



Pagosa Springs CDC Board Meeting Minutes October 12, 2022

In Attendance: Sherry Waner, Rosanna Dufour, Chelle Keplinger, Mont McAllister, Jenelle Syverson, Justin Ramsey, Jim Garrett (Zoom), Bruce Stuart (Zoom), Emily Lashbrooke – Executive Director, Kathleen McFadden – Administrative Manager, Terri House—The Pagosa Sun (Zoom), Dorothy Elder—The Sun (Zoom).

Absent: Warren Brown, Jeff Posey,

President Sherry Waner determined there was a quorum and called the meeting to order at 5:35 PM.

There were no conflicts of interest disclosed from the board in relation to the agenda items.

Justin motioned to approve the September 14 Board Meeting Minutes. Jenelle seconded. There was no discussion. The September minutes were accepted unanimously.

Financials

- September 2022 P&L, YTD P&L vs Budget
- September 2022 Balance Sheet
 - \$234,202 assets in checking and savings
 - Some accounts receivable but they are pertaining to the grant and CDL training.
- Financial Update & Expenses
 - Busy month but mostly around grant reimbursements.
 - We did not have any outside of the ordinary expenses. We received \$904.66 from Region 9 for microloans. All the other money spent was for RUN reimbursements.

Chelle moved to approve the Financial Report; Mont seconded. There was no discussion. The Financials were accepted unanimously.

Executive Director Report – Emily Lashbrooke, Executive Director

- Worked with CWDC for Work-Based learning Boot camp for employers.
 - CWDC is helping small communities and rural communities to take those internships and turn them into quality employees—how do you do that?
 - November 15, 9:00 AM to 3:00 PM, Ross Aragon Community Center.
 - Looking for sponsors; SBDC will be there as well as PCC and PSHS.
- Work with MJ on Convenor Grant and interview candidates with CDLE.
 - This is the complimentary grant to the RUN Grant to bring together industry sector partners across all five counties in Region 9, identify gaps



- in employment and where training needs to be. The partnership will feed back this information to our education outlets. This is a new position and program from CO Workforce Council.
- Regional Convener will be hired and housed out of Pagosa Springs.
 - Met with High School for high school credit from the grant for all students.
 - Continue working with Josh Sanchez at PSHS to make sure all documentation in place to get the credit for 120 hours completed during internship.
 - Promoting CNA Class with Pueblo Community College.
 - Hospital helped us host CPR class so students could participate in the CNA class.
 - Three participants, 2 from Visiting Angels and 1 from general population.
 - We will have this class again in the spring and will promote after the fall class begins on Oct 17.
 - Setting up a carpool option for going to Bayfield for the lab portion.
 - Bruce: There is another teacher at PSHS asking for help with medical equipment.
 - Tennis Club meeting.
 - Reached out to PSCDC and discussed possibility of partnering with the new development The Views for a possible location for their club.
 - Mont: Building a tennis court at Yamaguchi Park at some time after the Pickle Ball courts.
 - Planning to Host Economic Developers from the region in November.
 - This is a quarterly event and Pagosa is pleased to host November 4. We will tour the CTE building and tour Growing Spaces.
 - EDCC Board meeting and Regional Call.
 - RUN grant reporting adjustments and audit.
 - We submitted our second report but first with new requirements last Friday.
 - We had to report every single check written and dollar spent.
 - Working with La Plata County BGCA on the proposal.
 - Still working to find a facility.
 - Attend meetings with Town and County regarding Sales Tax Initiative.
 - Presented at Vets for Vets for CDC update and Sales Tax.
 - As we continue to promote Ballot 1A, we will also include PSCDC successes as well.
 - Very well received, lots of interest and questions.
 - Presented at Republican Committee meeting for CDC update and Sales tax.
 - Help schedule and complete 5 new CDL drivers.
 - Completed all the training and certification. The grant paid for a significant portion as well as Region 9.



- Two drivers work for a company who said this training literally saved their business.
- Continue with SW Region Broadband Coordination Monthly and weekly meetings.
 - Submitted \$64M NTIA application on time and with matching totals \$90-\$100M.
 - Region 9 submitted the letter of credit for the \$64M application.
 - The application identified the first priority for all five counties in the region.
- Starting work on MOU between all partners for 4-way partnership DOLA grant for state loop.
- Worked on NTIA application articles of need.
- Attended Habitat for Humanity Indiedwell unveiling.
- Collaborating with regional ED on Housing for the region.
 - Working on a regional housing assessment.
 - Housing study conducted by the SW COG, identifying the holes in each community.
- Assisted with Main Street deep dive for the strategic plan.
- Held RUN Grant Celebration.
 - Extremely successful event with ~50+ attendees (parents/grandparents, students, industry partners, town/county officials).
 - Build Pagosa started this program and we built on top of it—literally built the plan while in flight.
 - 19 industry partners
 - 42 students/adults
 - Logged 5241.33 hours
 - 6 CDL certifications
 - 3 CAN students with CPR certification
 - Money spent: \$85,576.61
 - Economic multiplier x 6 = \$495,459.66
- 1A collaboration and strategizing.
 - Beth Lamberson will give a complete report.
- Chris Mountain Village meeting for grant possibilities for affordable housing.
 - Doing a public/private partnership that is still in progress.
- Met with possible new company Imagenet, looking for a location in Pagosa Springs.
- RUN grant quarterly report and financial report.
- Finalist for Small Community of the Year at EDCC Conference
 - Annual economic development conference next week. Emily and Kat are attending.
 - We are a finalist for Economic Development Small Town of the Year. Jeff Posey and Todd Weaver will attend.



- Met with the Senior Center and discussed what happens if they don't get the grant for the old Sears building. Also discussed possibility of PSCDC donating our land. If they do get the grant they will need to do renovations. We will determine next steps once they learn about the grant.
- Spent tremendous amount of time defending our right to have open meetings or if we need to adhere to the Open Meetings laws. Contacted our attorney, who spoke with the Town Attorney, and determined that we are in fact within our complete right to hold our meetings any way we desire. We believe in transparency and will leave our meetings open as long as we can, but we are not legally bound to adhere to the Open Meetings Law.
 - The board has made it very clear that we will leave our meetings open as long as we do not have to discuss compromising information or information that might harm or damage a business.
 - We had to spend money to get legal opinion.

Target in Next Month

- Create a plan for the membership drive.
- Follow up with CDOT regarding Broadband
 - We experienced a little bump in the road regarding the connection at the bottom of Wolf Creek. We are seeking clarification.
 - The AG is coming to town Oct 17 and we will discuss broadband and that contract.
- Open up opportunities for the public to upskill with RUN Grant
- Continue efforts for BGCA and PCC
- Will have a budget draft next month.
- Attend EDCC Annual Conference Oct 18-21
 - Pagosa/PSCDC is hosting the dinner on Wednesday night.
- Continue to push all rocks uphill.

Jenelle: Do we have an executive review committee for annual reviews for employees?

Sherry: Can you get out to us a format for a formal review process?

Emily: Do you have benchmarks you want to measure?

Sherry: Yes that should be part of the process and establish benchmarks and goals for the coming year.



Administrative Manager Report – Kathleen McFadden, Admin Manager/Main Street Coordinator

PSCDC

- Provided administrative support and attended meetings for CDC projects, grant opportunities, and strategic initiatives:
 - RUN Summer Work Program
 - Continued CBO Run Grant reporting
 - Completed tasks as required to maintain grant compliance
 - Processed \$32k business partner reimbursements in September
 - Broadband Service Office
 - Work-Based Learning Bootcamp
 - Ballot 1A Initiative
 - Created Vote for Safe Roads 1A website using Squarespace + Stripe payment processor
 - Set up Vote for Safe Roads 1A Facebook page
 - Presented PSCDC update at Republican meeting on behalf of Emily
- Managed PSCDC website and social media channels.
 - Published events and announcements, including Rotary Barn Dance Fundraiser, CAN Class, Quarterly Membership Meeting, Vote 1A Updates
 - Transcribed and published September board minutes on website.
- Performed CDC accounting responsibilities for receivables, payables, and reconciliations.
- Helped organize, promote, and host the RUN Grant Summer Work Program Celebration
- Attended La Plata County Alliance Economic Summit
- Attended and promoted the Habitat for Humanity Lunch & Learn

Main Street Program

- Main Street Visioning Drop-In Open House September 7
- Main Street Visioning + Strategic Planning September 7 & 8
 - Developed draft Vision + Mission statements
 - Developed draft Main Street priorities
- Main Street Advisory Board Meeting September 21
 - Finalized Vision + Mission statements
 - Finalized Main Street priorities
 - Developed draft Main Street projects & goals to meet priorities

Next Steps

PSCDC

- Continue administrative, accounting, website, and social media support for PSCDC projects, grant opportunities, and strategic initiatives.



- Support Ballot 1A issue as needed
- Maintain Ballot 1A website, social media
- Attend EDCC Annual Conference

Pagosa Springs Main Street Program

- Finalize Main Street Strategic Plan and One-Year Work Plan
- Continue application process and submit final application to DOLA by Nov 1.
- Facilitate monthly board meetings.
- Continue marketing, community awareness, coordination as appropriate.



Region 9 Report - Laura Lewis Marchino

- No update.

Community Grant Writer Report – Beth Lamberson, Community Grant Writer

Grants

- We are not eligible for a REDI grant through the State at this time.
- Continued meetings with Chimney Rock Interpretive Association, to meet the new Executive Director, Gaye Wiess and compose grant narrative language relevant to their current funding needs.
- Requests for grant writing keep rolling in, including the Pagosa Springs History Museum and the Piedra Park Metropolitan Improvement District (drinking water to Arboles area.) Site visits to the museum and Aspen House to explore new grants.
- I have been selected to review grants for year two, of the Outdoor Equity Grant Program through Colorado Parks & Wildlife. There will be 30 grants from Western Slope entities, with a three-day meeting in Denver. (11/14-16) While in Denver, I'll meet with funders from private foundations to benefit the PSCDC and other non-profits.
- Researching a Brownfields mitigation grant with the Colorado Department of Public Health and Environment, on behalf of property owners adjacent to the mini-golf course, as there are structures with asbestos on site.

Sherry: CDFA has money to pay for Brownfields mitigation.

PSCDC

- Continued paperwork compliance for RUN grant as required by the Colorado Department of Labor and Employment.
- Logistics and attendance at the Revitalizing Main Street public open house and work sessions, September 7 & 8, 2022.
- Attended the 2022 La Plata County Economic Summit, September 21, 2022.
- Logistics and video for RUN Celebration held on September 22, 2022.
- Attended the private celebration of the 10th Anniversary of Chimney Rock National Monument.
- Facilitated final execution of the DOLA Broadband Grant.



- Work-based learning bootcamp planning sessions

As defined by an MOU effective 9/1/2022, I am subcontracting for services with the Vote Yes 1A Issue Committee, and am being compensated with unrestricted funds, within the PSCDC accounts.

- Drove CR 700/Cat Creek Road, to CR 500, and Pagosa Junction Bridge, taking CR 500 all the way to Highway 151. Photos along the way. And also, of CR 982. Photos of Piedra Road and Hot Springs Boulevard.
- Presented the first-draft Vote Yes 1A slideshow to the joint meeting of the Board of County Commissioners and the Town Council. Full version now in use.
- Collaboration with the graphic artist on Vote Yes 1A deliverables.
- Presented information on the ballot issue to Veterans for Veterans and the Archuleta County Republicans. Upcoming meetings in the works with other groups, including Rotary. I have volunteered to write grants pro bono for Vets for Vets.
- Fact sheet prepared for Vote Yes 1A Treasurer Mont McAllister. Postcards are being mailed to 6100 registered voters in Archuleta County.

Jim: Can we discuss technical options with Eric Hittle to help with sound issues with Zoom meetings.

Sherry: Consider purchasing Owl.

Emily: We will look into a suitable option.

New Business

- Grant Update
 - Mostly covered in ED and CGW reports.
- Membership Renewals
 - Working on email that will go to membership offering to step up a level, review platform and decide where they best fit.
- EDCC Conference
 - Covered in ED Report.

Old Business

- Broadband



- About to release an RFP for our first \$2M DOLA grant to purchase supplies and equipment due to 22 weeks to 22 months supply chain backlogs.
- Start dates depend on snow.
- Working on MOU for the four-way partnership \$2M grant.
- PCI
 - RFP released by school district and PCI submitted response.
 - PSCDC wrote letter of support.
- Ballot Issue 1A Update & Progress
 - Included in Beth's report.
 - Please take a yard sign! We will be hanging banners in strategic places across town and scheduling community meetings for the second half of October and early November.
 - We have 50 total yard signs to place; 8 yard signs currently in yards in Arboles.
 - We also need letters to the editor for The Sun. Jim volunteered to write a letter of support.

Next board meeting: November 9, 2022; No work sessions scheduled.

With no further business to discuss, Justin moved to adjourn the meeting; Jenelle seconded. The meeting was adjourned at 6:43 PM.