO) Director  
Jonathan Hontz, Administrative Assistant

### **Other Staff Members Present:**

Trysten Garcia, Public Information Officer  
Christina Hopewell, Program Manager  
Alicia Solis, Program Manager  
Courtney Kincannon, Program Manager  
Vicki Carlton, Program Manager  
Scott Cowan, Program Manager  
Rebecca Aguilar, Microbiologist Lead  
Kristy Toupal, Accounting Manager  
Jim McGahan, Environmental Health Specialist Lead

### **Other Guests:**

None present.

### **Call to Order:**

Zsuzsa Glasscock, Board Vice President called the meeting to order at 12:01 PM.

### **Approval of Agenda**

**MOVED** by Abel Chavez, seconded by Zolanye McCulley-Bachicha, to approve the September 24, 2025 Board of Health meeting agenda, as presented.

***MOTION CARRIED UNANIMOUSLY***

### **Approval of Minutes**

Zsuzsa Glasscock asked the Board for revisions to the minutes. There were none.

**MOVED** by Zolanye McCulley-Bachicha, seconded by Abel Chavez, to approve the August 27, 2025 BOH meeting minutes as submitted.

***MOTION CARRIED UNANIMOUSLY***

### **Public Forum**

There were no requests for public comment.

### **Board of Health Discussion and Updates**

- There were no items discussed.

### **Years of Service Recognition**

The board recognized Rebecca Aguilar for five years of service to PDPHE and Kristy Toupal for 10 years of service to PDPHE.

### **December BOH Meeting Date Change; December Work Session Date Change**

The Board discussed the dates for the two December meetings:

- The new date for the December work session will be discussed via email after this meeting.
- The new date for the December regular meeting will be December 23, 2025 at noon.

### **Marijuana Program Presentation**

Scott Cowan, Program Manager, gave a presentation about PDPHE's marijuana facility inspection program. A copy of the presentation is attached to these minutes.

Zolanye McCulley-Bachicha asked about the ratio of stores in the City vs. County. Scott answered that most of the facilities are in the County, particularly in Pueblo West.

Zsuzsa Glasscock asked if there were any regulations enforced by PDPHE for cleanup of former facilities. Scott answered that the State has some requirements, but that Pueblo County does not have any additional requirements beyond the normal solid waste requirements.

### **Onsite Wastewater Treatment Systems (OWTS) Program Presentation**

Scott Cowan, Program Manager, gave a presentation about PDPHE's OWTS program. A copy of the presentation is attached to these minutes.

Abel Chavez asked how many OWTS permits have been denied. Scott answered that PDPHE does not track this metric, as PDPHE continues to work with the contractor, engineer, and/or homeowner to make plan adjustments so that the permit can be approved. On rare occasions, a septic permit is denied because the lot size or the geology of the soil will not work. PDPHE's goal is to get every permit approved.

Zsuzsa Glasscock asked what the typical turnaround time is for permits. Scott answered that many approvals submitted before noon will be approved same-day. The State requires approval within three working days. More complex systems can take longer, for larger subdivisions or commercial properties, for instance.

## **Budget and Finance**

### **Monthly Financial Reports**

BFO director Georgia Alfonso presented financial reports for August 2025. The YTD income statement reflects a surplus of \$174,526.57. The total variance to the budget is \$163,751.43., representing 0.4% greater expenses and 3.01% greater revenues than projected. The balance sheet reflects an Unassigned Fund Balance of \$1,445,647.18, an increase of \$114,635.78 over August 2024. This increase is temporary and is attributed to the billing for licenses at the beginning of the year.

**MOVED** by Zolanye McCulley-Bachicha, seconded by Abel Chavez, to accept the August 2025 financial reports as presented.

***MOTION CARRIED UNANIMOUSLY***

### **Contracts**

There are no contracts to review this month.

### **Fee Analysis: Marijuana Program**

Georgia Alfonso presented introductory information regarding proposed adjustments to PDPHE's marijuana facility inspection program fees, explaining that these fees, if approved, would go into effect on January 1, 2026. The intent of these fee changes is to fully cover the real costs associated with the program's operations. The BFO looks at about nine different areas to measure the total costs and revenues associated with these fees, and recommends the following changes:

- Increase in Preliminary Investigation fee from \$175 to \$200 (14.29%)
- Increase in Plan Review Application fee from \$100 to \$150 (50%)
- Increase in Plan Review fee from \$50 to \$150 (200%) (consistent with other plan review charges in other programs)

Abel Chavez asked about the \$9,706.44 deficit in the 2024 budget for this program. Georgia answered that this was a result of HealthSpace software updates, which is used for billing and tracking in the Environmental Health department.

**MOVED** by Abel Chavez, seconded by Heather Hankins, to approve the proposed fee increases as presented.

***MOTION CARRIED UNANIMOUSLY***

**Fee Analysis: OWTS Program**

Georgia Alfonso presented introductory information regarding proposed adjustments to PDPHE's OWTS program fees, explaining that these fees, if approved, would go into effect on January 1, 2026. The intent of these fee changes is to fully cover the real costs associated with the program's operations. The BFO looks at about nine different areas to measure the total costs and revenues associated with these fees, and recommends the following changes:

- Increase in New Residential Permit fee from \$990 to \$1095 (10.61%)
- Increase in New Commercial Permit fee from \$1285 to \$1640 (27.63%)
- Increase in Remodel Permit fee from \$710 to \$850 (19.72%)
- Increase in Expired New Permit fee from \$115 to \$170 (47.83%)
- Increase in Site and Soil Evaluation fee from \$335 to \$430 (28.36%)
- Increase in Regulations fee from \$15 to \$25 (66.67%)
- Increase in Minor Repair Inspection fee from \$170 to \$210 (23.53%)
- Increase in Transfer of Title Inspection fee from \$315 to \$385 (22.22%)
- Increase in Transfer of Title Application fee from \$95 to \$140 (47.37%)
- Increase in Planning & Development Action Review fee from \$235 to \$285 (21.28%)
- Increase in Subdivision (2-10 Lots) Preliminary Plan Review fee from \$240 to \$315 (31.25%)

**MOVED** by Abel Chavez, seconded by Zolanye McCulley-Bachicha, to approve the proposed fee increases as presented.

***MOTION CARRIED UNANIMOUSLY***

**Legislative Updates and Director's Report**

- Funding Update
  - Randy Evetts, Public Health Director, reported that the recent Special Legislative session and subsequent governor's action resulted in about an \$80,000 decrease in revenue for PDPHE next year.
  - The WIC budget was cut by about \$130,000 for the new contract year.
  - Children's Hospital will no longer be doing their clinics at PDPHE, due to Medicaid changes, resulting in a \$30,000 reduction in budget.
- Randy also gave several general updates and reminders:
  - The County Manager expects that PDPHE County funding will remain flat for 2026, but this is not certain until December.
  - Shelter-in-place drill for weather was conducted yesterday, with an active shooter drill planned for PDPHE in November. PDPHE's building will be closed the afternoon of November 5, 2025 for this drill.
  - Randy and Chad presented to City Council regarding a burned-out property

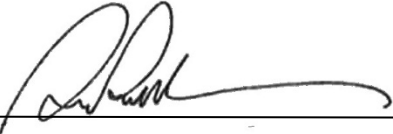
at 1310 E Routt Ave. The property contains asbestos and is in the superfund site. CDPHE holds the jurisdiction and is working with the City to permit demolition and removal of the materials at this site.

- Randy met with Dr. Kimzey at D60 on telehealth services for family planning/sexual health. Dr. Kimzey supports those services, but the D60 board isn't supportive at this time. PDPHE will not continue to provide these services.
- Randy met with Mayor Graham for a check-in and Randy also discussed the impact of budget cuts on PDPHE.
- Meeting with County Manager Genesio: HVAC issues at PDPHE persist. Fixing these issues is on the list of capital improvements, but timing is uncertain.
- CDOT is having a seatbelt campaign kickoff next Monday morning, and PDPHE will be participating.
- Randy will be attending the Fall CALPHO Directors' Meeting on October 22, 2025.

Zsuzsa Glasscock adjourned the Board of Health Meeting at 1:13 PM.

**Next BOH Meeting**

Wednesday October 29, 2025, at 12:00 PM.



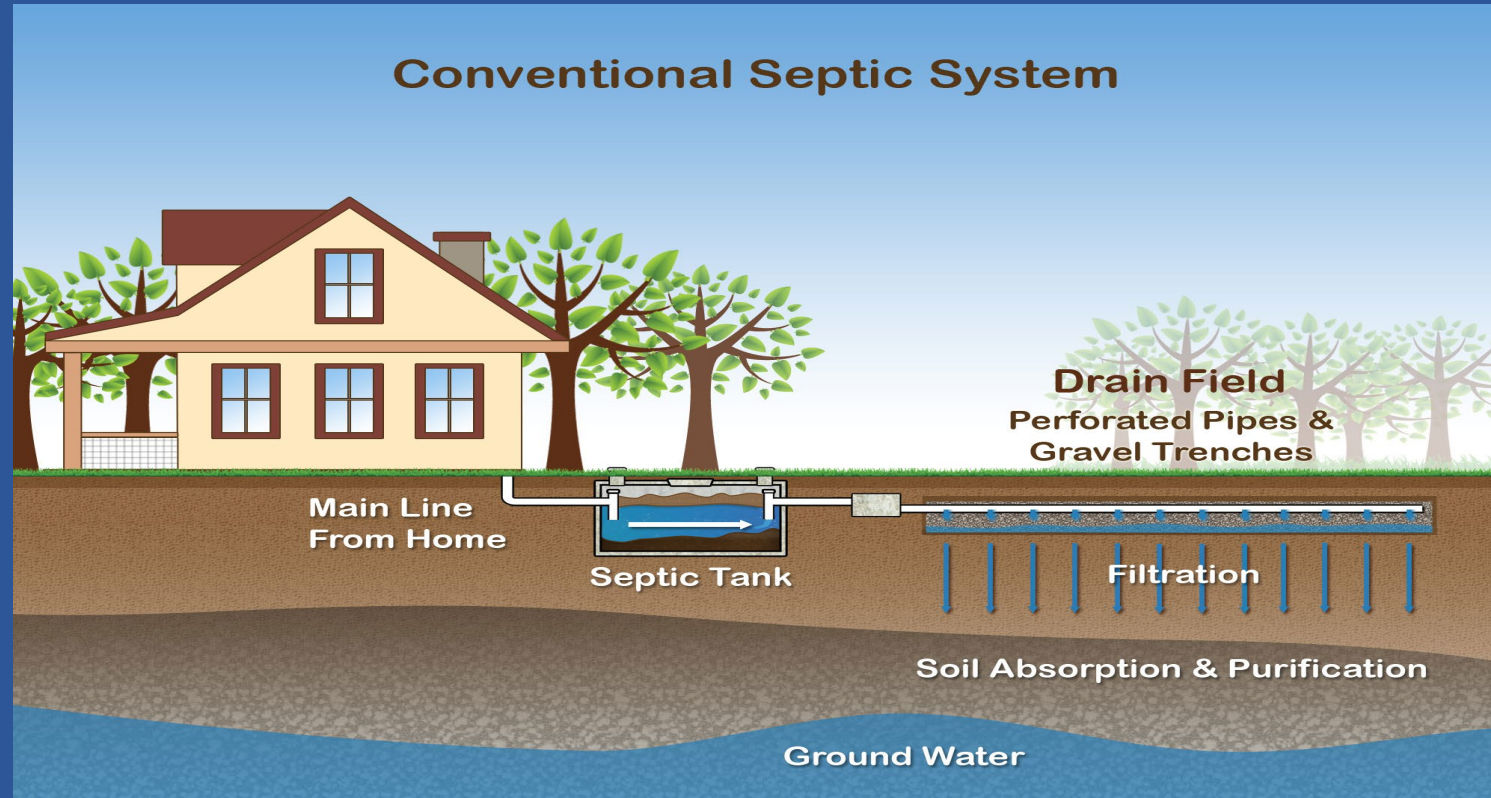
Zsuzsa Glasscock, Board of Health Vice President



Randy Evetts, MPA, Public Health Director

Submitted by Jonathan Hontz  
Administrative Assistant

# Overview of PDPHE's Onsite Wastewater Treatment System Program



Scott Cowan, Jim McGahan, Robbie Boyer, Aaron Doussett, Dayton Ryden, Frank Whatley

# What is a septic system?

On-site wastewater treatment systems (septic systems) safely manage wastewater from homes and businesses that aren't connected to centralized sewer systems. These systems treat and dispose of water *right where it's used*—protecting our environment and public health.



# Why OWTS inspections Matter

**Our goal: Ensure that residential homes and businesses are connected to on-site wastewater treatment systems that are permitted, installed, operated and maintained, according to regulations, reducing disease risk and keeping our water clean.**

- **27% of Pueblo County's population utilizes OWTS**
- **Properly designed and operating septic systems benefit our community**
  - Ensure clean water by protecting rivers, lakes, and groundwater from contamination
  - Protect the public from exposure to illnesses caused by exposure to raw sewage
  - Safe, functional systems support property resale values, rural housing, and economic growth
  - Promote environmental stewardship through responsible land use and pollution prevention

# Why OWTS inspections Matter



# Authority to Regulate OWTS

## On-Site Wastewater Treatment System Act 25-10-101 C.R.S.

- **25-10-104(2)** Every local Board of Health in the state shall develop and adopt detailed rules for on-site wastewater treatment systems within its area of jurisdiction
- **Purpose:** To establish the minimum standards for the location, design, construction, performance, installation, alteration and use of OWTS with a design capacity less than or equal to 2,000 gallons per day within Pueblo County.
- **Jurisdiction:** These Regulations apply to all OWTS in the unincorporated areas of the county and over all municipal corporations within the territorial limits of Pueblo County.
- **Prohibition:** An OWTS permit must not be issued to any person when the subject property is located within a municipality or special district that provides public sewer service. Except in circumstances where the municipality or the special district allows.

# Authority to Regulate OWTS

## PDPHE OWTS Regulation No. VIII

- Incorporates State Regulation 43 by reference
  - Local options adopted including Transfer of Title Program
- Last updated 2018
- Drafting new edition to enact by June 2026

# Owts Fees

**25-10-107 C.R.S. Fees.** (1) A local board of health may set fees for permits. The permit fees may be no greater than required to offset the actual indirect and direct costs of the local public health agency's services. With respect to any permit, the local board of health shall set the fee for the permit so as to recover, as nearly as can be practically established, the costs associated with that permit, not to exceed one thousand dollars. A local board of health may also set fees for soil evaluation and other services as requested by the applicant. Such fees may be no greater than required to offset the actual indirect and direct costs of such services.

**PDPHE Fees:** Permit fees raised in 2023.

- New Residential Permit - \$970 + \$23 State Fee
- New Commercial Permit - \$1,265 + \$23 State Fee
- Remodel Permit - \$690 + \$23 State Fee
- Minor Repair Fee - \$170
- Site and Soil Evaluation - \$335
- Transfer of Title Application - \$95
- Transfer of Title Inspection by PDPHE - \$315 (included application fee)

**Fees Reviewed Every Two Years to Ensure Program Costs are Covered.**

# Owts Program Overview

- **Permitting New Owts Installations**
  - New, Remodel, Repair
- **Site and Soil Evaluations**
  - Preliminary investigation, Reconnaissance, Detailed soil investigation, Report and Site Plan
- **Review of Engineer Designs**
  - Properties where a conventional Owts is not permitted or commercial / industrial facilities
    - Poor soil (high clay or rock content), Shallow bedrock or ground water
    - Commercial / industrial facilities – domestic wastewater only, no industrial discharges
- **Installation Inspections**
  - Inspection of all installations of new, remodel and repairs to ensure compliance

# Owts Program Overview

- **Transfer of Title Inspection Program**

- Any property that is sold and contains an Owts must be pumped and inspected by a NAWT certified inspector and approved by PDPHE prior to the issuance of an acceptance document for the transfer of title.

- **Licensing / Registration of Owts Professionals**

- Contractors, Cleaners, Transfer of Title Inspectors, Designers, Competent Technicians

- **Pumper Truck Inspections**

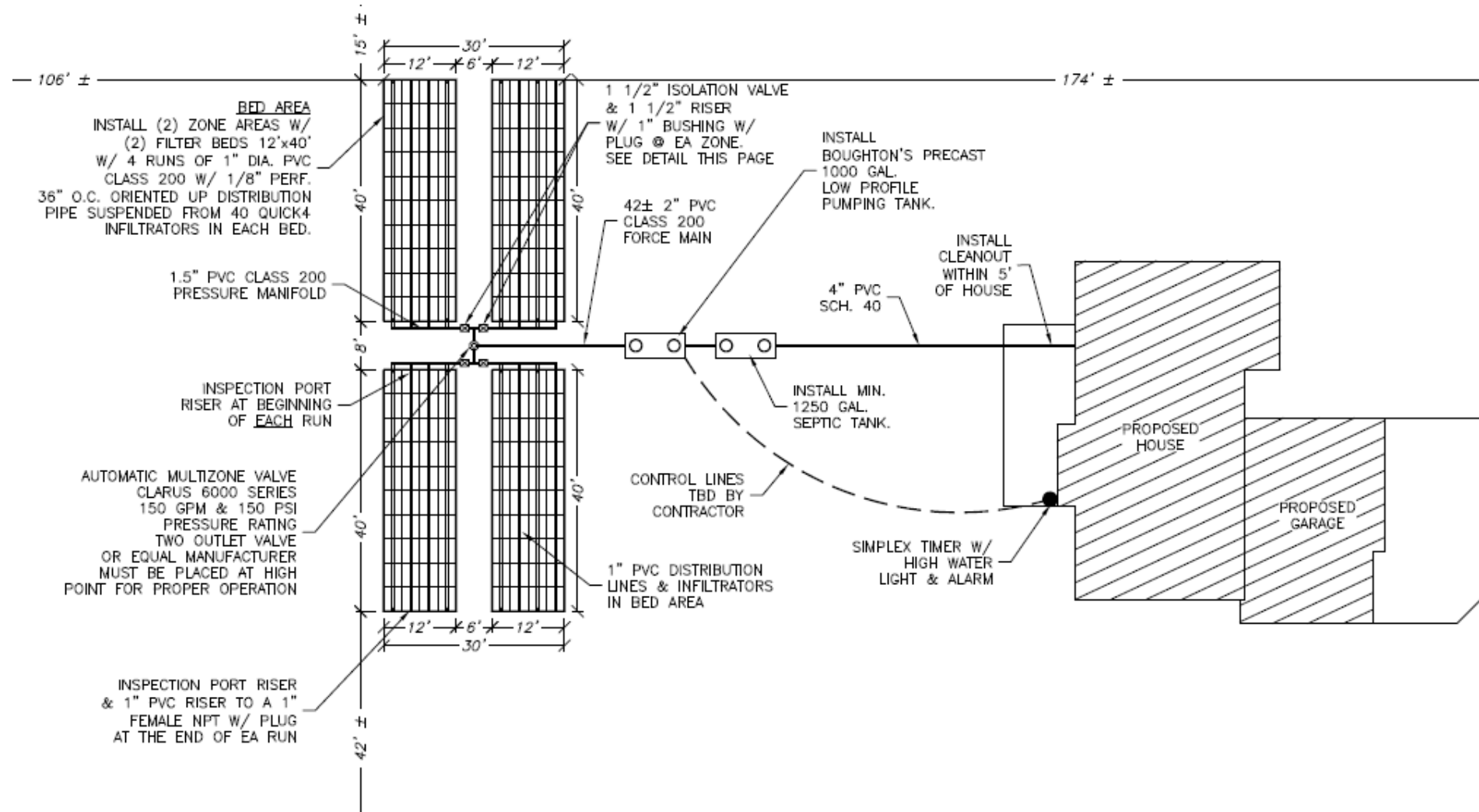
- Ensure that pumper trucks are operating according to regulation and are not leaking septage or causing a hazard to the public

# Site and Soil Analysis

- A site and soil evaluation must be conducted for each property which an OWTS is proposed, to determine the suitability of a location to support an OWTS, and to provide the designer a sound basis to select the most appropriate OWTS design for the location and application.(Colorado Department of Public Health and Environment Regulation 43 (43.5))



# Engineer Designed Systems



# 2024 Program Data

Approved 423 on-site wastewater systems for use

PDPHE Issued:

- 192 new installation permits
- 256 remodel permits
- 43 repair permits

Received 507 transfer of title applications

# OWTS Program Staffing

- Program Manger – 0.36 FTE
- Four inspectors – 3.15 FTE
- Admin support – 0.36 FTE

Total – 3.87 FTE

# Perks of the job



The Office

# Questions?



# Marijuana Facility Inspection Program



Frank Whatley, Jim McGahan, Shyanne Urdiales, Scott Cowan

# Marijuana Facility Inspection Program

## Pueblo Planning and Development Role

- Zoning Compliance Review for Marijuana (ZCRM)
  - Local Licensing

## Marijuana Enforcement Division (MED) Role

- State Licensing
- Tracking Plants – Seed to Sale
- Tracking Money

## Department of Agriculture Role

- Verify Chemicals/ Chemical Storage
- Test Batches of Product for Chemical Residue
  - Verify Pesticide Logs
  - Certify Scales

# Marijuana Facility Inspection Program

## Pueblo Department of Public Health and Environment's Role

- Preliminary Investigation for Marijuana Facility
  - Requires Plan Review
- Facility Inspections – Health and Sanitation
  - Stores
  - Cultivations
  - Marijuana Infused Products (MIPS)

All facilities are inspected yearly to ensure marijuana facilities are following the health and sanitation sections of the Colorado Marijuana Code to protect the health and safety of people who live and visit Pueblo County.

# Inspection Scope

PDPHE inspectors verify that facilities are operating in a manner that minimizes risks to the public from insanitary practices, contamination, or the influence of pests. Examples of items checked include:

1. Sick employee policy
2. Hygienic practices
3. Hand washing facilities
4. Building maintained in sanitary conditions
5. Prevention of pests and microorganism growth
6. Sanitizing utensils
7. Chemical and pesticide labelling and storage
8. MSDS sheets and PPE
9. Safe Water and waste disposal
10. Proper documentation



## Marijuana Stores (41)



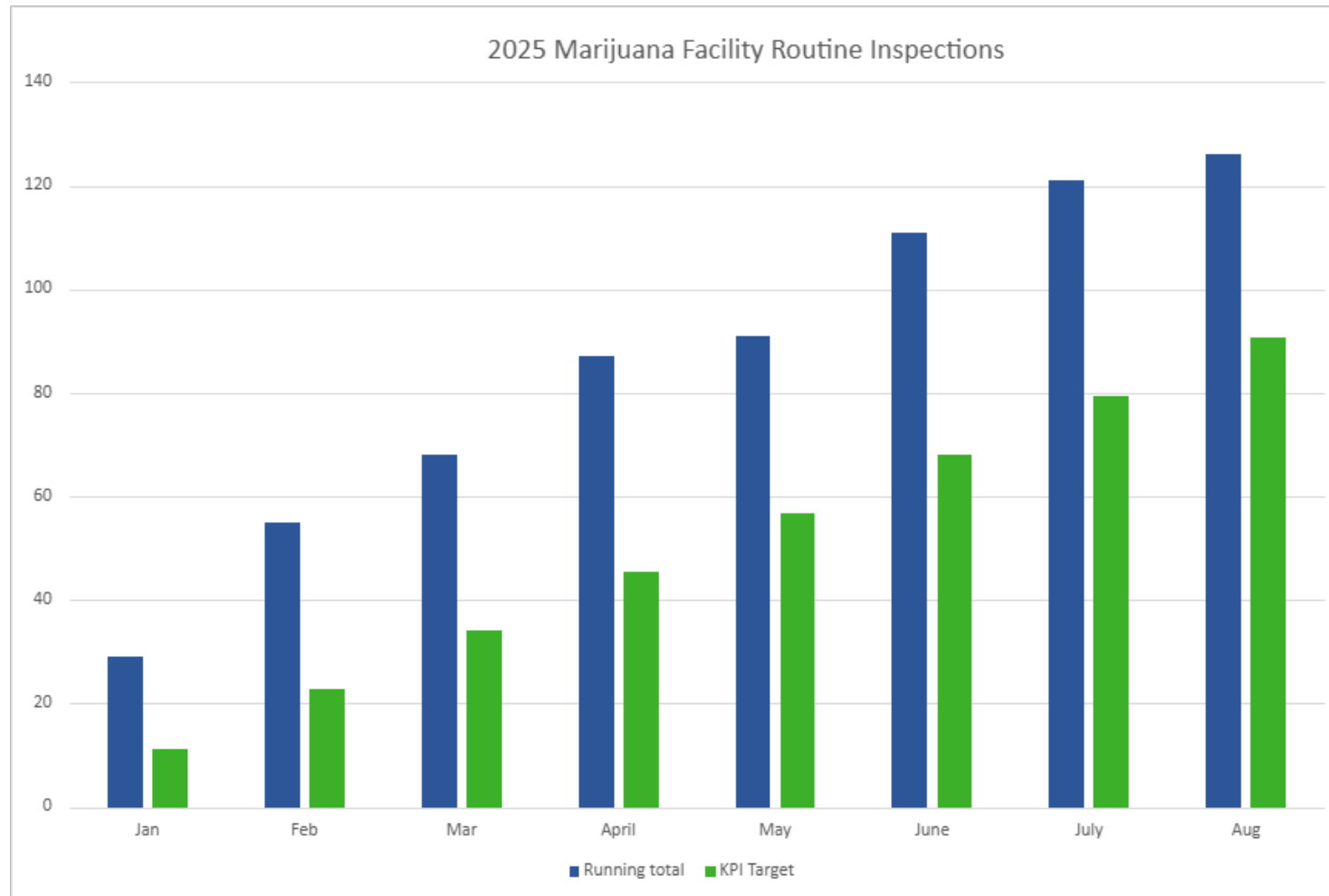
## Marijuana Cultivation Facilities (75)



# Marijuana Infused Products Manufacturing Facilities (28)



# Marijuana Team Inspections 2025



# Thank you!

## Questions?

Scott Cowan, Program Manager

Jim McGahan, Lead EHS

Shyanne Urdiales, EHS

Frank Whatley, EHS