



DOUGLAS COUNTY BOARD OF HEALTH

THURSDAY, MARCH 12, 2026

AGENDA

Thursday, March 12, 2026

5:00 PM

Lansing Point

1. Call to Order

- a. Pledge of Allegiance
- b. Attorney Certification of Agenda
- c. Member Disclosure for Items on This Agenda

2. Election of Officers

3. Consent Agenda

- a. Review/Approve Minutes of December 10, 2025

Attachments: [12.10.25 BOH Minutes](#)

- b. Review/Approve Financial Report through 2/28/26

Attachments: [Financial Report for January - February 2026](#)

- c. Review/Approve Final 2025 Financial Report

Attachments: [Final Financial Report 2025](#)

4. Regular Agenda

Information Only Items

- a. Executive Director Update Michael Hill - Executive Director

Attachments: [Executive Director Report](#)

- b. EPR and Disease Surveillance Division Update Jon Surbeck - Division Manager (Written Report Only)
Attachments: [EPR & Disease Surveillance Update](#)
- c. Environmental Health Division Update Skyler Sicard - Assistant Director (Written Report Only)
Attachments: [Environmental Health Report](#)
- d. Community Health Division Update Laura Larson - Assistant Director (Written Report Only)
Attachments: [Community Health Division Update](#)
- e. Early Childhood Council Update Diane Smith - Early Childhood Council Executive Director (Written Report Only)
Attachments: [Early Childhood Council Update](#)
- f. Financial Update Richard Miura - Accounting Supervisor (Written Report Only)
Attachments: [Financial Update](#)
- g. Quality Improvement and Accreditation Update Chris Burnett - Quality Improvement Coordinator (Written Report Only)
Attachments: [Quality Improvement and Accreditation Update](#)
- h. DCHD Annual Report 2025 Chris Burnett - Quality Improvement Coordinator (Presentation)
Attachments: [DCHD 2025 Annual Report](#)

Action Items

- i. Request to Accept Funding Received Since the December meeting Michael Hill - Executive Director
Attachments: [Approve funding received after the December 2025 Board Meeting](#)

- j, Public Hearing: Accept public comment and consider approval of DCHD Proposed Regulation 26-01 regarding On-Site Wastewater Treatment Systems Skyler Sicard - Assistant Director

Attachments: [Proposed DCHD Regulation 26-01 regarding On-Site Wastewater Treatment Systems](#)

- 4. Citizen Comments
- 5. Adjournment

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MEETING DATE: March 12, 2026

ATTACHMENTS:
12.10.25 BOH Minutes



DOUGLAS COUNTY BOARD OF HEALTH

WEDNESDAY, DECEMBER 10, 2025

MINUTES

Wednesday, December 10, 2025

5:00 PM

Lansing Point

1. Call to Order

PRESENT Board Member Linda Fielding
Board Member Douglas Benevento
Board Member Kim Muramoto
Alternate Patrick Neville

EXCUSED Commissioner George Teal
Commissioner Kevin Van Winkle

a. Pledge of Allegiance

b. Attorney Certification of Agenda

Chris Pratt, County Attorney's Office, said that all items on today's agenda have been reviewed by his office and meet legal approval.

c. Member Disclosure for Items on This Agenda
None.

2. Consent Agenda

a. Review/Approve Minutes of September 11, 2025

Patrick Neville moved that the Board approve Review/Approve Minutes of September 11, 2025. This is Motion No. 025-015.

RESULT: ACCEPTED

MOVER: Patrick Neville

SECONDER: Linda Fielding

AYES: Fielding, Benevento, Muramoto, Neville

EXCUSED: Teal, Van Winkle

b. Review/Approve Financial Report through 11/30/2025

Patrick Neville moved that the Board approve Review/Approve Financial Report through 11/30/2025. This is Motion No. 025-015.

RESULT: ACCEPTED

MOVER: Patrick Neville

SECONDER: Linda Fielding

AYES: Fielding, Benevento, Muramoto, Neville

EXCUSED: Teal, Van Winkle

3. Regular Agenda

- a. Evaluation of the Executive Director (may be in executive Session) Kristin Kolstedt - Assistant Director of Human Resources

President Benevento commented on this Item.
Linda Fielding commented on this Item.
Patrick Neville commented on this Item.
Kim Muramoto commented on this Item.
President Benevento commented on this Item.

Kim Muramoto moved that the Board dismiss into Executive Session. This is Motion No. 025-016.

RESULT: ACCEPTED

MOVER: Kim Muramoto

SECONDER: Patrick Neville

AYES: Fielding, Benevento, Muramoto, Neville

EXCUSED: Teal, Van Winkle

- b. Executive Director Update Michael Hill - Executive Director

Director Mike Hill, Health Department, addressed the Board to present on this Item.
President Benevento asked a question.
Director Hill answered the question.
Board Member Fielding commented.
President Benevento asked a question.
Director Hill answered the question.
Board Member Fielding commented.
Director Hill commented.

- c. EPR and Disease Surveillance Division Update Jon Surbeck - Division Manager (Written Report Only)
- d. Environmental Health Division Update Skyler Sicard - Assistant Director (Written Report Only)
- e. Community Health Division Update Laura Larson - Assistant Director (Written Report Only)

- f. Early Childhood Council Update Diane Smith - Early Childhood Council Executive Director (Written Report Only)
- g. Financial Update Richard Miura - Accounting Supervisor (Written Report Only)
- h. Quality Improvement and Accreditation Update Chris Burnett - Quality Improvement Coordinator (Written Report Only)

Action Items

- i. Request to Accept Funding Received Since the September meeting Michael Hill - Executive Director

Alternate Neville moved that the Board approve Request to Accept Funding Received Since the September meeting. This is Motion No. 025-017.

RESULT: ACCEPTED
MOVER: Patrick Neville
SECONDER: Kim Muramoto
AYES: Fielding, Benevento, Muramoto, Neville
EXCUSED: Teal, Van Winkle

- j. Request to Review and Approve the Community Health Needs Assessment and Public Health Improvement Plan Chris Burnett - Quality Improvement Coordinator

Chris Burnett, Quality Improvement Coordinator, addressed the Board to present on this Item.
 President Benevento asked a clarifying question.
 Board Member Fielding commented.
 Board Member Muramoto commented.
 Board Member Fielding commented.
 President Benevento asked a question.
 Chris Burnett answered the question.
 President Benevento asked a question.
 Chris Burnett answered the question.
 Cristian Roberts, Lone Tree, addressed the Board with a public comment and question.
 Chris Burnett answered the question.

Board Member Muramoto moved that the Board approve Request to Review and Approve the Community Health Needs Assessment and Public Health Improvement Plan. This is Motion No. 025-018.

RESULT: ACCEPTED
MOVER: Kim Muramoto
SECONDER: Linda Fielding

AYES: Fielding, Benevento, Muramoto, Neville

EXCUSED: Teal, Van Winkle

4. Citizen Comments

5. Adjournment

Board Member Muramoto moved that the Board adjourn. This is Motion No. 025-019.

RESULT: ACCEPTED

MOVER: Kim Muramoto

SECONDER: Patrick Neville

AYES: Fielding, Benevento, Muramoto, Neville

EXCUSED: Teal, Van Winkle

www.douglas.co.us

MEETING DATE: March 12, 2026

ATTACHMENTS:

Financial Report for January - February 2026

For the Twelve Months Ending December 31, 2026

Description	Prior Year Actual	Prior Year Budget	Current Year Actual	Current Year Encumbrance	Adopted Budget	Amended Budget	Current Year Available	% Remaining
00217 DOUGLAS COUNTY HEALTH DEPT								
300000 REVENUES	.00	.00	.00	.00	.00	.00	.00	.0
330000 INTERGOVERNMENTAL	(3,478,401.39)	(5,832,863.00)	(319,891.80)	.00	.00	.00	319,891.80	(100.0)
340000 CHARGES FOR SERVICES	(1,166,721.30)	(959,296.00)	(165,921.75)	.00	(992,315.00)	(992,315.00)	(826,393.25)	83.3
380000 MISCELLANEOUS REVENUES	(42,454.84)	(70,037.00)	(2,463.00)	.00	.00	.00	2,463.00	(100.0)
390000 OTHER FINANCING SOURCES	(1,930,898.75)	(2,106,435.00)	(205,537.67)	.00	(2,466,452.00)	(2,466,452.00)	(2,260,914.33)	91.7
300000 REVENUES	(6,618,476.28)	(8,968,631.00)	(693,814.22)	.00	(3,458,767.00)	(3,458,767.00)	(2,764,952.78)	79.9
400000 EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	.0
410000 PERSONNEL SERVICES	4,533,674.06	6,887,713.00	780,739.64	.00	2,834,687.00	2,834,687.00	2,053,947.36	72.5
433000 SUPPLIES	36,408.77	86,050.00	1,611.61	.00	42,200.00	42,200.00	40,588.39	96.2
439000 PURCHASED SERVICES	958,448.07	1,565,635.00	73,836.57	.00	336,758.00	336,758.00	262,921.43	78.1
449000 FIXED CHARGES	32,766.80	31,223.00	1,285.52	.00	45,122.00	45,122.00	43,836.48	97.2
455000 GRANTS, CONTRIBUTIONS, INDEMN	.00	21,788.00	.00	.00	.00	.00	.00	.0
469000 INTERDEPARTMENTAL CHARGES	152,417.87	286,533.00	12,089.26	.00	.00	.00	(12,089.26)	(100.0)
471000 CAPITAL OUTLAY	297,576.00	333,000.00	.00	.00	.00	.00	.00	.0
480000 CONTINGENCIES & RESERVES	.00	300,000.00	.00	.00	200,000.00	200,000.00	200,000.00	100.0
400000 EXPENDITURES	6,011,291.57	9,511,942.00	869,562.60	.00	3,458,767.00	3,458,767.00	2,589,204.40	74.9
00217 DOUGLAS COUNTY HEALTH DEPT	(607,184.71)	543,311.00	175,748.38	.00	.00	.00	(175,748.38)	(100.0)

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MEETING DATE: March 12, 2026

ATTACHMENTS:

Final Financial Report 2025

DOUGLAS COUNTY GOVERNMENT

Budget vs. Actual Monthly Activity

Budget vs. Actual Monthly Activity - Fund

For the Twelve Months Ending December 31, 2025

Description	Prior Year Budget	Prior Year Actual	Jan Activity	Feb Activity	Mar Activity	Apr Activity	May Activity	Jun Activity	Jul Activity	Aug Activity	Sep Activity	Oct Activity	Nov Activity	Dec Activity	Current Year Actual	Current Year Encumbrance
00217 DOUGLAS COUNTY HEALTH D																
300000 REVENUES																
330000 INTERGOVERNMENTAL																
331900 Other Federal Gran	(4,047,714)	(2,058,470)	(176,837)	(90,964)	(286,925)	(168,441)	(147,704)	(220,591)	(18,546)	(258,091)	(148,003)	(219,642)	(163,525)	(181,654)	(2,080,923)	
331960 ARPA Grants	(43,445)	(468,011)														
334600 Other State Grants	(1,738,693)	(977,984)	(44,246)	(45,364)	(70,201)	(40,169)	(54,549)	(124,308)	(12,342)	(38,022)	(60,710)	(46,706)	(33,309)	(126,075)	(696,000)	
336900 State Reimbursemen	(1,177,990)	(595,182)			(188,282)			(137,902)			(89,622)			(285,672)	(701,478)	
330000 INTERGOVERNMENTAL	(7,007,842)	(4,099,647)	(221,083)	(136,328)	(545,407)	(208,610)	(202,254)	(482,801)	(30,888)	(296,113)	(298,334)	(266,349)	(196,833)	(593,400)	(3,478,401)	
340000 CHARGES FOR SERVICES																
345100 Vital Record Fees	(237,247)	(291,748)	(24,809)	(40,415)	(45,385)	(35,402)	(27,240)	(46,244)	(35,708)	(22,220)	(26,874)	(27,938)	(21,665)	(20,428)	(374,328)	
345200 Restaurant Inspect	(331,000)	(408,697)	(58,059)	(21,178)	(9,419)	(8,694)	(8,609)	(9,605)	(7,077)	(7,176)	(84,162)	(139,346)	(42,400)	(144,732)	(540,456)	
345210 Childcare Inspecti	(46,000)	(15,375)	(3,385)	(985)	(390)	(79)	(1,939)	(2,638)	(1,488)	(1,065)	(1,820)	(3,195)	(3,780)	(2,940)	(23,703)	
345220 Wastewater Fees	(190,000)	(192,180)	(14,145)	(17,115)	(19,635)	(20,895)	(15,855)	(16,745)	(18,650)	(14,345)	(21,330)	(17,935)	(8,735)	(16,730)	(202,115)	
345230 Body Art Inspectio	(6,200)	(10,235)		(355)	(310)	(355)	(710)		(845)				(1,905)	(3,905)	(8,385)	
345240 Land Use Fees	(5,000)	(3,690)	(675)	(405)	(315)	(270)	(405)	(630)	(450)	(270)	(360)	(315)	(630)	(300)	(5,025)	
345260 Solid and Hazardou	(3,500)															
345270 Recreational Water		(14,540)	(690)	(890)	(1,760)	(160)	(630)				(120)		(1,400)	(7,060)	(12,710)	
340000 CHARGES FOR SERVICES	(818,947)	(936,465)	(101,763)	(81,343)	(77,214)	(65,855)	(55,388)	(75,862)	(64,218)	(45,076)	(134,666)	(188,729)	(80,515)	(196,095)	(1,166,721)	
360000 INTEREST ON INVESTME																
360000 INTEREST ON INVESTME																
380000 MISCELLANEOUS REVENU																
382900 Other Reimbursemen	(45,006)	(49,056)	(650)	(200)	(150)	(100)		(50)	(1,100)	(200)	(650)	(550)	(100)	(750)	(4,500)	
383100 Grants - Private	(93,351)	(65,814)			(6,884)			(2,500)			(20,598)			(7,973)	(37,955)	
380000 MISCELLANEOUS REVENU	(138,357)	(114,870)	(650)	(200)	(7,034)	(100)		(2,550)	(1,100)	(200)	(21,248)	(550)	(100)	(8,723)	(42,455)	
390000 OTHER FINANCING SOUR																
395100 Op Transfer-Genera	(2,123,247)	(2,123,247)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)		(1,930,899)	
390000 OTHER FINANCING SOUR	(2,123,247)	(2,123,247)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)	(175,536)		(1,930,899)	
300000 REVENUES																
	(10,088,393)	(7,274,229)	(499,032)	(393,408)	(805,191)	(450,101)	(433,178)	(736,749)	(271,742)	(516,925)	(629,784)	(631,163)	(452,984)	(798,218)	(6,618,476)	
400000 EXPENDITURES																
410000 PERSONNEL SERVICES																
411100 Salaries & Wages-R	5,996,140	2,939,599	256,316	259,604	256,194	246,408	245,710	247,855	242,237	249,172	251,829	252,657	256,623	253,922	3,018,528	
411110 Payroll Accrual		7,615												4,041	4,041	
411225 Addtl Compensation		15,475												15,911	15,911	
411230 Stipend	7,800	13,900														
411300 Salaries & Wages-T		519														
411600 Merit Pool	145,393	103,766	10,936	10,936	10,739	10,520	10,302	10,302	9,902	9,902	9,745	9,612	9,612	9,612	122,118	
412100 Overtime/Straight		2,819		314	248					78					639	
412300 On-Call Pay		14,379	1,399	1,764	2,048	1,743	1,663	1,618	776	1,103	1,054	1,098	1,436	1,244	16,945	
420100 Vacation Payout		32,850	2,280	974		3,118		4,621		765		914	298		12,969	
430150 Medical Benefit	633,278	547,099	51,656	53,204	50,822	49,231	49,231	51,513	49,172	49,968	53,173	53,173	55,496	54,701	621,340	

DOUGLAS COUNTY GOVERNMENT

Budget vs. Actual Monthly Activity

Budget vs. Actual Monthly Activity - Fund

For the Twelve Months Ending December 31, 2025

Description	Prior Year Budget	Prior Year Actual	Jan Activity	Feb Activity	Mar Activity	Apr Activity	May Activity	Jun Activity	Jul Activity	Aug Activity	Sep Activity	Oct Activity	Nov Activity	Dec Activity	Current Year Actual	Current Year Encumbrance
430160 Dental Benefit	10,526															
430200 Social Security	254,334	232,753	20,857	20,643	20,316	19,778	19,463	19,960	19,100	19,715	19,021	18,664	18,934	20,229	236,681	
430300 Retirement	370,618	290,197	24,910	25,574	25,240	24,690	24,295	24,912	23,782	23,987	24,567	24,560	25,075	25,282	296,874	
430400 Fringe Benefits Po	46,442	42,151	3,582	3,587	3,506	3,361	3,399	3,428	3,310	3,490	3,445	3,550	3,510	3,424	41,594	
432100 Contract Work/Temp	241,531	181,548		13,973	11,748	13,438	13,298	28,872		12,205	9,345	10,975	11,245	20,935	146,034	
410000 PERSONNEL SERVICES	7,706,062	4,424,670	371,936	390,573	380,861	372,285	367,362	393,081	348,279	370,384	372,180	375,203	382,230	409,300	4,533,674	
433000 SUPPLIES																
433200 Office Supplies	29,542	19,725	1,088	448	825	2,239	822	2,742	969	1,206	456	259	1,371	501	12,926	
433210 Computer Supplies		332											18		18	
433220 Food & Beverage Su		153				50		102		38	170		14	153	527	
433400 Operating Supplies	31,844	5,996	308		45		3,716	324	1,136	294	86	364	5,974	12,245	21	
433410 Emergency Response		2,204	21												21	
433420 Employee Recogniti		10,287	360		397					59	426	311		52	1,605	
433430 Community Program	5,775	3,448			6,842	71		4				46	75		7,038	
433450 First Aid Supplies		85														
433500 Clothing & Uniform	300	(3,333)	995							1,053	(474)	90		328	1,992	
433510 PPE Personal Prote									9						9	
433950 Communications Equ																
436200 Equip. & Motor Veh		6,789					27								27	
433000 SUPPLIES	67,461	45,686	2,772	448	8,109	2,360	849	6,564	1,301	3,492	872	792	1,841	7,009	36,409	
438000 CONTROLLABLE ASSETS																
438400 C.A.-Furniture/Off	35,000															
438000 CONTROLLABLE ASSETS	35,000															
439000 PURCHASED SERVICES																
439200 Postage & Delivery	5,500	7,460	454	834	661	857	1,044	726	817	760	1,384	1,164	684	1,194	10,580	
440100 Printing/Copying/R	20,802	16,562	482	3,449	324	6,224		182	296	429	8,395	3,571	6,300	574	30,225	
440200 Newspaper Notices/		3,112	912	901	912	919	1,053	459							5,155	
440300 Copier Changes	8,000	4,885			1,677			1,549			1,885			1,690	6,801	
442350 Employee Phone All	1,000	2,488	240	240	240	160	160	240	240	240	240	240	240	240	2,720	
442400 Telephone/Communic	704															
442420 Cell Phone Service	20,579	12,863	132	127	127	127		127	135						776	
442440 Data Communication							127								127	
443100 Medical, Dental &	2,910	2,981		75					760	9,556	10,314	6,890	6,750	14,277	48,622	
443600 Other Professional	842,794	551,392	30,936	48,250	54,193	51,651	46,198	92,875	17,721	47,407	28,833	32,723	44,088	59,763	554,637	
443625 Employee Bi-Lingua	2,830	6,125	525	525	525	525	525	525	525	525	700	700	700	700	7,000	
444500 Software/Hardware		1														
444550 Software/Hardware		1,035														
445200 Metro Area Meeting	17,350	788		101	66				18		81	71			337	
445300 Travel Expense	119,531	68,666	2,315	7,169	4,557	1,428	5,191	4,540	10,709	3,559	11,618	3,598	8,766	(266)	63,184	
445500 Catered Meal Servi		1,549				382	90	822	710				585		2,589	
446100 Conference,Seminar	102,356	44,103	2,770	3,550	4,896	5,436	1,334	5,056	2,658	2,753	549	3,223	2,017	1,300	35,541	
446300 Prof. Membership &	34,050	23,593	12,891	1,320	610	975		615	164		955	2,049	9,131	200	28,910	
446400 Books & Subscripti	6,168	2,725	284	4,657	284	389	84	841	342	92	575	292	92	492	8,424	

DOUGLAS COUNTY GOVERNMENT

Budget vs. Actual Monthly Activity

Budget vs. Actual Monthly Activity - Fund

For the Twelve Months Ending December 31, 2025

Description	Prior Year Budget	Prior Year Actual	Jan Activity	Feb Activity	Mar Activity	Apr Activity	May Activity	Jun Activity	Jul Activity	Aug Activity	Sep Activity	Oct Activity	Nov Activity	Dec Activity	Current Year Actual	Current Year Encumbrance
446450 Conference Hosting		29														
447500 Other Purchased Se	271,252	210,850	14,770	6,323	19,047	13,600	22,438	13,771	19,915	599	579	1,138	2,922	3,072	118,173	
447570 Community Outreach	53,167	53,284	2,530	4,685	3,888		58		59	2,694	20	18,564	1,976		34,473	
447700 Recognition Progra														47	47	
447900 Recruitment Costs	3,000	126									126				126	
439000 PURCHASED SERVICES	1,511,993	1,014,617	69,241	82,205	92,007	82,673	78,302	122,327	55,070	68,616	66,252	74,223	84,251	83,283	958,448	
449000 FIXED CHARGES																
449055 Fuel Charges	5,000	4,305	443	439	742	480	733	522	443	589	427	551	349	293	6,011	
449056 Fleet Maintenance	15,000	12,296	627	1,517	72	167	3,737	736		138			225	697	7,916	
449057 Fleet Outside Repa	550	526	280			310								90	680	
449058 Fleet Internal Lab	20,950	12,891	1,882	82	265	84	4,122	1,462		270			174	87	8,427	
449400 ISF-Liability & Pr	8,006	8,006	763	763	763	763	763	763	763	763	763	763	763	763	9,154	
450210 Electric		151														
451100 Building/Land Leas													579		579	
449000 FIXED CHARGES	49,506	38,175	3,995	2,801	1,841	1,803	9,355	3,483	1,206	1,760	1,190	1,314	2,090	1,929	32,767	
455000 GRANTS, CONTRIBUTION																
458300 Short Term Disabil		1,100														
459100 Errors & Omissions		53														
465100 Contributions - Mi	125,000	131,037														
455000 GRANTS, CONTRIBUTION	125,000	132,190														
469000 INTERDEPARTMENTAL CH																
469210 Cost Allocation Pl	156,954	166,660	9,383	9,163	19,167	11,905	11,075	19,979	2,808	13,348	8,925	12,246	10,476	23,944	152,418	
469000 INTERDEPARTMENTAL CH	156,954	166,660	9,383	9,163	19,167	11,905	11,075	19,979	2,808	13,348	8,925	12,246	10,476	23,944	152,418	
471000 CAPITAL OUTLAY																
474100 Heavy Equipment		11,266														
474300 Cars, Vans, Pickup		432,370				198,384	99,192								297,576	
471000 CAPITAL OUTLAY		443,636				198,384	99,192								297,576	
480000 CONTINGENCIES & RESE																
483100 Miscellaneous Cont	300,000															
480000 CONTINGENCIES & RESE	300,000															
400000 EXPENDITURES	9,951,976	6,265,634	457,326	485,189	501,985	669,411	566,134	545,434	408,664	457,600	449,419	463,779	480,887	525,465	6,011,292	
00217 DOUGLAS COUNTY HEALTH D	(136,417)	(1,008,595)	(41,706)	91,782	(303,207)	219,310	132,956	(191,315)	136,921	(59,325)	(180,366)	(167,385)	27,903	(272,753)	(607,185)	

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MEETING DATE: March 12, 2026

ATTACHMENTS:

Executive Director Report

Douglas County Health Department

Executive Director's Report to the Board of Health

Date: March 2026

Prepared by: Michael Hill

1. Executive Summary

The Health Department continues to deliver high-quality services to Douglas County residents. Key developments over the past quarter include expanded interagency collaboration, strategic health assessments, infectious disease monitoring, and operational enhancements.

2. Executive Director Activities

- Regional Engagement
 - Participated in Region 12 Opioid Council meetings: the council awarded additional opioid mitigation funding and began 2026 planning.
 - Ongoing involvement with the Douglas County Homeless Initiative and Metro Denver Partnership for Health.
- Department Initiatives
 - Published completed Public Health Improvement Plan based and Community Health Needs Assessment to the web for public information.
 - Completed a 2025 Annual Report, which will be presented for your board's review later in tonight's agenda.
- Community Health Collaboration
 - Continued partnership with Human Services on the Healthy Families Partnership, focusing first on infant safe sleep education.
 - Initiated meetings with local hospital partners to encourage their participation in health-related initiatives to benefit Douglas County.

3. Infectious Disease Update

- Seasonal Respiratory Illnesses
 - Flu and RSV: current hospitalization numbers are similar to the same period in 2025, Flu numbers increased in the Fall and are back near baseline, RSV numbers remain slightly elevated.
 - COVID-19: Data that is available suggests case levels slightly lower than last year.
- Pertussis (Whooping Cough)

- Numbers are very low this year.
- Measles Surveillance
 - We have monitored ongoing outbreaks around the country and sporadic cases around Colorado.
 - While there have been some reported exposures, no confirmed cases in Douglas County yet; coordination with metro health departments on messaging and vaccination access continues.
- Epidemiology
 - Team continues to enhance public health communication and disease surveillance.
 - We are starting to make more use of available hospitalization data, including in the areas of Mental Health, Substance Misuse and Chronic Disease.

4. Strategic & Operational Planning

- Professional Development
 - Staff attended:
 - National Congress on Healthcare Leadership – March
 - Abstracts submitted:
 - National Association of County & City Health Officials (NACCHO) Annual Meeting,
 - American Public Health Association Annual Meeting.
 - Healthy Families Partnership program submitted NACCHO for a Model Practice Award.
- Future Initiatives
 - The department is expanding the use of Artificial Intelligence in our work, starting with instantaneous translation services using iPads and document editing for clarity, readability and grammar.

5. Health Administration Update

- Finance & Administration
 - Continued progress in streamlining accounting procedures.
 - Strengthened coordination with County Finance and Budget teams.
 - Filling of two positions still paused while we monitor the ongoing state/federal fiscal issues and the possible impact of the county's early retirement program.
- Vital Records
 - December - February performance:

- 3,078 Birth Certificates
- 2,614 Death Certificates
- \$120,223 in revenue

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MEETING DATE: March 12, 2026

ATTACHMENTS:

EPR & Disease Surveillance Update

March 2026 Board of Health Updates

Emergency Preparedness and Response

Planning

- Annual revision and update process for the Public Health Emergency Operating Plan (PHEOP), with complete reworks to Environmental Health and Communications plans.
- Started development of a Point of Dispensing/Dispersion (POD) plan for mass prophylaxis distribution.
- Contributing planning efforts for a Full Scale Mass Casualty exercise with a local hospital system.
- Rewrites to Continuity of Operations Plan (COOP).

Training and Exercise

- Developed and rolled out first iteration of Emergency Preparedness & Response (EPR) 101, an introduction to what EPR does for internal coordination and how EPR integrates locally and regionally.

Other

- Participating in the governance board for North Central Region Healthcare Coalition
- Completed EPR deliverables for the Public Health Accreditation Board (PHAB)
- Attended professional development conference for Colorado Emergency Managers.

Epidemiology Updates

Outbreaks since last BOH meeting on December 10, 2

- We have investigated 53 outbreaks in school, childcare, or preschool settings, 7 outbreaks in long-term care facilities, and 2 outbreaks in other priority settings

Data

- We continue to update the Communicable Disease Dashboard, Animal Bites Dashboard, and Vital Records Dashboard.

Disease Updates

- **Douglas County remains free of measles cases. Epidemiologists are monitoring the situation closely.**

Training

- Epidemiologists continue to participate in training activities to increase our skill sets and provide residents with the best possible service and education. Training topics this quarter have included syndromic surveillance.
- Our two new epidemiologists are already taking over case and outbreak investigation.

Outreach

- Our Epidemiologists have presented an overview of public health, and associated careers at the request of area High Schools, and Colorado State University.
- Our Epidemiology team met with the nursing coordinator of Douglas County School District (DCSD) to discuss outbreak procedures to ensure we are providing the most appropriate and best service possible.

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MEETING DATE: March 12, 2026

ATTACHMENTS:

Environmental Health Report

Environmental Health Division Update – March 2025

The Water Quality Control Commission adopted updates to the statewide OWTS Regulation 43 which become effective on June 15, 2025. Subsequently each local agency must adopt local regulations that are at least as stringent by June 15, 2026.

The Douglas County Health Department has been conducting a review of any applicable changes and updates. DCHD proposes to adopt Regulation 43 with a specific local public health annex to become consistent with the changes and electable options provided by the state.

The main goals of this revision are to:

- Select from the 15 local customizations provided by the state.
- Address issues or concerns that have been identified over the last several years.
- Clarify items that may have caused confusion.
- Continue aligning Colorado’s regulations with accepted industry standards.
- Protect Public Health and the Environment.

Outreach efforts included adding the proposed draft to the county website, adding information to all outgoing emails from the main EH inbox, an electronic newsletter to all active OWTS professionals, and a newspaper notice for a Public Hearing on February 12, 2026.

Many of the local customizations will remain unchanged from the previous version of the regulation. This includes the licensing of contractors and cleaners, the allowance for the Board of Health to review and approve variances, how we determine occupancy and flow rates, allowing for vault privies, and permits for the continued use of a system. We will continue with the implementation of an operations and maintenance program which allows for reduction in soil treatment area size when using higher level treatment.

Provisions were made for the continued protection of the Cherry Creek and Chatfield Watersheds by preventing OWTS construction in 100-year flood plains and for the continued inclusion of how to approach Dawson Arkose soils found here in Douglas County.

Some proposed changes include new licensing of systems maintenance providers and of external inspectors. Staff propose ending the Transfer of Title program in which the current property owner is required to have a third-party inspection of their existing system to obtain a permit from this Department prior to the sale of their property. Staff propose that this should be a part of the due diligence process while buying a home and should be an electable option for the new homeowner to decide for themselves.

Clarification was sought from other county departments about county specific definitions and efforts were made to align processes regarding auxiliary structures and short-term rentals.

These local regulations will become effective following a public hearing before the Board of Health and the review and acceptance by the Colorado Department of Public Health and Environment (CDPHE).

Since December, EH has:

- Conducted 410 inspections
 - 11 Body Art inspections
 - 39 Childcare facility inspections
 - 20 Recreational Water inspections
 - 332 Retail Food Establishment inspections
 - 8 Waste Tire Generator inspections
- Assisted owners and builders with 16 plan reviews
- Responded to 32 complaints
- Received 108 permit applications
 - 24 New Installation OWTS permits
 - 2 Major Repair/Expansion OWTS permits
 - 16 Minor Repair OWTS permits
 - 65 OWTS Use permits
- Reviewed 35 Land Use referrals

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MEETING DATE: March 12, 2026

ATTACHMENTS:

Community Health Division Update

Community Health Update – March 2026

Activities:

- **Clinical Services:** DCHD held its first vaccine clinic of the year on February 17, 2026 where 27 children and adults received more than 70 needed vaccines. Additional clinics have been scheduled in March and April 2026 through ongoing partnerships with ColoVAX and the Public Health Institute at Denver Health.

Staff developed a workplace-based outreach program designed to improve access to health education, preventive care, vaccines, and behavioral health resources for construction workers in Douglas County. Many construction workers face long work hours, language barriers, and lack of insurance that create challenges in accessing immunizations and other much needed healthcare services. Through this program, DCHD staff have visited eight different construction sites and met with more than 75 superintendents, supervisors, and workers to provide information and resources including upcoming vaccine clinics that workers and family members can access.

- **Maternal Child Health:** The Healthy Families Partnership continues to expand its reach and impact within Douglas County. In 2025, a total of 4,598 Healthy Families Partnership bags were distributed to families delivering at all four Douglas County hospitals.

In response to hospital partner feedback and community identified needs, educational materials have been expanded to include child passenger safety, developmental milestones, and perinatal mental health, with an emphasis on supporting the entire family unit. In 2026, the program will further strengthen support to families by incorporating breastfeeding education and resources into the Healthy Families Partnership bags.

- **Tobacco Prevention:** Douglas County Health Department is gathering community input on nicotine, vaping, and tobacco use to better understand the knowledge and behaviors of residents in our communities and to inform our programming & local health efforts. The survey is short, 15 questions, and takes about 3 to 4 minutes to complete, and is available for any age group to participate. It is available in English,

Spanish, Russian, Vietnamese, Chinese, and German. The only required information is a ZIP code.

At the end of the survey, participants who request it will receive relevant resources by email. **The [survey](#) is live and will remain open through March 2026 using this link:**

In partnership with the Pines and Plains Library in Elizabeth, DCHD staff will be providing educational sessions to Elbert County residents. As highlighted in the Elbert County Connection, this free event on March 11, 2026 will include a conversation around nicotine and tobacco use in youth.

ELBERT COUNTY CONNECTION
Welcoming Your Engagement. Keeping You Informed.

Have You Prepared Your Home to Defend Against a Wildfire?

If your home is in or near the natural vegetation of Elbert County's rolling hills, grasslands, prairies, or scattered pine forests, you live in the wild-land-urban interface (WUI) and are at risk from wildfire... like almost half of the state's population. Proximity to WUI and our ongoing dry and warmer temperatures elevate wildfire risk for us all, and wildfires, as we have seen, now occur year-round.

If you live in or near the WUI, and have not prepared your home and property to mitigate your risk, please consider these simple, practical, low-cost actions from the Live Wildfire Ready campaign from Colorado State University and the Colorado Department of Natural Resources:

- Regularly clear leaves, pine needles and other debris from your deck, roof and gutters.
- Rake and remove pine needles and leaves five feet from your home.
- Store firewood at least 30 feet from your home, preferably uphill, and never on or under your deck.

THIS SPACE IS PAID FOR BY ELBERT COUNTY GOVERNMENT

In addition to preparing your home, living wildfire ready also means being ready to evacuate during a fire:

- Make an evacuation plan with Ready, Set, Go! for people and pets.
- Prepare a go-bag and disaster supplies kit with Ready, Set, Go!
- Sign up for ElbertCountAlert.com wildfire notifications - it's free!

For more info about wildfire mitigation and the tools and resources available download this check-list prepared by LWR_Checklist_Mountains_EngSpa_2025.indd

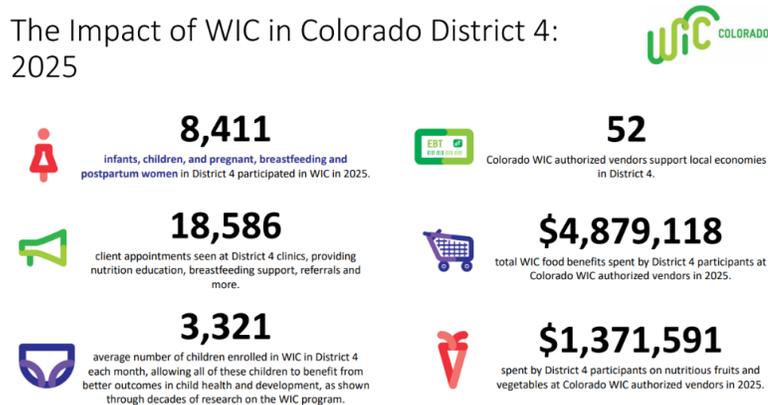
What is known about tobacco use and young children may surprise you!

Nicotine use among young people has changed. Today's products are easier to hide, deliver nicotine quickly, and can affect developing brains. Prevention works best when adults, schools, and communities share clear, consistent messages.

Join us for the Youth **Nicotine & Tobacco Use Community Conversation** March 11, 5:30 - 7:30 p.m. at the Pines and Plains Library, 651 Beverly St, Elizabeth, a presentation by Elbert County Public Health And the Douglas County Health Department.

- WIC:** WIC staff, in partnership with the Community Health Educator that supports tobacco prevention in Elbert County, recently developed a partnership with Pines and Plains Library in Elizabeth that has allowed the program to provide monthly WIC services to families and library attendees. The co-location, offered on the 2nd Wednesday of the month from 9:00 a.m. – 4:00 p.m., kicked off in February and was well attended by families with pre-scheduled appointments as well as walk-ins at the library. This is an exciting partnership that will better serve Elbert County residents that have difficulty accessing services in Douglas County.

The State of Colorado shared the following graphic that highlights the impact of WIC in Congressional District 4. As this district includes Elbert County and the six counties Northeast Colorado Health Department serves, it is a good representation of the reach of Douglas County WIC's program and the partnerships that have been created.



Source: WIC Administrative Data 2025. Please note data is an estimate based on participant zip codes located within the district during calendar year 2025. For questions, please contact cdphc_mdbdata@state.co.us

- **Grant Awards:**

- **Chronic Disease Prevention** – DCHD has been awarded a \$100,000.00 pilot grant (January – June 2026) to conduct a chronic disease community assessment that will support the development of evidence-based strategies to support chronic disease prevention and management. The Department has identified healthy food distribution and breastfeeding as strategies that will inform the work in phase two (July 1, 2026 – June 30, 2027).
- **Lactation Mini Grant** - In February 2026, the Maternal and Child Health and WIC Programs were awarded a mini grant through the 2026 Human Milk Feeding Supporting Funding initiative, administered by the Colorado Breastfeed Coalition and La Leche League of Mountain Plains. The \$200 award will support the launch of the Douglas County Health Department’s Baby Café, anticipated in fall 2026.
- **Overdose Fatality Reviews** – DCHD received a \$19,999.00 grant from CDPHE to establish a County overdose fatality review (OFR) team to decrease the incidence of preventable overdose deaths. Douglas County is one of nine Colorado counties charged with creating an OFR in accordance with Senate Bill 24-047, Part 23.

- **Community Partner Highlights:**

The Community Health team participated in the following community presentations and events from December 1, 2025 – February 28, 2026:

Date	Event	Location
12/13/25	DCHD Overview Presentation at Parker United Methodist Church	Parker
1/27/26	Douglas County Strive to Thrive	Castle Rock
1/29/26	Mental Health First Aid training with DCHD Environmental Health, Maternal Child Health, and WIC teams	Englewood
2/11/26	WIC co-location with Pines and Plains Library	Elizabeth
2/12/26	Mental Health First Aid training with Developmental Pathways	Aurora
2/13/26	Valentine’s Day Dance at Highlands Ranch Senior Center	Highlands Ranch
2/17/26	Immunization Clinic at DCHD	Englewood
2/20/26	Mental Health First Aid training with AdventHealth	Parker
2/20/26	Spring Advisory Board Chefs Table Lunch at Legacy Campus	Parker
2/21/26	YANA Rock Your Wellness Event	Centennial
2/24/26	Narcan Training with Probation	Englewood
2/25/26	Mental Health Conversation with Douglas County School District Board of Education	Parker

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MEETING DATE: March 12, 2026

ATTACHMENTS:

Early Childhood Council Update

Update for Board of Health March 12, 2026

Douglas County Early Childhood Council

- Meeting with County Commissioners for final approval to move forward with Property Tax Rebate for Childcare providers
- Added mid-year data to strategic plan. View plan [here](#). The data included highlights the work of our coaches.
- Updated website.
- Universal Preschool has completed two rounds of matching and will have the third round in March
- Continue to teach classes for parents and providers

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MEETING DATE: March 12, 2026

ATTACHMENTS:
Financial Update



Finance Update January–March 2026

During the period of January through March 2026, the department maintained overall financial stability with minimal changes from the prior reporting period. Grant-funded initiatives continued to support essential public health programming, and recent awards have strengthened the department’s fiscal position.

The department accepted a Long-Term Chronic Disease Grant in the amount of \$100,000, which enhances our capacity to support chronic disease prevention and management. This award also provides an opportunity for potential continuation funding in the following year to support expanded tobacco cessation efforts.

In addition, the department received a \$19,999 grant to support overdose fatality review activities. These funds will be used to further collaborative efforts with local partners, analyze overdose trends, and enhance prevention strategies within the community.

The Douglas County Early Childhood Council continues to operate under federal grant funding across several program areas. This funding remains secure through May 2026; however, potential reductions beyond that period may impact program operations. The department is actively monitoring these developments and preparing for possible adjustments.

Despite uncertainties in federal funding, the department remains committed to responsible fiscal stewardship. Through proactive planning, strategic use of available resources, and ongoing pursuit of grant opportunities, the department will continue to ensure that essential public health services are delivered effectively and without interruption.

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MEETING DATE: March 12, 2026

ATTACHMENTS:

Quality Improvement and Accreditation Update

Accreditation Update

The Douglas County Health Department continues to make progress toward national public health accreditation through the Public Health Accreditation Board (PHAB). As a department established within the past four years, pursuing accreditation is a strategic priority that supports organizational development, continuous improvement, and long-term sustainability.

The primary purpose of seeking accreditation is to identify areas of opportunity and strengthen internal systems while the department is still in its formative stage. The PHAB framework provides a nationally recognized set of standards and measures that align with best practices in public health. Participation in this process ensures the department operates in accordance with established national guidelines and reinforces a culture of accountability, performance management, and quality improvement.

Achieving Accreditation would also position the Douglas County Health Department as the first agency from Tri-County to earn PHAB recognition. This distinction would demonstrate leadership in public health practice and reaffirm the department's commitment to excellence and service to Douglas County residents.

Currently, document collection and submission preparation are approximately 90% complete, with full compilation anticipated by mid-March. The next phase will include a structured internal staff review to identify any errors, inconsistencies, or areas where documentation may require clarification before submission. This collaborative review process will help ensure accuracy, completeness, and confidence in the final materials.

Overall, the department remains on track and well-positioned for a successful submission.

Performance Management and Quality Improvement Update

The Douglas County Health Department continues to strengthen its organizational systems through ongoing work in performance management and quality improvement. These efforts support accountability, transparency, and continuous improvement across all program areas as the department continues to grow and mature.

Performance Management

The department's performance management system is fully implemented for the current year. All annual goals have been established and are actively being tracked. These goals are based on priorities identified in the strategic plan as well as operational goals established by the leadership team. Progress toward these goals is monitored on a regular basis, with measures tracked either monthly or quarterly, depending on the nature of the objective. This structured approach ensures that progress is consistently reviewed and that leadership can identify successes, trends, and areas needing additional attention throughout the year.

Quality Improvement

Quality improvement efforts this year have focused primarily on strengthening emergency preparedness and response capabilities, particularly related to Incident Command System (ICS) knowledge and readiness. This was a key focus of both the Strategic Plan and the Workforce Development Plan. Foundational training, EPR 101, was developed to provide staff with an overview of incident command structure and emergency response roles within the department. To date, approximately 33 percent of staff have completed the training, to reach 100 percent staff completion by the end of the year. This initiative supports improved organizational readiness and helps ensure staff understand their roles and responsibilities during public health emergencies.

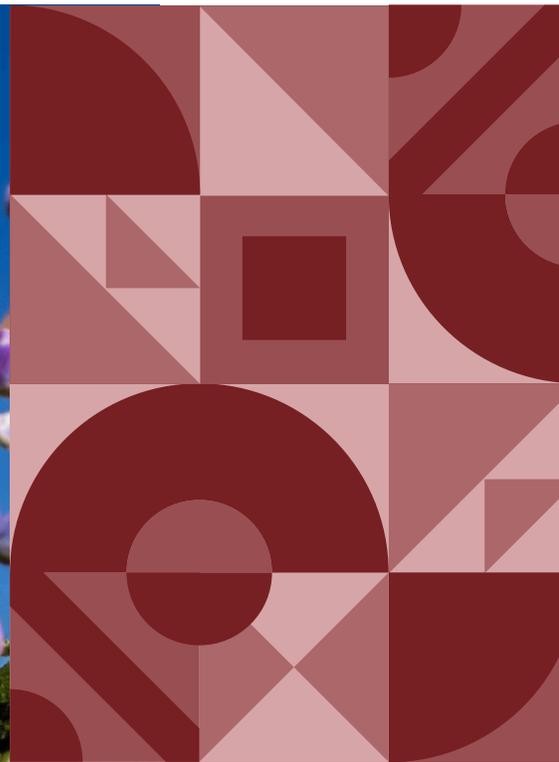
Overall, both performance management and quality improvement activities are progressing as planned and continue to support the department's commitment to continuous improvement and operational readiness.

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MEETING DATE: March 12, 2026

ATTACHMENTS:

DCHD 2025 Annual Report



2025

ANNUAL REPORT



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Letter from Our Director

Welcome to the 2025 edition of Douglas County Health Department's Annual Report. We have a successful fourth year serving the people of Douglas County and look forward to our fifth year of operations. Our team has worked hard to build the right health department for our residents, providing the services you need while being fiscally responsible.

During 2025, we completed our relocation to a more modern and spacious facility in the Meridian area of northern Douglas County; this location brings us closer to where most of the people we serve live and work. Our new facility gives our staff better space to complete their work in as well as providing space for us to host meetings and immunization events. 2026 will see us focused on completing our national accreditation to make sure our department meets all the standards that a community should expect from their local health department.

We collaborated with AdventHealth Castle Rock and Parker hospitals to complete a 2025 Community Health Needs Assessment which we then used to develop a Public Health Improvement plan for the coming three years. By working with our hospital colleagues, we placed less of a burden on community leaders, who were asked to provide input for one assessment rather than three. We also gained a broader perspective by asking questions with a broader population.

I want to thank the many partner agencies without whom we could not be successful. Our staff works with many other state, county, and local government agencies as well as numerous nonprofit and for-profit organizations serving the needs of our community. Our Board of Health and the Douglas County Board of County Commissioners continue to be very supportive and helpful on our journey. The residents of Douglas County are fortunate to have these dedicated leaders working on their behalf.

My staff and I hope that you will enjoy reading this report and that you will see how far we have come in four years.

Sincerely,

Michael Hill, MPH, MPA, FACHE
Executive Director

About the Health Department

The Douglas County Health Department serves as the cornerstone of public health services for our growing community. **Our Mission: We provide education and evidence-based services to improve health in Douglas County.**

Our Vision

Douglas County residents have access to opportunities for achieving their healthiest possible lives

Who We Serve

All residents of Douglas County, with special focus on vulnerable populations and those without access to traditional healthcare

Our Role

Providing essential public health services, emergency preparedness, environmental protection, and community health improvement

Our Commitment

Delivering nationally recognized standards of care while maintaining fiscal responsibility and community trust





Year in Review: Major Accomplishments

1

Facility Relocation Complete

Successfully moved from Castle Rock to Englewood, consolidating all services under one roof with enhanced public transportation access and capacity for future growth

2

National Accreditation Progress

Completed Public Health Accreditation Board (PHAB) readiness assessment with positive feedback, positioning the department for prestigious national recognition

3

Workforce Stability

Reduced employee turn over by 40% through improved hiring practices and enhanced workplace culture

4

Strategic Partnerships

Partnered with AdventHealth to complete Community Health Needs Assessment and Public Health Improvement Plan

5

Emergency Preparedness

Finalized Public Health Emergency Operations Plan and strengthened regional collaboration

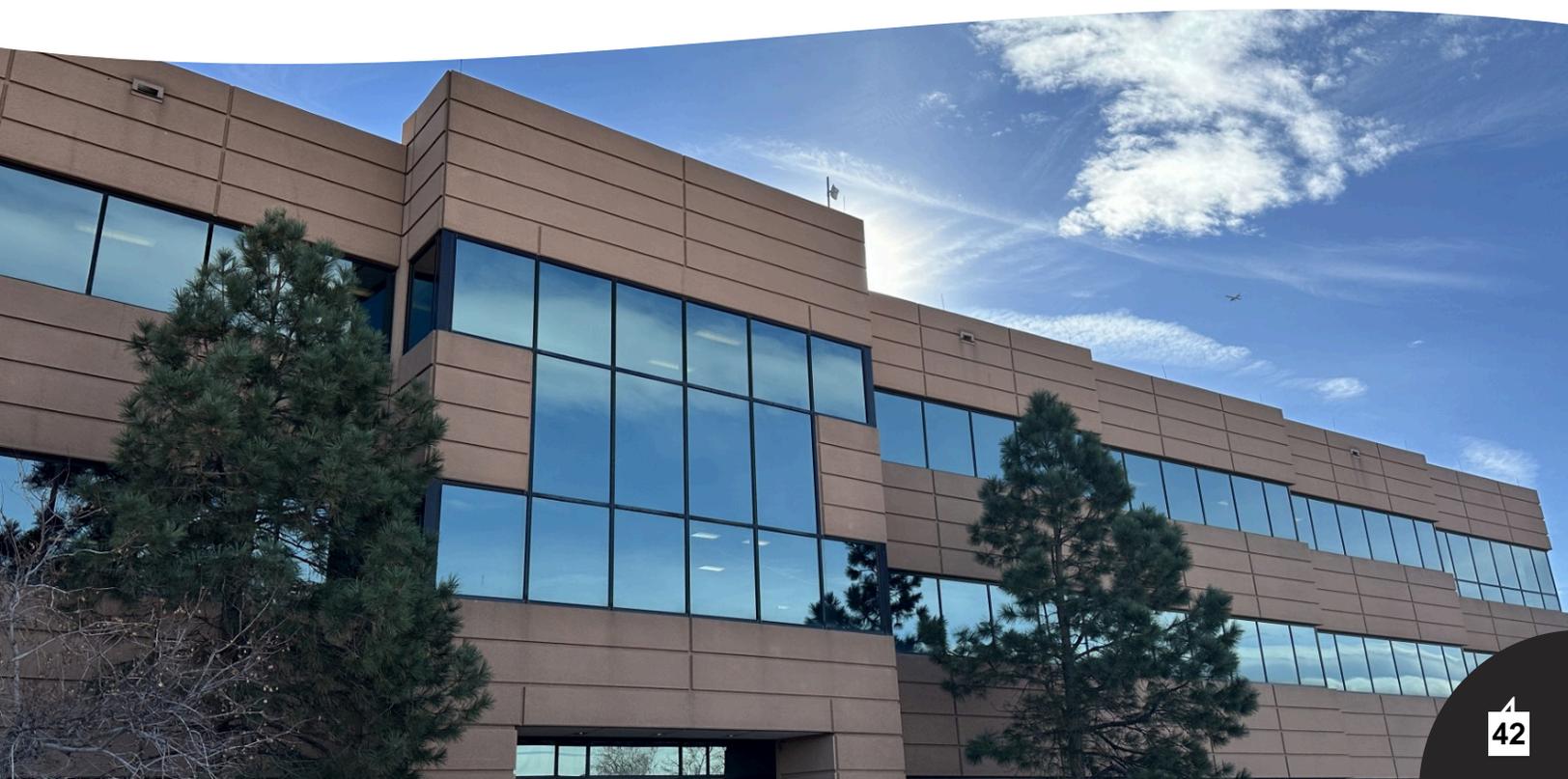
Administration Division: Building a Strong Foundation

2025 was an eventful year for the Douglas County Health Department, marked by infrastructure improvements, progress towards national recognition, workforce stability, and strengthened community partnerships.

Facility Relocation and Consolidation

DCHD completed its relocation from Castle Rock to Englewood. This move delivers multiple benefits to Douglas County residents:

- **Enhanced Public Transportation Access:** The new location provides direct access to RTD light rail services and LINK, which will significantly improve accessibility for residents who rely on public transportation
- **Unified Operations:** All Health Department services are now consolidated under one roof, streamlining service delivery and improving coordination across programs
- **Future Growth Capacity:** The facility provides adequate space to support departmental expansion for the next decade, allowing us to meet the evolving needs of our growing community



National Accreditation Progress

The Department achieved a significant milestone in our pursuit of Public Health Accreditation Board (PHAB) accreditation, a prestigious national recognition that validates our commitment to best practices:

Completed Readiness Assessment

The health department conducted a structured accreditation readiness assessment to evaluate alignment with PHAB Standards and Measures (Version 2022). An internal accreditation coordinator convened a cross-divisional team to complete a comprehensive self-review of policies, plans, procedures, and performance documentation across all domains. Through facilitated discussions and document analysis, the team identified strengths and gaps, assessed documentation completeness, and evaluated system capacity. Findings were used to develop a prioritized action plan with assigned responsibilities and timelines, ensuring leadership oversight, organizational readiness, and a clear path toward successful accreditation.

Positive PHAB Feedback

The readiness assessment indicated the health department is well-prepared to achieve full accreditation. Strong alignment with PHAB Standards, supported by established performance management and leadership engagement, demonstrates organizational readiness and commitment to success.

Best Practices Implementation

This process ensures Douglas County residents benefit from nationally recognized standards in public health service delivery

Workforce Stability and Employee Satisfaction

Through focused retention strategies and culture improvements, the Department significantly enhanced workforce stability:

Continuous Improvement:

Employee satisfaction survey results show consistent improvement across all measured categories for two consecutive years

Employee Retention and Recognition:

Improved retention was supported by strengthening the onboarding process to ensure new employees received clear expectations, structured training, and early engagement with their teams. Additionally, implementation of an employee recognition and reward system reinforced performance, morale, and organizational culture, contributing to a reduced turnover rate.

Community Health: Prevention and Partnership

Healthy Families Partnership

The Healthy Families Partnership of Douglas County (HFP) was established in 2024 as a collaborative, community-based initiative focused on improving maternal and child health outcomes and promoting family wellness. 15 subject matter expert organizations came together to develop prevention and early intervention materials focused on reducing infant mortality and enhancing long-term outcomes for families by connecting parents and caregivers with essential resources, services, and support.

Community Prevention

In partnership with AdventHealth, DCHD completed the Community Health Needs Assessment (CHNA) and Public Health Improvement Plan (PHIP), which will guide the direction of DCHD for the next three years. This partnership aligns the Douglas County Health Department and AdventHealth to create a more coordinated and effective approach to serving the residents of Douglas County.

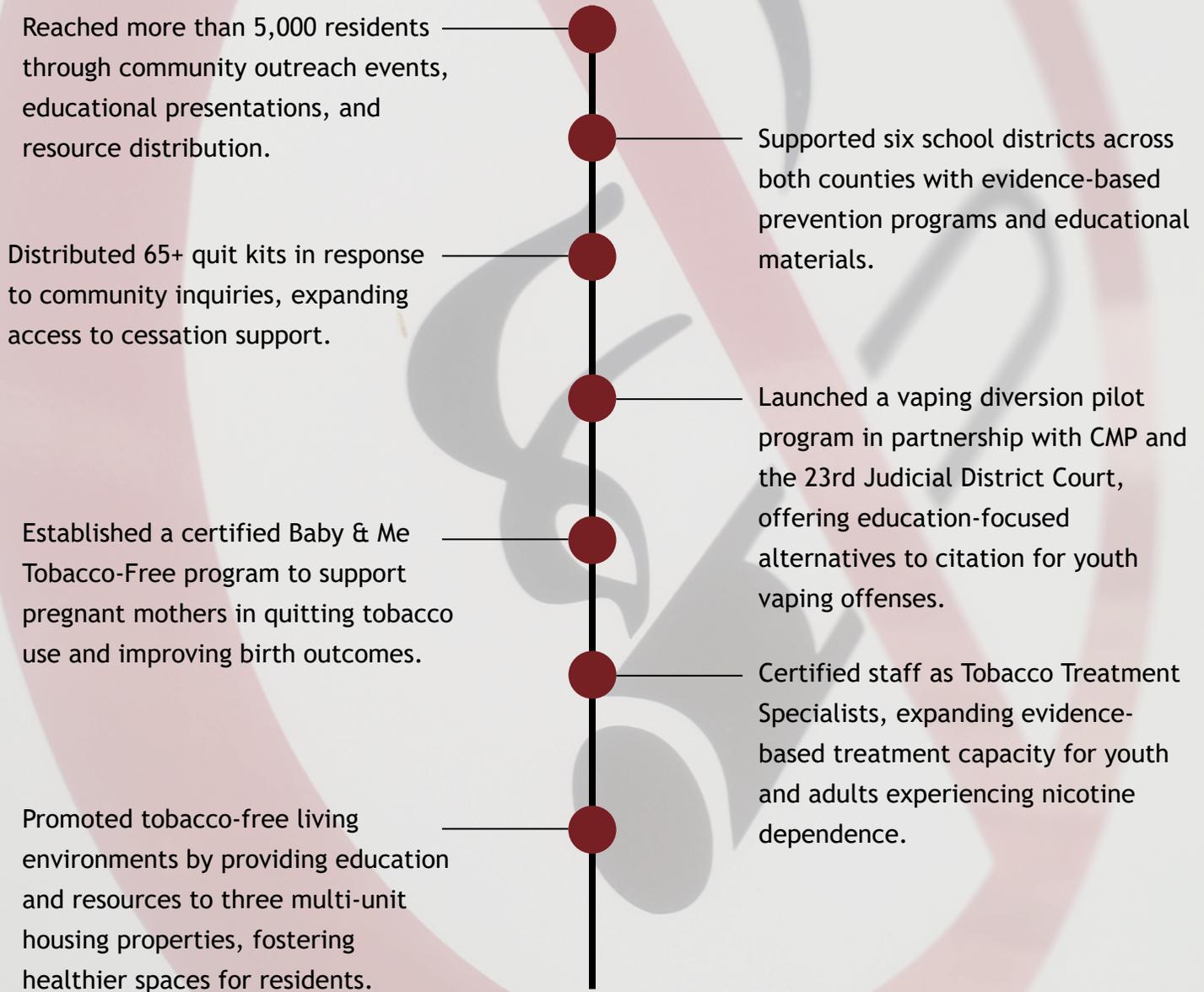
The organizations that originally comprised HFP included: AdventHealth Castle Rock, AdventHealth Parker, Advocates for Children CASA, Catholic Charities, Developmental Pathways, Douglas County Early Childhood Council, DHS, DCHD, Douglas County Libraries, Douglas County Mental Health Initiative, Douglas County School District, HCA HealthONE Sky Ridge, Manna Resource Center, UHealth Highlands Ranch Hospital, and You Are Not Alone. In 2025, HFP expanded to include youth-focused organizations including The Aspen Effect, Douglas County Healthy Youth Coalition, Douglas County Youth Initiative, and Happy Crew.



Nicotine, Vaping, and Tobacco Prevention Program

In 2025, Douglas County Health Department's Nicotine, Vaping, and Tobacco Prevention Program, working in regional collaboration with Elbert County Public Health, expanded its reach and strengthened prevention and cessation efforts across Douglas and Elbert counties.

Program Highlights



Together, these efforts advanced prevention, expanded access to treatment, and strengthened tobacco-free norms throughout our communities.



Healthy Families Partnership Impact

In September 2024, HFP officially launched its bag distribution partnership with the four hospitals for newly birthing families that include a sleep sack and educational materials covering safe sleep, infant crying, child passenger safety laws, developmental milestones, and perinatal mental health, just to name a few.

4,300+

Bags Distributed

In its inaugural year, HFP successfully distributed over 4,300 bags to birthing families, establishing itself as a trusted community resource.

19

Partner Organizations

Expanded from 15 to 19 organizations, adding youth-focused initiatives.

In early 2026, HFP will begin the expansion to youth-focused initiatives, including substance misuse and suicide prevention.

Immunizations and Suicide Prevention

Immunizations

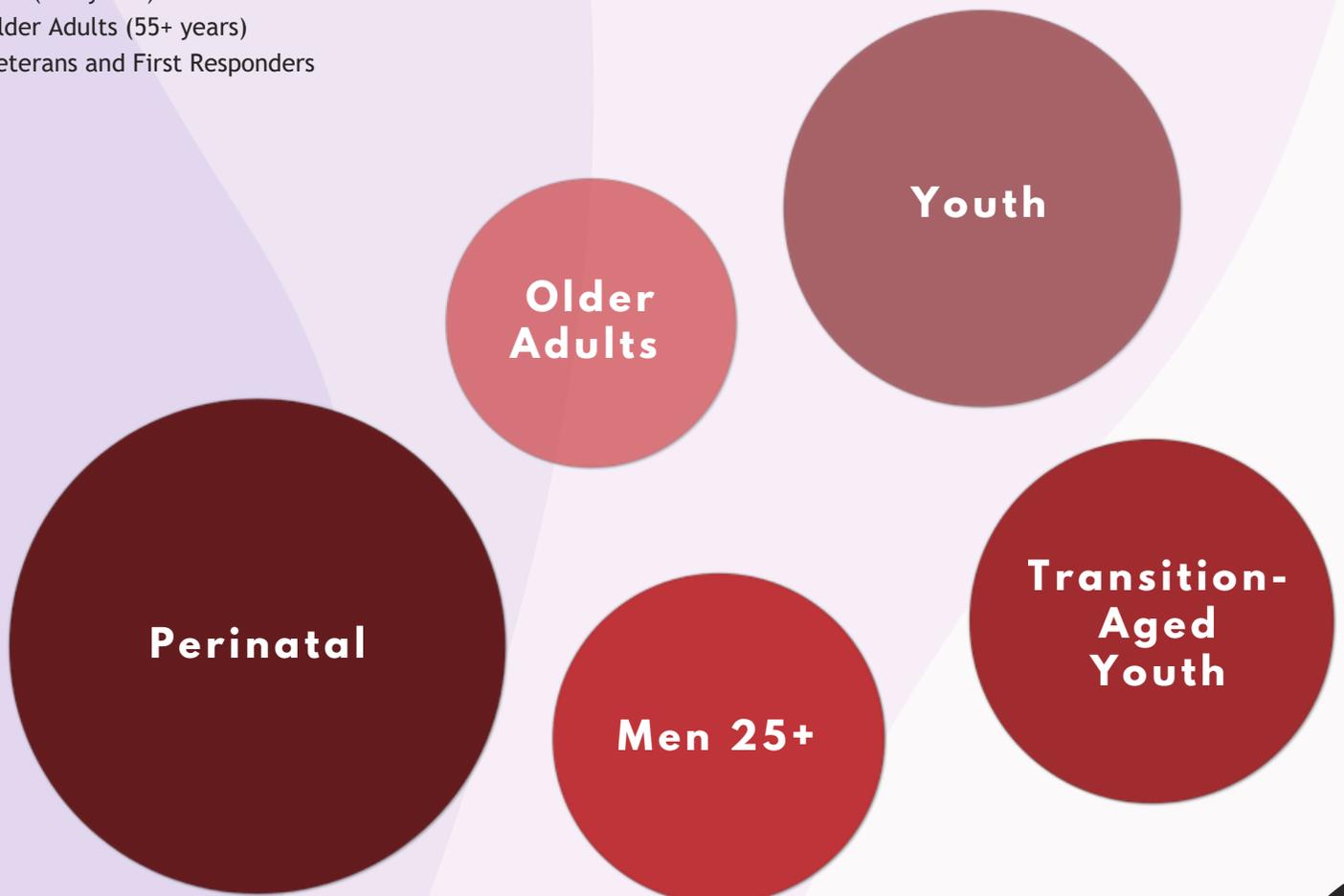
In 2025, Douglas County Health Department (DCHD) partnered with ColoVAX and the Public Health Institute at Denver Health to host ten community immunization clinics in Castle Rock, Highlands Ranch, Lone Tree, and Parker. In total, 252 individuals were administered more than 665 vaccines, including common childhood and adult vaccines, flu, and COVID. Approximately 45% of the individuals receiving vaccines were uninsured and would not have been able to access the necessary vaccines without support from the Department's core immunization grant.

Suicide Prevention

Beginning in May 2025, DCHD and the Douglas County Mental Health Division convened individuals from local law enforcement, judicial, hospitals, behavioral health organizations, community-based organizations, and the school district to begin a deeper discussion around suicide prevention in Douglas County.

Through regular monthly meetings, this workgroup has determined available resources, gaps, and risk and prevention strategies. Additionally, they have identified five priority populations for which data mining and strategy development will occur in 2026:

1. Perinatal (12 months before and after birth for moms and dads)
2. Youth (birth - 17 years) and Transition-Aged Youth (18 - 24 years)
3. Men (25+ years)
4. Older Adults (55+ years)
5. Veterans and First Responders



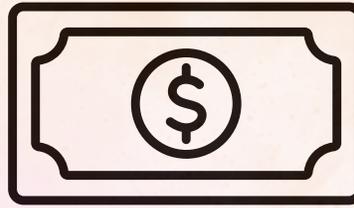
WIC: Nutrition and Family Support

The Women, Infants, and Children (WIC) program provides essential nutrition education, healthy food access, and family support to eligible families in Douglas County.



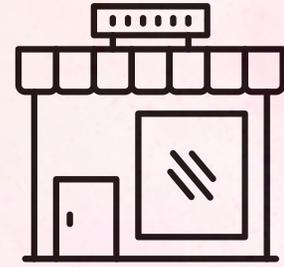
Unduplicated Families

2,830



Dollars Redeemed

\$1.6 Million



Retail Locations

25

Monthly Caseload Growth

WIC caseload remained stable throughout 2025, serving an average of 1,734 participants per month. The program saw steady growth from January (1,657) through September (1,770), demonstrating consistent community need and program accessibility. There was a slight decrease in families November and December due to staffing and the holiday season.





Environmental Health: Modernization and Efficiency

In 2025, the Environmental Health team underwent a large file scanning project in which approximately 9,000 files were digitized prior to moving to our new building. The majority of these files consisted of property records that have Onsite Wastewater Treatment Systems (OWTS), or septic systems, installed to handle wastewater in areas where public sewer systems are not available.



713
Permit Applications



1,619
Inspections



101
Plan Reviews



67
Special Events



198
Complaints

OWTS Digitization Project

OWTS systems are composed of two different parts: the septic tank and the absorption field. The tank works to treat the wastewater by separating the heavier solids and the lighter scum. The resulting liquid is sent to the soil treatment area, and the bacteria in the soil begin to filter out and absorb, and digest the remaining pollutants. Water is then returned to the water table.

We then partnered with the Geographic Information System (GIS) team to upload these records onto a GIS map. This gives homeowners and contractors the ability to quickly access the information they need. It also saves employee time searching for and scanning the necessary records and increases the office real estate since records are no longer stored in a file room. Overall efficiency has increased and has created a positive impact for services provided to Douglas County residents.

9,000 Files Digitized

Complete digital transformation of property records

GIS Integration

Quick access for homeowners and contractors

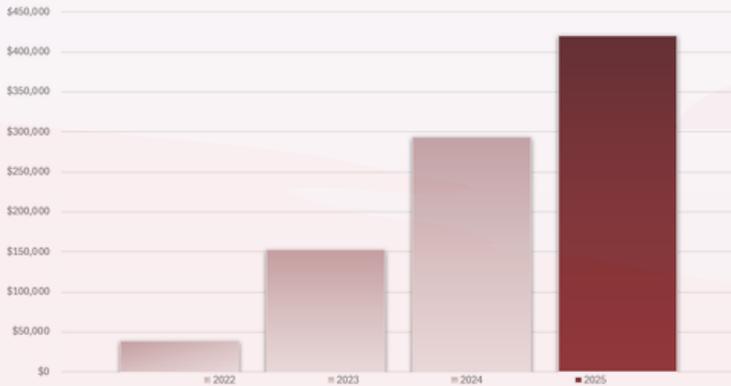
Increased Efficiency

Reduced search time and improved service delivery



Vital Records: Remarkable Growth

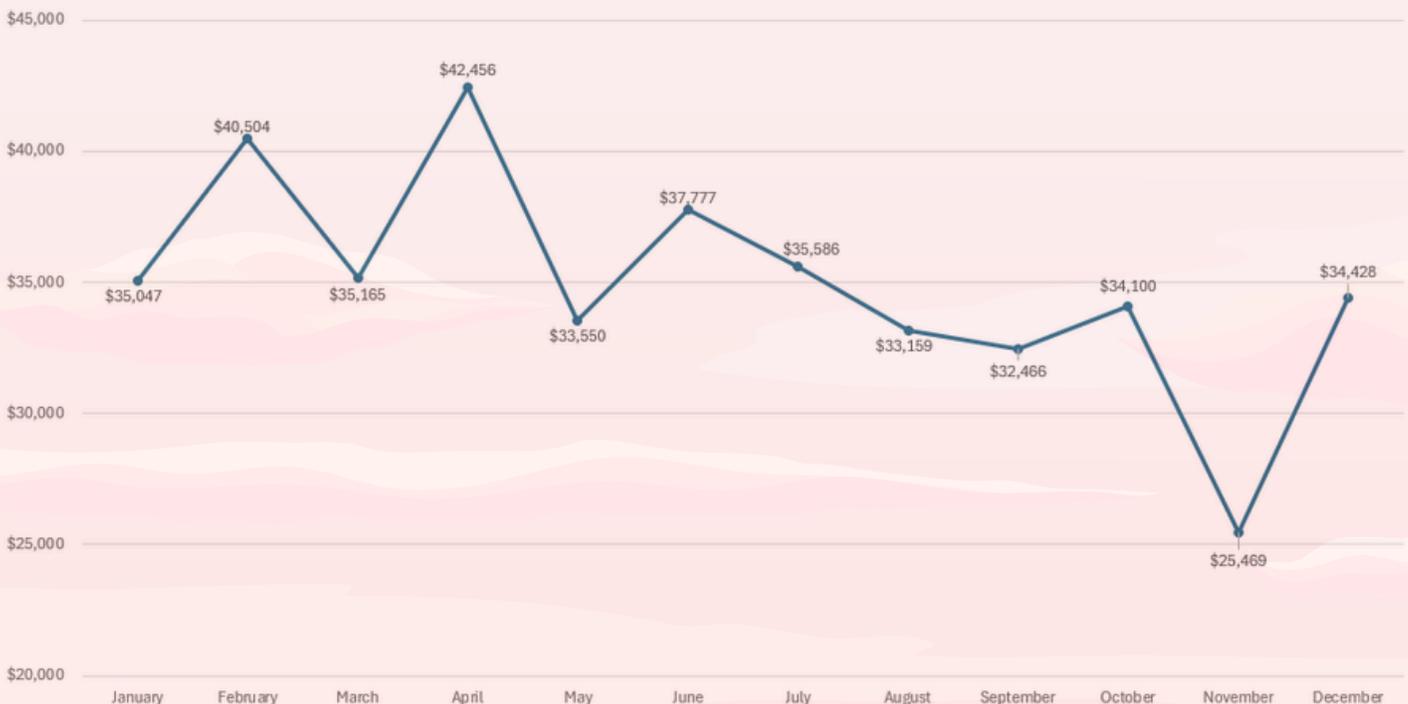
Revenue Growth Trend



The Vital Records division experienced exceptional growth in 2025, generating \$419,707 in revenue—a 43% increase over 2024. This growth reflects increased service demand and operational efficiency improvements.

2025 demonstrated consistent monthly performance: Revenue remained stable throughout the year, ranging from \$25,469 in November to \$42,456 in April, with an average monthly revenue of approximately \$35,000.

\$419,707 Jan - Dec
Total Revenue



Emergency Preparedness & Response

The Emergency Preparedness & Response (EPR) division focused on strengthening public health emergency readiness and building sustainable systems to protect Douglas County. Guided by our Master Plan, we prioritized training, partnerships, and operational improvements to ensure resilience during emergencies.

Key Achievements

Public Health Emergency Operations Plan (PHEOP): Completed and finalized, including annexes to guide future response efforts.

Training & Exercises: Delivered a multi-agency fall exercise with Environmental Health and Epidemiology teams; launched an EPR 101 course adopted statewide.

Regional Collaboration: Deepened engagement with the North Central Region Public Health Coalition, serving as secretary and strengthening ties with hospitals, fire, and emergency management partners.

Grant Deliverables: Successfully met all requirements for Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) grants.

Accreditation Support: Completed documentation for EPR and Epidemiology accreditation.

Continuity Planning: Maintained and updated the Continuity of Operations Plan (COOP) quarterly; enhanced on-call resources and created a virtual Department Operations Center (DOC).

Volunteer Management: Continued oversight of the Colorado Volunteer Mobilizer database for Douglas County.

70

Projects Tracked

56 completed, 9 tabled for 2026, 2 in progress

87%

Statutory Support

Activities supported by state statute



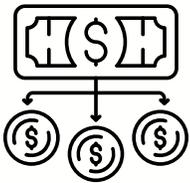
Financials

Revenue



The Executive Director oversees the Quality Improvement, Performance Management, and Accounting functions of the department. They are a conduit that provides information to the County Board of Health and to the State of Colorado.

Expenses



\$152k
Interdepartmental Charges



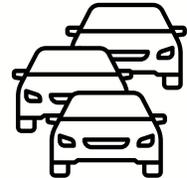
\$4.5m
Personnel



\$33k
Fixed cost and Fleet



\$953k
Supplies



\$297k
Capital Outlay



Thank You

Board of Health & County Commissioners



For your leadership, strategic guidance, and commitment to the health and wellness of our residents.

Dedicated Staff & Frontline Workers



Your tireless efforts, innovative ideas, and invaluable insights are crucial to our daily operations and overall success.

Community Partners & Stakeholders



We deeply appreciate your collaboration and shared vision, which strengthen our county's health initiatives.

Douglas County Community Members



Our heartfelt thanks for your active engagement throughout the past year. We look forward to continued progress together.



www.douglas.co.us

MEETING DATE: March 12, 2026

ATTACHMENTS:

Approve funding received after the December 2025 Board Meeting



Request to Approve DCHD Acceptance of funding allocations received after the December 2025 Board Meeting

Staff recommends that your board approve our acceptance of funding for programs beginning on December 23, 2025, January 1 and March 23, 2026. The total funding for this request is \$168,099.75. Please see attachment for details.

MEETING DATE: March 12th. 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: Long Term Chronic Disease

Contract Number: 2026*2704

Contract Period: 01/1/26-6/30/26

Funding amount: \$100,000

SUMMARY: This project supports the *Douglas County Health Department* in implementing the Colorado LPHA Chronic Disease Framework to prevent and manage chronic diseases in local communities. It occurs in two phases.

Phase 1 focuses on capacity building through a chronic disease community assessment, infrastructure development, staff training, and equity-centered planning. A Summary Report and Implementation Plan are created based on assessment findings.

Phase 2 implements selected evidence-based strategies addressing social determinants of health, priority health behaviors (tobacco, physical activity, nutrition, alcohol), and chronic conditions (cardiovascular disease, diabetes, cancer, pulmonary disease). Cross-cutting supports include community-clinical linkages and aging-related chronic disease initiatives.

The project requires regular reporting to CDPHE, adherence to approved Implementation Plans, and participation in state-led technical assistance and evaluation. Deliverables include assessment summaries, implementation plans, and quarterly/annual progress reports.

RECOMMENDED ACTION: Request that the Board approve acceptance of the SFY26 Long Term Chronic Disease Program Grant.

Review:

MEETING DATE: March 12th, 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: Maternal and Child Health (MCH) Grant

Contract Number: 2023-2856 OL#3

Contract Period: 12/23/25-09/30/26

Funding amount: \$48,100.75

SUMMARY: The Maternal and Child Health (MCH) grant is a federally funded program under Title V of the Social Security Act that supports state and local efforts to improve the health and well-being of mothers, infants, children, and adolescents, including those with special healthcare needs. Administered by the Health Resources and Services Administration (HRSA), the grant funds initiatives that address key public health priorities such as prenatal care, infant mortality reduction, child development, and access to healthcare services. MCH programs focus on prevention, early intervention, and community-based strategies to promote healthy outcomes for families.

RECOMMENDED ACTION: Request that the Board approve acceptance of the SFY26 MCH Grant

Review:

MEETING DATE: March 12th, 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: Overdose Fatality Review Grant

Contract Number: 2026*3202

Contract Period: 03/23/26-08/31/26

Funding amount: \$19,999

SUMMARY: The OFR project will establish a pilot multidisciplinary OFR team in Douglas County to improve understanding of overdose trends, promote coordination among agencies, and inform changes to policy, practice, and service systems. The team will review overdose deaths, analyze local data, and generate recommendations to enhance prevention and intervention strategies. Deliverables include monthly progress reports, an annual report, and ongoing engagement with CDPHE’s Overdose Prevention Program. This effort aims to strengthen local response capabilities, improve health outcomes, and reduce overdose fatalities.

RECOMMENDED ACTION: Request that the Board approve acceptance of the SFY26 Overdose Fatality Review Grant

Review:

www.douglas.co.us

MEETING DATE: March 12, 2026

ATTACHMENTS:

Proposed DCHD Regulation 26-01 regarding On-Site Wastewater Treatment Systems



Adoption of Public Health Regulation

In order to comply with state requirements, our local Onsite Wastewater Regulation needs to be updated to be consistent with the newly adopted state Regulation 43. Below is a description of the timeline for the proposed regulation which is attached for your reference. Tonight's purpose is to give the public an opportunity to provide input on this regulation before your board considers its adoption.

DCHD Regulation 26-01 Onsite Wastewater Treatment Systems

The deadline to enact a local regulation before the state regulation goes into effect by default is June 15, 2026. Further, this regulation had to be provided to the state at least 30 days prior to adoption, we sent the attached regulation to them in early February to meet this deadline. There is also a requirement that we adopt the regulations at least 45 days before they go into effect, this requires March action for an April 2026 implementation.



**DOUGLAS COUNTY ON-SITE
WASTEWATER TREATMENT SYSTEM
REGULATION NO. 26-01**

**PROMULGATED BY THE BOARD OF HEALTH OF
DOUGLAS COUNTY HEALTH DEPARTMENT**

**Effective Date
April 26, 2026**

**Pursuant to Title 25-10-101, et seq. Colorado Revised
Statutes and the Colorado Department of Public Health
and Environment Water Quality Control Commission
On-Site Wastewater Treatment System
Regulation #43, 5 CCR-1002-43**

This document describes the rules and regulations for the use and permitting of On-Site Wastewater Treatment Systems in Douglas County. This Regulation should be used by anyone seeking a permit, designing a system, installing a system, or repairing a system.

26.1 Title and Authority:

These requirements will be known as the Douglas County Health Department On-site Wastewater Treatment Systems Regulation.

These requirements have been adopted by the Board of Health pursuant to and under authority contained in the On-site Wastewater Treatment System Act, 25-10-101, et seq. C.R.S. and has designated the Douglas County Health Department to implement these regulations on behalf of the Board of Health.

26.2 Scope and Purpose:

A. Declaration

1. This regulation applies to On-site Wastewater Treatment Systems (OWTS) as defined in section 25-10-103(12), C.R.S.

B. Purpose

1. The purpose of these regulations is to establish the minimum standards for the location, design, construction, performance, installation, alteration and use of the OWTS with a design capacity of less than or equal to 2,000 gallons per day within Douglas County.

C. Jurisdiction

1. These regulations apply to all OWTS in the unincorporated areas of the county and over all municipal corporations within the territorial limits of Douglas County but not over the territory of any municipal corporation that maintains its own public health agency.

D. Prohibition of OWTS Where Public Sewer Service is Available and Feasible

1. 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 where such sewer service to the property is not feasible in the determination of the municipality or special district, or the permit is otherwise authorized by the municipality or special district. [43.4(B)(11)]

E. Severability

1. Should any section, clause, or provision of these Regulations be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of these Regulations as a whole, or any part thereof other than the part declared to be invalid.

26.3 Incorporation of Regulation 43

A. Included by Reference

1. The requirements of the Colorado Water Quality Control Commission’s “On-site Wastewater Treatment System Regulation, Regulation 43, 5 CCR 1002-43, Effective date, June 15, 2025”, are made a part of these Regulations and will apply except where identified as an option of the local public health agency or where these regulations are more stringent than Regulation 43, 5 CCR 1002-43, and included in these Regulations. All aspects of an On-site Wastewater Treatment System including, but not limited to, permits, design, performance, location, construction, alteration, inspection, maintenance and use must be as provided in Regulation 43 and any additional requirements contained in these Regulations.
2. Allowable local options identified in Regulation 43 and the designated decisions for these Regulations are identified in the attached “Appendix A to OWTS Regulation for Douglas County”. Appendix A is made a part of these Regulations.

26.4 Permits and Fees

A. Permits [43.4(B)]

1. Prior to installing, altering, expanding or repairing an OWTS, the applicant must obtain a permit from Douglas County Health Department.
2. The permit application must include information identified in section 43.4(B)(3) of Regulation 43.
3. An OWTS permit expires 12 months after the date of issuance if construction has not commenced. After expiration, a new application must be required to begin construction.
4. Applicant may apply for an extension of a permit upon written request by the applicant and at the discretion of the Department.
 - i. An expired permit may only be extended if:
 1. There has been no change in the plans and specifications of the proposed system as set out in the original application and;
 2. The surrounding land, its use or zoning, have not changed so as to cause the original application not to be acceptable under these Regulations and;

3. The property has not received verifiable complaints or violations that may preclude the Department from determining that a permit extension is warranted.
5. Any change in plans or specifications of the OWTS after the permit has been issued invalidates the permit unless the permittee receives written approval from the Douglas County Health Department. After a permit is invalidated, a new application and subsequent permit is required to begin construction.
6. Repair permits must identify a reasonable period of time in which the owner must make repairs prior to expiration of the permit.
7. Application for a product development permit may be approved by the Douglas County Health Department consistent with requirements of section 43.4(l) of Regulation 43.
8. Other Conditions requiring a permit:
 - i. A Major Repair Permit shall be required for the following types of repairs or alterations for any system:
 1. Replacement of an existing soil treatment area.
 2. Addition of soil treatment area.
 3. Expansion of an existing soil treatment area
 4. Implementation of a soil based remediation system.
 - ii. A Minor Repair Permit shall be required for the following types of repairs or alterations for any system:
 1. Addition or replacement of a septic tank
 2. Implementation of a septic tank based remediation system
 3. Addition of a lift station or pump and associated piping, where a lift station, pump or piping were not part of the original OWTS system.
 - iii. Expansion Permits shall be required if a major remodel of a dwelling or accessory dwelling unit occurs to a property with an existing OWTS beyond what the system was originally designed for. The homeowner will be required to upsize the system to accommodate additional flow

if more than one bedroom is added and/or if an additional source of wastewater is added.

1. When expanding Soil Treatment Areas, the designer will be required to add sufficient tank capacity to meet the required capacity based on the proposed number of bedrooms. If the expansion is a complete replacement of the system, a new installation permit will be required.

B. Board of Health Review [43.4(B)(9) and (10)]

1. When an application is denied by Douglas County Health Department, an applicant may request review by the local board of health.
2. Denials of permits shall be made in writing by the Department stating reasons for the denial and requirements for reconsideration of the application.
 - i. No OWTS permit shall be issued to any person when the subject property is located within a municipality or special district that provides public sewer service, except where such sewer service to the property is not feasible in the determination of the municipality or special district, or the permit is otherwise authorized by the municipality or special district.
3. Any applicant who is denied a permit, or any person who is adversely affected by the denial or issuance of a permit, within 30 days following such denial, may request a hearing before the Board of Health.
4. Upon a finding, by the Board of Health after the review of a denial of a permit as provided by C.R.S. 25-10-111. That an applicant for OWTS has demonstrated that the system will be constructed and used in such a manner as to comply with the declaration and intent of these Regulations and all applicable state and local rules and regulations and required terms and conditions in any permit issued pursuant thereto, a permit may be issued therefore.

C. Fees [43.4(B)(4)]

1. Permit fees and fees for other services and tests associated with OWTS will be set by the Board of Health, in conformance with section 43.4(B)(4) and (5) of Regulation 43 and 25-10-107, C.R.S.

2. Fees are non-refundable and shall be made to the Department by an applicant at the time an application is submitted for a permit to construct and install a new system, for the repair or alteration of an existing system, or for a Use Permit of a system.

D. Surcharge [43.4(B)(5)]

1. A surcharge fee will be collected for each permit issued by Douglas County Health Department with a portion of the fee retained to cover local administrative costs and the remainder must be transmitted to the Colorado Dept. of Public Health and Environment for use in funding the state's OWTS program. The surcharge fee is identified in Regulation 5 CCR 1002-102, Section 102.5(3)(d).

26.5 Inspections [43.4(E)]

A. Septic Tank [43.9(B)(3)(c)]

1. The applicant must notify the local public health agency or its designee 48 hours in advance so the local public health agency or its designee can conduct a field inspection of the septic tank before backfilling.

B. Soil Treatment Area and Related Components [43.4(F)(3)]

1. The applicant must notify the local public health agency or its designee 48 hours in advance so the local public health agency or its designee can conduct a final field inspection of the soil treatment area and all related components of the OWTS before backfilling.

C. Site Evaluation Inspections

1. After receiving a completed application for an OWTS permit, the application shall be reviewed by the Department and a site evaluation shall be made by the Department, unless one has been previously made. A determination may be made by the Department as to the suitability of the site and the proposed design based upon observation of marked test pits to verify depth of the ground water table, suitable soil, depth to bedrock, in addition to, ground slope and pertinent physical features.

D. Final Inspection of Construction, Installation, Alteration or Repairs

1. All system construction, installations, alterations, and permitted repairs require a final inspection and approval from the Department prior to backfill

being placed to cover any part of the system to confirm that it was installed according to the permit requirements.

2. If the property line is within 10 feet and/or if potable water lines are within 10 feet, they must be clearly marked before final inspection by the Department.
3. It is the responsibility of the owner, the owner's agent, or the licensed Systems Contractor to notify the Department at least 48 hours in advance that the progress of work has been sufficiently completed to allow inspection before the system is placed in use. An inspection by the Department shall be made after being notified that the system is ready for an inspection.
4. A scaled record drawing showing all components of the OWTS including their location from known and findable points, dimensions, depths, sizes, manufacturers' names and models as available, and other information related to locating and maintaining the OWTS components, shall be prepared and submitted to the Department.
5. Engineered Systems [43.4(F)]
 - i. Final inspection and approval of all engineered OWTS shall also be made by the professional engineer or under the supervision of the professional engineer before backfill is placed to cover any part of the system.
 1. If the professional engineer is not available, another professional engineer may provide the inspection(s) and will become the professional engineer of record and be responsible for the system.
 - ii. The professional engineer shall submit to the Department a letter certifying the construction of the OWTS system has been in conformance with the plans and specifications approved by the Department and the scaled record drawing of the system as required.
 1. The professional engineer's letter shall include any modifications to the permitted and approved design, general observations noted during the inspection(s) and the corresponding dates of all inspections made.
 2. For designs that include a pressurized distribution system, a residual head test (squirt height) at the distal end of each

lateral must be conducted to determine the adequacy of system design and construction. Results from this inspection must be included within both the engineer's certification and the final permit acceptance documents.

6. All deficiencies documented during an inspection must be communicated to the installer and to the engineer and/or designer. Deficiencies may require an additional inspection from the Department. Photographs of deficiencies may be accepted at the Department's discretion. When deficiencies are severe in nature or are unable to be verified with photographs, additional re-inspections may be required to verify compliance.
7. The Department will determine if work has been performed in accordance with the permit requirements and design. The Department will determine if the system complies with the OWTS Act and the Regulations adopted thereunder.
8. The Department will issue a permit for the OWTS system upon correction of all deficiencies and receipt of all necessary paperwork and fees.

26.6 Prohibition of OWTS in Unsuitable Areas [43.4(J)]

- A. Within the Cherry Creek and Chatfield Watersheds in Douglas County, no new OWTS shall be constructed within the 100-year floodplain as designated by the Urban Drainage and Flood Control District, or the Federal Emergency Management Agency, if no Urban Draining and Flood Control District designation exists. The restriction shall not apply to the replacement of, or improvements to, the operation of existing OWTS located within the 100-year floodplain.

26.7 Licensing [43.4(K)]

- A. Standards of Performance for License Holders
 1. Mistakes made while acting in a professional capacity with a license issued by this Department can have severe consequences for property owners as well as public health and the environment. Failure to meet the accepted standards outlined in this Regulation may lead to disciplinary action.
 - i. License holders are committed to the highest standards of integrity and professionalism.
 - ii. License holders shall endeavor to know and understand the local, state, and national statutes, laws, ordinances, and regulations applicable to the onsite wastewater treatment system activities.

- iii. License holders should continually seek to improve their own professional expertise by staying informed of scientific and technological developments.
- iv. License holders shall avoid any act that fails to meet the required standards of profession due to negligence or incompetence. This could range from providing subpar services to making grave errors in judgement.
- v. License holders shall convey their credentials, training, experience, and abilities with integrity.
- vi. License holders shall avoid conflicts of interest through disclosure to appropriate parties.
- vii. License holders shall admit and take responsibility for their own errors or when neglecting to follow recognized processes, procedures, or employ recognized methods or techniques.
- viii. Being convicted of a crime, particularly one related to professional duties, can lead to immediate disciplinary action, including license revocation.

B. System Contractors [43.4(K)(1)]

1. No person shall install, construct, alter, or repair an OWTS unless they hold a valid System Contractor license issued by the Department.
2. An applicant for a System Contractor license is required to submit all appropriate fees for testing, licensing, and renewal of an expiring license on forms supplied by the Department.
3. A System Contractor applicant must take and pass the Department's written systems contractor examination (e.g. Part A Exam) and provide documentation of completion of the National Association of Wastewater Technicians (NAWT) Installers Course or approved equivalent upon initial application for a license and anytime the NAWT Certificate is renewed thereafter.
4. Prior to issuance or the renewal of a license, the Department may require the applicant to demonstrate adequate knowledge of these Regulations. This may include, but is not limited to, passing an exam prepared by the Department, submitting proof of attendance at professional conferences, or attending educational classes conducted by the Department.
5. Employees of a licensed System Contractor need not be individually licensed, but the licensee will be held responsible for the work of the employee.

- i. The Department may verify employment of any individual under the supervision of the licensed System Contractor via an employment verification letter, a W-2 document, a recent pay stub, or other official documentation as determined by the Department.
6. Existing System Contractor licenses shall expire on December 31st of 2026.
 - i. Thereafter, System Contractor licenses that are expired and are renewing shall be set to expire on the final day of the month concurrently with the expiration of the applicable NAWT Certificate.
 1. Fees issued will be prorated monthly until the first date of expiration.
 - ii. Thereafter, subsequent license renewals will have fees assessed for a period of two years.
7. New System Contractors that are approved for a license following December 31, 2026 shall have their license expiration date set to final day of the month concurrently with the expiration of the applicable NAWT Certificate. Fees issued will be assessed for a period of two years.
8. A license which lapses because of failure to renew shall be subject to the fee established for a new license upon re-application. License fees are non-refundable in the amount established by resolution of the Board of Health.
9. Systems Contractors must:
 - i. Verify that a permit for an OWTS has been issued under their license prior to commencing excavation and by maintaining a copy of the permit and the design and specifications at the site of the installation.
 - ii. Verify that there have been no changes in the site conditions under which the permit was issued prior to commencing construction. If any condition on the permit, the supporting engineering, or otherwise provided for in these Regulations cannot be met, the Systems Contractor shall notify the Department before proceeding with the installation.
 - iii. Perform all work in accordance with these Regulations and with the conditions specified on the permit and the supporting engineering design including, but not limited to, assuring that all required inspections are scheduled with, and performed by the Department.
 - iv. Engineered systems shall be inspected by or under the supervision of the professional engineer responsible for the design. The System Contractor shall notify the professional engineer to make all specified inspections during construction.

- v. Suspend work and notify the Department should there be any change in site conditions after construction begins that would prevent the installation of the system in accordance with permit conditions or as otherwise provided for in the Regulations. Construction may resume only after authorization by the Department.

C. Systems Cleaners [43.4(K)(1)]

1. No person shall engage in the cleaning or pumping of septic tanks, vaults, holding tanks, or other components of OWTS Systems or the transportation of sewage to a disposal site unless they hold a valid Systems Cleaner license issued by the Department.
2. An applicant for a Systems Cleaners license is required to submit all appropriate fees for testing, licensing, and renewal of an expiring license on forms supplied by the Department.
3. A Systems Cleaner applicant must provide documentation of completion of the National Association of Wastewater Technicians (NAWT) Vacuum Truck Course or approved equivalent upon initial application for a license and anytime the NAWT Certificate is renewed thereafter.
4. The Systems Cleaner shall maintain records of pumping and disposal records for a minimum of 12 months and submit the following information to the Department upon request:
 - i. Any copy of a contract or written agreement with a facility approved by the Department for accepting septage
 - ii. A record of the total volume of septage disposed at each facility in the past year
 - iii. A record of each OWTS which is cleaned
 - iv. Any other documentation as required by the Department
5. Prior to the issuance or the renewal of a license, the Department may require the applicant to demonstrate adequate knowledge of these Regulations. This may include, but is not limited to, passing an exam prepared by the Department, submitting proof of attendance at professional conferences, or attending educational classes conducted by the Department.
6. Employees of a licensed Systems Cleaner need not be individually licensed, but the licensee will be held responsible for the work of the employee.
 - i. The Department may verify that a person is an employee of a licensed Systems Cleaner via an employment verification letter, a W-2 document, a recent pay stub, or other official documentation as determined by the Department.

7. Existing System Cleaners licenses shall expire on December 31, 2026.
 - i. Thereafter, System Cleaners licenses that are expired and are renewing shall be set to expire on the final day of the month concurrently with the expiration of the applicable NAWT Certificate.
 1. Fees issued will be prorated monthly until the first date of expiration.
 - ii. Thereafter, subsequent license renewals will have fees assessed for a period of two years.
8. New System Cleaners that is approved for a license following December 31, 2026 shall have their license expiration date set to final day of the month concurrently with the expiration of the applicable NAWT Certificate. Fees issued will be assessed for a period of two years.
9. A license which lapses because of failure to renew shall be subject to the fee established for a new license upon reapplication. License fees are non-refundable in the amount established by resolution of the Board of Health.
10. Systems Cleaners must:
 - i. Dispose of septic tank waste at a site approved by the Department for accepting or treating such wastes and in a manner that is not injurious to public health or the environment.
 - ii. Maintain a record of each OWTS which is cleaned, serviced, or inspected. The report must include the following:
 1. Name of the licensed System Cleaner
 2. Name of the property owner and their contact information
 3. Property street address
 4. Date of service
 5. Description of service performed
 6. Volume of tank pumped
 7. Date and location of disposal
 8. Indications of system failure
 9. Any other pertinent information
 - iii. Prior to pumping any tank or any other component, the Systems Cleaner must observe the liquid level within the tank.
 1. If the System's Cleaner suspects that the OWTS system is in a state of failure, they will inform the property owner and are required to contact the Department with necessary information within 48 hours.

- iv. Remove the liquid, sludge and scum from all compartments of the tank(s). Cleaning shall be effective in reducing solids and scum to the point of a near new system.
- v. Clean any filters or other devices which require routine maintenance and cleaning, if necessary.
- vi. Maintain equipment so that no spills will occur during pumping or transportation and so that employees are not subjected to health hazards from exposure to sewage.
- vii. Dispose of collected sewage only at sites approved by the Department. The Department may require a Systems Cleaner to provide additional documentation regarding their disposal methods and practices.

D. Systems Maintenance Providers [43.4(K)(1)]

1. Beginning January 1, 2027, no person shall engage in routine or periodic Systems Maintenance actions taken to ensure that an OWTS is functioning as intended and/or is meeting performance requirements unless they hold a valid Systems O&M Contractors license issued by the Department.
2. The O&M Contractors license is non-transferable and shall follow the individual if they change employment.
3. An applicant for an O&M Contractors license is required to submit all appropriate fees for testing, licensing, and renewal of an expiring license on forms supplied by the Department.
4. A Systems O&M Contractors license applicant must provide documentation of completion of the NAWT Operation and Maintenance 1 Course and NAWT Operation and Maintenance 2 Course or approved equivalent upon initial application for a license and anytime the NAWT Certificate is renewed thereafter.
5. Prior to the issuance or the renewal of a license, the Department may require the applicant to demonstrate adequate knowledge of these Regulations. This may include, but is not limited to, passing an exam prepared by the Department, submitting proof of attendance at professional conferences, or attending educational classes conducted by the Department.
6. A new Systems O&M Contractor that is approved for a license beginning January 1, 2027 shall have their license expiration date set to final day of the month concurrently with the expiration of the applicable NAWT Certificate. Fees issued will be assessed for a period of two years.

7. A license which lapses because of failure to renew shall be subject to the fee established for a new license upon reapplication. License fees are non-refundable in the amount established by resolution of the Board of Health.
8. An O&M Contractor must:
 - i. Complete any training required to conduct operation and maintenance inspections on any public domain technology system(s) or any specific proprietary system(s).
 - ii. All inspection reports from an O&M inspection are required to be submitted to the Department regardless of outcomes or findings.
 - iii. Submit any contract or any contract renewals for O&M system maintenance of a specific property to the Department.
 - iv. Alert the Department when an O&M contract for a property expires.
 - v. If the O&M Contractor suspects that the OWTS system is in a state of failure, they will inform the property owner and contact the Department with necessary information within 48 hours.

E. System Inspectors [43.4(K)(1)]

1. Beginning January 1, 2027, no person shall engage in the inspecting of septic tanks, vaults, holding tanks, or other components of OWTS Systems unless they hold a valid System Inspectors license issued by the Department.
2. The System Inspector license is non-transferable and shall follow the individual if they change employment.
3. An applicant for a System Inspectors license is required to submit all appropriate fees for testing, licensing, and renewal of an expiring license on forms supplied by the Department.
4. A System Inspector applicant must provide documentation of completion of the NAWT Inspection Training course or approved equivalent upon initial application for a license and anytime the NAWT Certificate is renewed thereafter.
5. Prior to the issuance or the renewal of a license, the Department may require the applicant to demonstrate adequate knowledge of these Regulations. This may include, but is not limited to, passing an exam prepared by the Department, submitting proof of attendance at professional conferences, or attending educational classes conducted by the Department.
6. A new System Inspector that is approved for a license beginning January 1, 2027 shall have their license expiration date set to final day of the month concurrently with the expiration of the applicable NAWT Certificate. Fees issued will be assessed for a period of two years.

7. A license which lapses because of failure to renew shall be subject to the fee established for a new license upon reapplication. License fees are non-refundable in the amount established by resolution of the Board of Health.
8. System Inspectors must:
 - i. Submit complete and accurate reports with information outlined in section 26.10 within seven days of inspection to the Department.
 - ii. All inspection reports from a system inspection that meet the criteria outlined in 26.10 of this Regulation are required to be submitted to the Department regardless of outcomes or findings.
 - iii. If the System Inspector suspects that the OWTS system is in a state of failure, they will inform the property owner and are required to contact the Department with necessary information within 48 hours.

F. License Holder Disciplinary Actions

1. Notice of Violation
 - i. A formal written document notifying the licensee that they have broken a law, local ordinance, or regulation. It serves as an official notice of non-compliance and often requires the correction of the issue within a specified timeframe to avoid further penalties.
2. Letter of Reprimand
 - i. A formal written warning indicating continued behavior following a formal Notice of Violation(s) or for a serious grievance that was deemed unacceptable by the Department and must not be repeated.
3. Probationary Meeting
 - i. A formal meeting following or in conjunction with a Letter of Reprimand to be held at the discretion of the Public Health Officer.
 - ii. A professional license is in probation for a period of time during which a license holder may continue practicing, but must adhere to specific conditions, such as additional training or regular reporting to the Department.
4. Suspension or Revocation of Licenses
 - i. Licenses for systems contractors, systems cleaners, O&M contractors, and system inspectors may be suspended or revoked by the Board of Health for failure to comply with these regulations.
 - ii. Revocation or suspension must take place after a hearing before the Board of Health. The license holder must be given no less than ten days' notice of the hearing and may be represented at the hearing by counsel.

- iii. The Board of Health may lift the suspension or revocation after a hearing at which it is determined that a person has corrected or rectified the conditions that caused the suspension or revocation.
5. Fines and Penalties
- i. Upon finding by the Board of Health that a person is in violation of this Regulation, the Board may assess a penalty of up to fifty dollars per day of violation. In determining the amount of the penalty to be assessed, the Board shall consider the seriousness of the danger to the health of the public that is caused by the violation, the duration of the violation, and whether the person has been previously determined to have committed a similar violation.
 - ii. A person subject to a penalty assessed pursuant to the OWTS Act may appeal the penalty to the Board of Health by requesting a hearing before the appropriate body. The request must be filed within thirty days after the penalty assessment is issued. The Board of Health shall conduct a hearing upon the request in accordance with section 24-4-105, C.R.S.

26.8 Variances [43.4(N)]

A. Variances Allowed

1. The Board of Health may approve a variance from a requirement of this Regulation within the restrictions of 43.4.N.5. Variances cannot be granted by staff.
2. Approval of a variance must be based upon evidence presented by the applicant, or their designee, showing that the variance would not be injurious to public health, water quality, or the environment and would prevent a substantial hardship to the applicant.
3. Variances must not be granted under the items identified in section 43.4(N)(5) of Regulation 43.

B. Variance Procedure

1. Variance requests must be provided in writing to the Douglas County Health Department within 60 days after a determination has been rendered. The applicant must bear the burden of supplying the Board of Health with sufficient evidence to document that the denied OWTS system shall be constructed and used in such a manner that will result in no greater risk than that associated with compliance with the requirements of the Regulation,

comply with the declaration and intent of these Regulations, and comply with all applicable state and local regulations and required terms and conditions in any permit.

2. Variance requests must include all items identified in section 43.4(N)(2)(d) of Regulation 43.
3. The applicant has the burden of proof to demonstrate that the variance is justified and will pose no greater risk to public health and the environment than would a system meeting these Regulations. The Board of Health must determine if this item has been addressed prior to granting a variance.
4. The Board of Health has the authority to impose site-specific requirements and conditions on any variance granted.

C. Variances Requiring Public Hearings.

1. Upon receipt of the request for a variance and all required information in 43.4(N)(2)(d), the Department shall schedule a public hearing before the Board of Health. The Department will issue a Public Notice of the Hearing and may send notice via certified mail, with a minimum 20 day reply time from the date of mailing, to all adjacent property owners. The applicant, engineer, other subject matter experts and/or adjacent property owners may attend the hearing and present testimony regarding the request for a variance. Applicants may also be represented by legal counsel at any public hearing or meeting. Such review must be conducted pursuant to the requirements of C.R.S. 24-4-105.
2. Following the Public Hearing, the Board of Health shall vote on the proposed variance. Approval of the variance shall require a majority vote of the Board of Health. The applicant will receive written notification of the decision regarding the request for a variance. Variances and any conditions thereof shall be recorded on the deed to the property and any expenses associated with that recording shall be the responsibility of the party obtaining the variance.

26.9 Transfer of Title Inspections [43.4(L)]

- A. Douglas County Health Department does not require a property owner of a residence or other building/facility served by an OWTS to have a required inspection of that system to demonstrate that the system is functioning according to design prior to the covered transaction of a property.

26.10 Permit for the Continued Use of an On-Site Wastewater Treatment System [43.4.M]

A. Events Requiring Use Permits

1. The owner of a property served by an OWTS shall obtain a Use Permit, or the renewal of a Use Permit, as applicable prior to the occurrence of one or more of the following events:
 - i. Following a new installation, construction, alteration or repair of an on-site wastewater treatment system.
 - ii. A major remodel as defined by these Regulations.
 - iii. A change in use of the property from residential to commercial.
 - iv. The addition of an auxiliary building or accessory structures with plumbing.
 - v. The addition of auxiliary dwelling units (ADUs).
 - vi. Prior to receiving Department approval for a short-term rental (STR).
 - vii. The connection of a modular unit or a mobile home to the system.
 - viii. The expiration of a Higher-Level Treatment system Use Permit.
 - ix. Other conditions that the Department may deem appropriate.
2. A use permit will not be required in the following situations:
 - i. Properties with an OWTS that were never connected to a dwelling or structure or were never occupied.
 - ii. Covered Transactions

B. Application Requirements for a Use Permit

1. The applicant must all required information to the Department when applying for a Use Permit or upon renewal of a Use Permit.
2. Completed application on the forms provided by the Department, including:
 - i. Owner's name and contact information
 - ii. Physical address of property
 - iii. Legal description of property
 - iv. Name of Systems Inspector including the inspector's NAWT certification number or any other Department approved certification number.
 - v. Date and time of inspection(s)
3. For Higher Level Treatment applications see additional requirements in section 26.12 of this Regulation.
4. At the time the application is submitted, a non-refundable Use Permit fee will be collected in the amount established by resolution of the Board of Health, as outlined in the Current Fee Schedule.

5. Applications for a Use Permit will expire twelve months from the date of application, unless a Use Permit is issued. A new application must be submitted to the Department to pursue obtaining a Use Permit.

C. Inspection Requirements for a Use Permit

1. A completed inspection report on forms supplied by the Department with applicable comments on the existing OWTS system conducted by a licensed Systems Inspector verifying the condition of the OWTS system and was conducted within the previous 12 months.

- i. Verification that the OWTS system was originally permitted and approved by the Department.
- ii. Tanks shall be inspected to assure that they are structurally sound and that all components such as lids, baffles, tees, vents, etc. are present and in good condition.
- iii. All components that are found to be in a state of malfunction or failure shall be noted and disclosed within the inspection report.
- iv. Documentation on the septic tank condition. At minimum:
 1. A structurally sound septic tank, in good working order, and provided with safe and secure lids. The liquid level in the tank shall not be below the outlet invert. The liquid level in the tank shall not be above the outlet invert.
 2. All internal devices and components such as tees, effluent filter and baffles that were originally provided with the tank or added later must be intact and in working order.
 3. Verification that the system has been pumped within twelve months of the Use Permit inspection date.
- v. Documentation on the condition of soil treatment area. At minimum:
 1. A soil treatment area, or other means of subsurface wastewater treatment, must be present and not in a state of failure.
 2. There are no unapproved wastewater discharges from the system or structure.
- vi. Documentation on the mechanical component conditions. At minimum:
 1. Alarms, control devices, components, and other mechanical devices necessary for the operation of the system are present and in good working order.

- vii. Verification that all deficiencies identified during the inspection, as set forth in inspection report(s), have been corrected in accordance with these Regulations.
 - viii. Other criteria deemed appropriate by the Department.
 - 2. All Use Permit inspections shall include applicable photos documenting observations and/or deficiencies to include the following:
 - i. System cleanout(s), tank(s), tank orientation, risers and lids, interior of tank, inlet line, outlet line, baffle(s)/tee(s), operational water levels, effluent filters, pump chambers and related components, floats, valve/control boxes, STA area, automatic distributing valves, D boxes, flushing valves, observation ports from grade, observations ports interior, and any other items deemed necessary by the Department.
 - 3. For Higher Level Treatment inspections see additional requirements in section 26.14 of this Regulation.
- D. System Evaluation and Determination for Issuance of a Use Permit
 - 1. Items noted in the inspection report that do not comply with the following criteria and conditions must be corrected along with obtaining necessary permits and inspections prior to the issuance of a Use Permit:
 - i. Any OWTS system determined to have a “Malfunction/Deficiency” as defined in this Regulation shall be repaired by a licensed Systems Contractor in accordance with the terms of these Regulations.
 - ii. Any OWTS system determined to be in “Failure” as defined in this regulation shall be reported to Douglas County Health Department for review within 48 hours and a licensed Systems Contractor shall obtain any required permits prior to completing repairs.
- E. For Higher-Level Treatment System Evaluation and Determination for Issuance of a Use Permit see 26.14.
- F. Issuance of a Use Permit
 - 1. An OWTS system that is determined to be functioning in accordance with the Regulations will be issued a Use Permit by the Department, setting forth any terms and conditions of approval.
 - i. Statement of the size, type and capacity of the system and a record drawing, either from the Department’s records or from the inspection reports
 - ii. Evidence of past system failures as shown in Department’s records
 - iii. Circumstances or factors that may have affected the ability of the inspector to evaluate the system

- iv. Whether the system meets the permitting requirements of the Department
 - v. Other information the Department may deem appropriate.
 - 2. The Use Permit will remain valid for a maximum period of twelve months from the Use Permit inspection date. Permits may be extended. See 26.4(A).
- G. Conditional Use Permit
 - 1. If it is determined by the Department that an OWTS does not meet the requirements for issuance of a Use Permit, a Conditional Use Permit may be issued, provided that the property owner agrees to obtain a permit and complete all necessary repairs to the system, or connect to a sanitation district, within ninety days. The property owner must submit a signed Agreement to Repair form and have it notarized prior to the Department issuing a Conditional Use Permit.
 - 2. If conditions are as such that they limit the property owner's ability to complete the required repairs within ninety days, the Department may extend the Conditional Permit for no longer than twelve months on a case-by-case basis if good cause is demonstrated.
- H. Revocation of a Use Permit
 - 1. A Use Permit must be revoked if it is determined that the system is no longer functioning in accordance with this Regulation or that false or misleading material statements were made on the application or inspection reports.
 - 2. Any change in design or specifications of the OWTS after the permit has been issued invalidates the permit unless the permit holder receives written approval from the Department for such changes.
 - 3. The Department may revoke a Use Permit for non-compliance with the permit conditions or the requirements of these Regulations.
- I. Penalties
 - 1. Failure to obtain or renew a Use Permit as provided by this Regulation will subject the owner who failed to obtain the Use Permit to the penalties as more fully set forth in C.R.S. 25-10-113.

26.11 Special Soil Types Requiring Different Testing Procedures [43.5(D)(4)(e)(6)]

A. Requirements for Dawson Arkose (DA) and cemented sands (CS) Soil

- 1. Dawson Arkose (DA) and cemented sands (CS) have characteristics of Type 3A and 4A soils, from Table 10. In addition, DA may be cemented to varying degrees. If DA or CS are present on the site, the site evaluator will determine if the DA or CS is suitable soil.

2. At minimum, the site evaluator will evaluate the following characteristics:
- i. Whether the material is fractured and jointed.
 - ii. The cementation class of the DA or CS, as applicable. Using the cementation classes from the Rupture Resistance Table on page 2-63 of the Natural Resources Conservation Service Field Book for Describing and Sampling Soils, National Soils Survey Center NRCS-USDA, 2012 (NRCS Field Book), the following cementation classes will be considered suitable: Non-Cemented (NC), Extremely Weakly Cemented (EW), Very Weakly Cemented (VW), Weakly Cemented (W). If the DA or CS has the following cementation classes, it will be considered a limiting layer: Moderately Cemented (M), Strongly Cemented (ST), Very Strongly Cemented (VS), Indurated (I).
 - iii. The DA or CS material is within four feet of the deepest infiltrative surface of the trenches.
 - iv. At a minimum, Dawson Arkose and Cemented sands will be classified as a Type 3A soil, unless, based on additional data or information, the professional engineer recommends it be classified as Soil Type 4, 4A, or 5.
 - v. The table below summarizes characteristics 1 and 2 above. A “yes” answer to either question below means the material is unsuitable.

CHARACTERISTIC	ANSWER (A YES ANSWER MEANS THE DA OR CS IS A LIMITING LAYER)
Is material fractured and/or jointed?	Yes / No
Is the cementation class M, ST, VS, or I?	Yes / No

- vi. In Dawson Arkose, the percolation rate measurement test shall be a minimum of four hours, or until the last three successive drops vary by less than one minute per inch, whichever is greater.

26.13 Requirement for the On-Site Evaluation of Soil Profile Test Pits or Percolation Holes [43.5(E)]

- A. In Dawson Arkose, a percolation test conducted shall be a minimum of four hours, or until the last three successive drops vary by less than one minute per inch, whichever is greater.

26.14 Oversight program of inspections, maintenance, recordkeeping and enforcement for higher level treatment systems [43.14(D)]

- A. In addition to the Use Permit application requirements outlined in 26.10(B) of this Regulation, for higher level treatment systems, the following will also apply:
 - 1. Location of OWTS specifying location of septic tank, higher level treatment system (if present), soil treatment area and other components.
 - 2. Description of OWTS installed.
 - 3. The type of higher-level treatment system and level of treatment to be provided.
 - 4. Name of service provider.
 - 5. Copy of operation and maintenance service contract of at least one year duration.

- B. In addition to the Use Permit inspection requirements outlined in 26.10(C) of this Regulation, for higher level treatment systems, the inspection and maintenance of a system shall be performed by a licensed O&M Contractor in accordance with the manufacturer's recommendations or by using the following, whichever is more stringent.
 - 1. Tanks shall be inspected to assure that they are structurally sound and that all components such as lids, baffles, tees, vents, etc. are present and in good condition. The liquid level in the tank shall not be lower than the outlet invert.
 - 2. Effluent filters shall be inspected and cleaned at an appropriate interval to assure proper function
 - 3. Each motor, pump, and all associated appurtenances shall be inspected to ensure that they are operating properly.
 - 4. Internal electrical connections shall be inspected to assure that they are not damaged or otherwise subject to corrosion or damage that could cause a failure or electrical short-circuit.
 - 5. The control panel and its appurtenances shall be inspected to assure that all components such as timers, event recorders or counters, audible and visual alarms, auto-dialers, etc. are functioning properly. Batteries shall be checked and replaced as needed.
 - 6. Components intended to agitate or introduce air into the wastewater such as impellers, air jets, bubblers, air diffusers, aspirators, paddles, etc. shall be inspected to assure that they are functioning properly and are free from lint, hair, and other debris. Blowers or compressors shall be inspected to assure that they are operating properly and that vents are clear and air filters

are cleaned or replaced. If so equipped, the ammeter or voltage regulator shall be checked to verify that the motor is not drawing excess current.

7. All components such as media filters, sand filters, suspended growth media, etc. shall be inspected to verify that there is no damage, excess sludge buildup, clogging, filter bridging, etc. and that spray or dispersal nozzles are free from debris and are functioning properly.
 8. The STA shall be inspected to verify that no wastewater is being discharged onto the surface of the ground and that it is not being impacted by erosion, runoff, excess or improper vegetation, or compaction.
 9. The service provider shall also note any unusual or abnormal conditions such as excessive or strong odors, noise, improper wastewater color and odor, etc. that may indicate an operational problem with the system.
 10. Upon completion of the service inspection the service provider shall close and secure all inspection or access ports, reset the control panel, and restore the system for normal operation.
- C. In addition to minimum criteria for issuance of a Use Permit outlined in 26.10(E) of this Regulation, for higher level treatment systems, a Use Permit shall specify the following for each component that requires routine maintenance, including:
1. Type, make, and model of the component(s) requiring maintenance.
 2. Name of the Systems Maintenance Provider including the provider's NAWT certification number or any other Department approved certification number.
 3. Length of service contract and the expiration date of the contract.
 4. Required service intervals.
 5. Reporting requirements to include, at a minimum:
 - i. Date system was inspected and/or serviced.
 - ii. Condition of system at time of inspection.
 - iii. Maintenance tasks performed, if any.
 6. Sampling requirements, if applicable.

26.15 Additional local requirements, as needed.

- A. Appendix A to OWTS Regulations for Douglas County Health Department

**APPENDIX A TO OWTS REGULATION FOR DOUGLAS COUNTY
ON-SITE WASTEWATER TREATMENT SYSTEM REGULATION**

26.15 Definitions and Abbreviations:

A. Architectural Drawing: see Construction Documents.

B. Accessory Structure: a subordinate structure detached from but located on the same lot as the principal structure, the use of which is incidental and accessory to that of the principal structure.

C. Accessory Dwelling Unit (ADU): an attached or detached unit situated on one lot with an established principal dwelling which shall not be held in ownership by other than the owner of the principal dwelling. The ADU shall be arranged, designed, or intended for occupancy by not more than one family in compliance with the County building code.

1. **Attached ADU:** An ADU that is attached to the principal dwelling unit as either an addition to the dwelling or a conversion of existing space within the dwelling.
2. **Detached ADU:** An ADU that is detached from the principal dwelling unit.

D. Bedroom: any space or room within a dwelling having a floor area at least seventy square feet and with any two of the following factors shall be considered as a bedroom:

1. Has doors and walls to separate it from other habitable spaces
2. Includes an egress window
3. Meets the definition of a sleeping loft
4. Has a closet or any other provision for clothing storage
5. Is intended for sleeping

Rooms or spaces determined by these criteria to be bedrooms, regardless of any assigned names, labels, or intended use proposed by the building designer or owner, must be included in the overall bedroom count in terms of sewage flow calculation.

E. Blueprint: see Construction Documents

F. Construction Documents: written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the

elements of a project necessary for obtaining a building permit. Construction drawings shall be drawn to appropriate scale.

G. Covered Transaction: means the transfer, sale, conveyance or change in ownership of any real estate property served by an onsite wastewater treatment system, excluding the following:

1. Change in ownership solely to include or exclude a spouse or child(ren)
2. Transfer subject to life estate
3. Transfer to effect foreclosure or forfeiture of real property, (does not include the subsequent sale of the foreclosed property after being titled to the foreclosing entity)
4. Transfer by redemption from a tax sale (does not include the subsequent sale of the property after being titled to the foreclosing entity)
5. Transfer of property containing premises that have been demolished or are otherwise uninhabitable
6. Transfer for the vacation or granting of a public right of way
7. Transfer from a person to a trust or to themselves as trustee(s) of a trust estate
8. Properties with onsite wastewater treatment systems that have never been used
9. New homes that have not yet been occupied
10. As otherwise determined by the Department

H. Chatfield Reservoir Control Regulation: means Water Quality Control Regulation Number 73, promulgated by the Colorado Water Quality Control Commission as authorized by C.R.S. 25-8-205.

I. Chatfield Watershed: means all portions of Plum Creek, its tributaries, and the South Platte River downstream of the Strontia Springs Reservoir outfall.

J. Chatfield Watershed Authority: means the organization formed by local governments and Title 32 Districts, industry, corporations, and other entities within the Chatfield Watershed to implement point source, non-point source and stormwater controls.

K. Cherry Creek Basin: means the basin consisting of the drainage basin of Cherry Creek, as defined in C.R.S. 25-8.5-104.

L. Cherry Creek Basin Water Quality Authority: means a quasi-municipal corporation and political subdivision of the state, created pursuant to C.R.S. 25-8.5-103.

M. Cherry Creek Reservoir Control Regulation: means Water Quality Control Commission Regulation Number 72 (5 CCR 1002-72), promulgated by the Colorado Water Quality Control Commission pursuant to C.R.S. 25-8-202 (1) (c) and C.R.S. 25-8-205.

N. Dawson Arkose: means the Dawson Arkose formation of the Front Range of Colorado within the hydrogeological area known as the “Denver Basin”. Although cementation of the Dawson Arkose can vary from non-cemented to indurated, in some locations, the Dawson Arkose has the characteristics of Type 3A and 4A soils, from Table 10 in Appendix A. A moist sample of Dawson Arkose will typically exhibit cohesive behavior which allows the Dawson Arkose to form into a mass, which has low to high compressive strength when dried.

O. Department: means the Douglas County Health Department and its employees.

P. Dwelling: means a building or portion thereof permitted for, and used exclusively for, residential occupancy, including single-family, two-family, and multi-family dwellings, but not including garages, barns, recreational vehicles, tents, or similar structures.

Q. Higher Level Treatment (HLT): means designated treatment levels other than treatment level 1 (See Table 6-3). Sand filters are considered HLT systems at the discretion of the Department.

Hotel Unit: means a portion of a structure that is used by a business establishment to provide commercial lodging to the general public for predominantly overnight or weekly stays, classified as a hotel or motel for purposes of property taxation, and not a unit in a condominium as defined in section 38-33.3-103 (30) C.R.S.

R. Lodging Unit: any dwelling, but not a portion thereof, that is available for Short-Term Rental; except that the term excludes a Hotel Unit.

S. Major Remodel: means the manipulation of an existing dwelling or accessory dwelling unit which includes the addition of a bedroom and/or adds an additional source of wastewater.

T. Personal Use Statement: a notarized document used by a property owner to show that a structure will not contain a bedroom and/or the property owner will not use a structure for residency.

U. Short Term Rental (STR): a Lodging Unit available for lease for a term of less than thirty consecutive days.

V. Sleeping Loft: a space designated for sleeping on an intermediate level or levels between the floor and ceiling of a story, open on one or more sides to the room in which the space is located.

26.17 Qualifications for a Competent Technician of Design [43.5(I)]

- A. Design Competencies needed:
 - 1. Knowledge and ability to prepare required design documents
 - 2. Understand principles of OWTS sizing and design
 - 3. Understand function and capacities of system components
 - 4. Understand sizing and design criteria of system components
 - 5. Identify and select appropriate components for site surface and subsurface conditions
 - 6. Understand construction and installation methods and operation and maintenance requirements of OWTS
 - 7. Demonstrations of competence in OWTS design
- B. Obtaining an approved OWTS designer certification through a certifying organization {such as CPOW/NAWT or equivalent} which includes a course with an exam to verify acceptable completion of the course with a passing grade.
- C. The Division or Department shall approve training for OWTS design.

26.18 Detailed Soil Investigation [43.5.F.1.c.]

- A. Soil investigations shall only be good for twelve months from initial date of evaluation.

26.19 Wastewater Flow and Strength [Table 6-1] [43.6.A.2.d and e]

- A. For homes up to and including three bedrooms, the assumed number of persons per bedroom is two for design purposes.
- B. For homes with more than three bedrooms, the assumed number of persons is six persons (first three bedrooms x two persons per bedroom) plus one additional person for each bedroom more than three bedrooms.
- C. Determining the number of bedrooms should involve the use of all available information including the assessor's website, a real estate advertisement, the number of bedrooms on an application, the number of bedrooms in the historical file, etc.
- D. The Department may require a Construction Documents of any structure intended to be served by an OWTS system.

26.20 Properties with Accessory Structures [43.6.A.3]

- A. A person shall not connect more than one dwelling, commercial, business, institutional, or industrial unit to the same OWTS unless such multiple connection was specified in the application and design submitted and in the permit issued for the system.
- B. If a dwelling has an accessory structure, the flow may be conveyed into to a separate OWTS constructed to handle the additional flow.
 - 1. If the auxiliary building or accessory structure has a separate OWTS, the facility must be sized based on Table 6-2 and a septic tank detention time of 48 hours.
- C. If a dwelling has an accessory structure, the flow may be conveyed into the OWTS of the dwelling if the Department determines the existing system is adequately sized to handle the additional flow.
 - 1. If the flow from the accessory structure is only generated by residents of the dwelling, it will be assumed that the OWTS for the dwelling will be adequately sized if the flows are combined. The Department will require a Personal Use Statement form in these instances prior to issuing a permit.
 - 2. If the auxiliary building or accessory structure will have users in addition to the residents of the dwelling and the flow will be connected to the OWTS of the dwelling, the OWTS must be able to accommodate the increased flow prior to issuing a permit. The Department will require permitted upgrade(s) in instances when an OWTS cannot accommodate the additional flow.

26.21 Properties Used as Short Term Rentals (STR)

- A. For properties applying to be used as a Short-Term Rental (STR), a Use Permit inspection as outlined in 46.10 shall be completed prior to receiving Department approval.
- B. The number of allowable guests will be based on the size of the original design of the OWTS. If the Department determines that there are discrepancies between the OWTS installed and the proposed use, upgrades will be required prior to receiving a permit for use as a short-term rental.
- C. For properties that will be used as a short-term rental served by a sealed vault, a signaling device with both an audible and visual alarm is required.

26.24 Maximum Distances Between Components of an On-site Wastewater Treatment System and Physical Features [43.7.D]

- A. Components of an OWTS listed in Table 7-1 must be installed or located in accordance with the minimum distance requirements provided in the table or such increased distances provided by local board of health regulations.
- B. The Department may permit the installation of an OWTS at a reduced property line setback as outlined in 43.7.D.1.

26.25 Electrical Equipment, If Used [43.8.F.2]

- A. Systems Contractors shall verify and obtain an electrical permit if the local building code requires a permit.
- B. If electrical wires are shallower than 24 inches, wires must be placed in conduit and/or a Ground Fault Interrupter must be present.

26.26 Requirements for New On-Site Wastewater Treatment Systems In Floodplains [43.8.K.2]

- A. The Cherry Creek Basin Water Quality Authority, Reservoir and Watershed Water Quality Management Goals and Objectives, include the following: Reduce septic system loads (phosphorus) in the Cherry Creek Basin. Consequently, new systems permitted and installed within the Cherry Creek Basin in soil type 1, as indicated in Table 10 in Appendix A, or having percolation rates faster than (less than) 15 minutes per inch shall be subject to the following additional requirements:
 - 1. Soil treatment areas shall be either alternating or sequencing zone systems, in accordance with 43.10.F.4 and 43.10.F.5.
 - 2. The alternating or sequencing zone system must be pressure dosed in accordance with 43.10.E.3.
 - 3. Soil treatment areas' sizes may be adjusted in accordance with 43.10.D.

26.27 Inlet tee must consist of sweeping bend [43.9.B.4.c]

- A. Inlet tee must consist of a sweeping bend.

26.28 Abandonment of Tank and Other OWTS Components [43.9.C]

- A. Within 30 days, the Department shall be notified by a property owner, a Systems Contractor, or the Public Sewage District whenever a tank, soil treatment area, seepage pit, cesspool, privy or vault is abandoned.
- B. The following information shall be submitted as part of the notification:
 - 1. Photos shall be submitted showing proper abandonment
 - 2. A receipt of pumping by a licensed Systems Cleaner

3. Signature from the representative of the public sewer service indicating they are providing sewer service, if applicable.
- C. Abandonment of a Tank see 43.9(C)
- D. Abandonment of Other OWTS Components
1. An absorption bed or trench, mound, or evaporation system may be abandoned in place by disconnecting and capping the inlet line.
 2. A seepage pit, cesspool or other system that contains a large internal void shall be abandoned by pumping out the liquid contents, capping or removing the inlet line, then either collapsing the void or filling with soil or other inert materials to prevent subsidence or collapse.
 3. A non-vaulted privy shall be abandoned by pumping any liquid material from the privy pit, treatment with quicklime or other approved disinfectant, then backfilling the pit with soil or inert materials. The privy structure may remain in place provided the stool is removed or covered, or a solid floor is placed in the structure.

26.28 Length of Distribution Laterals [43.10.E.2.b and c]

- A. The maximum length of distribution laterals must not exceed 150 feet.
- B. Distribution laterals longer than 100 feet must be pressure dosed or through the application of the effluent must be at the center of the lateral through a distribution box.

26.30 Inspection Ports [43.10.F.6.d]

- A. The Department requires inspection ports at the initial end of each lateral in a trench system.

26.31 Design Criteria – Other Facilities [43.12.D.1 and 2]

- A. Vault Privy
 - a. The installation of new vault privies is allowed.
 - b. The continued use of existing pit privies is allowed.
- B. Pit Privy
 - a. The installation of new pit privies is prohibited.
 - b. Existing pit privies shall be abandoned.

26.32 Allowances for Soil Treatment Area Reduction Size [43.12.E.2 and 43.14.D.2]

- A. The Department will permit reductions in soil treatment area (STA) and horizontal and vertical separation distances based on the higher level treatment of effluent.

- B. The use of a composting or incinerating toilet will not reduce the required size of the OWTS.