



## Pagosa Springs CDC Board Meeting Minutes September 14, 2022

**In Attendance:** Sherry Waner, Rosanna Dufour, Warren Brown, Chelle Keplinger, Mont McAllister (Zoom), Jenelle Syverson, Jim Garrett, Jeff Posey, Justin Ramsey, Bruce Stuart, Emily Lashbrooke – Executive Director, Kathleen McFadden – Administrative Manager, Laura Lewis Marchino - Region 9, Dorothy Elder - The Sun (Zoom), Terri House – The Sun (Zoom).

President Sherry Waner determined there was a quorum and called the meeting to order at 5:30 PM.

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

*Jenelle motioned to approve the August 17 Board Meeting Minutes. Bruce seconded. There was no discussion. The August minutes were accepted unanimously.*

### Financials

- P&L 8/31/2022
  - Income ARPA Funds \$82,700 reimbursement
  - Membership: 1<sup>st</sup> Southwest Bank (Strategic Partner), Chimney Rock (Connector), and Habitat for Humanity (Connector)
  - Transfer between banks for MicroLoans payment from Region 9
  - Broadband: Eric Hittle Conference & Travel, monthly maintenance charges for line location, and project management for the Cloman installation, regular project coordination
  - Contract Services: completed FTS payment and grant writer
  - Marketing: tablecloth with logo, large outside sign for building name tag
  - Meeting: Main Street expenses for Visioning + Strategic Planning
  - Office Supplies mostly for Main Street
- Balance Sheet 8/31/2022
  - \$276659 Total Assets
  - \$32866 Unrestricted Funds in Bank of Colorado
    - We had to verify these funds are in no way attached to TOPS or County.
    - 1996 Archuleta County ED Agency purchased \$120k worth of property using two sources of funding.
    - Remaining Cloman property was an oversight that was not sold and the funds in Bank of Colorado is a result of the organization creating the Cloman Industrial Park. TOPS and County cleared the funds.
  - Received \$82K ARPA funds reimbursement.



- Need to resolve \$10,187 AR, receive CDL funds
- Just received a check for MicroLoans and that will be moved to 1<sup>st</sup> Southwest Bank

*Bruce moved to approve the Financial Report; Warren seconded. There was no discussion. The Financials were accepted unanimously.*

### **Executive Director Report – Emily Lashbrooke, Executive Director**

- August/September
  - Continue to place students in Internships and now have recorded over 3500 hours for a total to date: \$85,294 of \$100,000. We will celebrate with our community next Thursday, September 22, at Ross Aragon Community Center.
  - Worked with CWDC for Work Base learning Boot camp for employers
    - Work-Based Learning Bootcamp for Businesses on Nov 15: How do I take an intern and turn that into a long-term employee? How do you manage three generations of workforce and resolve conflicts? Partnering with PCC for this event.
  - Worked with Timber Ridge and Black Hills Energy regarding natural gas possibilities and can we lay fiber at the same time.
  - Numerous hours and phone calls regarding CDOT/Broadband issue (WHEW)
    - CDOT will give us 6 strands instead of 4
    - CDOT granted region ROW on Hwy 160 from Pagosa to Durango
    - CDOT will write a letter of support for NTIA application
  - Work with Mary Jo on Convenor Grant with CDLE
    - Four applicants and committee will interview next week.
    - Align sector partnerships to determine training/career paths to fill workforce needs across Region 9.
  - Call to action to help find funding for out-of-school time care facility PCI.
    - Successful Motel SoCo event, GoFundMe, and private donations to get enough funding through February.
    - Opened in time for school start on September 6 with 93 kids enrolled.
    - School district will put out RFP for Essor Funds to help support PCI.
    - They are a formal 501c3 non-profit.
    - Losing this facility would have had a huge impact on the Pagosa workforce.
  - Met with High School regarding virtual classroom location for the donation of the \$20K equipment from PCC.
    - First class scheduled to start in January via this virtual classroom.



- Providing a step up in education for our high school community.
- Spent the day with PCC at the high school to identify opportunities for higher education and complete the registration tool for the CNA class. Starting in October.
  - Computer is located in the PSCDC office and we can help simplify the process for applicants.
- RUN grant contract adjustments and audit.
  - State of CO put the grant out and Feds have come back and applied their regulations.
  - We will continue to comply with additional audit requirements.
- Pagosa Views approved and moving forward.
  - Giving businesses first right of refusal on houses in particular price range to use as a tool for attracting workers.
  - This will be a 10-year rollout and the developer has done a great job listening and working with the community and TOPS.
- Attended CDOT meeting in Durango
- Working with La Plata County BGCA on the proposal
- Met with Chase Watts PCC for registration for Classes ease of access tool.
  - Coordinating what RUN grant can cover vs PCC scholarships to maximize support dollars for adults.
- Met with DOLA Main Street and set up strategic plan workshops
- Met with Axis Health for membership
- Attend meetings with Town and County regarding Sales Tax Initiative
- Met with CSU and PCC for collaboration and dual enrollment at the University
- Organized and provided CDL class for 5 participants, working with Region 9 for lowest cost options.
  - Four students passed their permit.
  - One dropped out.
  - Four should get their CDL this week.
- Continue with SW Region Broadband Coordination Monthly and weekly meetings
- Received Final Award for 4-way partnership DOLA grant for completing the state loop. We will add this on top of the \$2M DOLA grant.
- Worked on NTIA application articles of need is the Federal infrastructure act money that has been set aside.
  - SW CO: Each county working on individual plans that will be combined into a single, regionally based application for \$82M - \$100M.
  - Arcadian is the ISP for the fiber coming over Wolf Creek and we are working to collaborate with them.



- Application is due September 30. Notification is March 2023.
- Met with PS Medical Center and PCC to create a Healthcare Medical Work Program training plan
- Collaborating with regional ED on Housing for the region
- Assisted with Mainstreet open house and strategic plan.
- Met with Americorp about a medical work program to bring the workforce to Archuleta County
- Anti-Discrimination Document for grants
  - This is now required for any grant we apply for. Please review and we will come back to it later in the meeting.
- Cloman property map: What would the board like to do with this property? It is designated as wetlands.
  - Warren: I would like for the board to entertain the thought of selling or donating the land to the Senior Center and co-locate the Boys & Girls Club in the same facility. This would cover two needs in our community at the same time and cut down on costs.
  - For wetlands property, you have to create a wetland of the same size elsewhere to be able to build. Also may be able to get conservation easement.
  - Bruce will follow-up with the Senior Center.
- Meeting Policy: There was an initial agreement with original CDC members to maintain Open Meetings but that can't be located anywhere.
  - We passed a meeting policy in January. Does the board want to change the policy and adhere to the Open Meetings Act.
  - Sherry: Board made a decision in good faith, with sound reasoning and adhering to Open Meeting laws will severely hinder our ability to impact economic development. There are items we can't discuss in a public forum and we need to maintain the ability to have discussions, group emails, etc. I am reluctant to rescind the decision the board has already made. According to our attorney, we are under no obligation as a 501c3 nonprofit to adhere to Open Meetings laws.
  - Warren: I reached out to our legal representative and have not received an opinion on that.
  - Jim: There is anecdotal information, not written, that there was a commitment made around 2015. No one on the board has any recollection of that but it raises an important question about serving the best interests of our town. We get significant support from TOPS and County, and there are reasons why Open Meetings law would be hindering, such as not being able to communicate via email between meetings. I suggest that we should know how TOPS and County feel now, and we do need the ability to utilize Executive



Session when discussing issues of great public concern, especially when they affect the rights of individuals. And we should evaluate if we can adopt some type of hybrid approach that enables us to communicate via email and Executive Session as needed.

- Mont: I attended many meetings with TOPS, County, CDC and I joined the CDC because there are fewer restrictions to hamper progress. We do follow a very orderly process and I would like to keep it as is and not add more complication to our meetings.
- Bruce: I was reluctant to join the CDC because of previous organizations operating with restrictions and as a “Good old boy network.” We updated our bylaws with legal support and approval, and my position is we make no change.
- Sherry: We share our meeting information, times, and dates with the public in the interest of maintaining transparency.
- Emily: Making a motion during the Closed Meeting was not illegal and within our legal capability as a registered 501c3. We will be revisiting the Sales Tax Initiative during the open meeting today.
- Jim: I agree with Sherry and Emily; it is an element of concern that we want to avoid creating a misimpression of feathering our own nest, so revisiting the issue that caused the concern is an appropriate course of action as well as seeking out TOPS and County input.
- Jeff: I have not made a request to the TOPS attorney. This is not a legal question but is really a political question of appearances. I can go back to the Town Council to get an opinion or ruling or advice.
- Sherry: I am going to ask the board for a vote. Should we revisit our policies.

*Jim: Make a motion to solicit further input from TOPS and County on the issue of operating according to Open Meeting laws in CO. Rosanna seconded the motion. Three for; four against. Two abstain. Motion fails.*

- We operate with a high degree of transparency even though we are not obliged to do so. If we want to have further discussion then we can create a work session.
- Target in next month
  - Create a plan for the membership drive.
  - Continue with CDOT regarding Broadband
  - Open up opportunities for the public to upskill with Grant
  - Continue efforts for BGCA and PCC
  - Continue to push all rocks uphill.



- Help to convene a Joint BOCC meeting with La Plata regarding the health department

## **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
    - CBO Run Grant Monitoring meeting
    - Completing tasks as required to maintain grant compliance
  - Broadband Service Office
  - Farm to Spaceship/Experience Economy
- Managed PSCDC website and social media channels.
  - Published events and announcements, including Main Street Open House, Community Survey, PCI Youth Afterschool Programming in Pagosa Fundraiser, HomesFund Homebuyer Education Classes, FCC Affordable Connectivity Program, Aspen House Color Fun Run & Walk
  - Transcribed and published August 17 board minutes on website.
- Performed CDC accounting responsibilities for receivables, payables, and reconciliations.
  - Reconciled all accounts (Bank of the San Juans, Bank of Colorado, First Southwest Bank) for August 2022.
  - Processed invoices and issued reimbursements for RUN Summer Work Program.
- Enjoyed a week of staycation!

### **Main Street Program**

- Main Street Advisory Board Meeting August 25
  - Presented overview of Main Street
  - Reviewed success and results of pop-up meetings, community survey
  - Discussed bylaws
- Main Street Visioning Drop-In Open House September 7
- Main Street Visioning + Strategic Planning September 7 & 8
  - Teams working on Vision + Mission
  - Board reviewing priorities
  - Next meeting September 21

## **Next Steps**



## **PSCDC**

- Continue administrative, accounting, website, and social media support for CDC projects, grant opportunities, and strategic initiatives.
- Help coordinate and host RUN Success Event on September 22.
- Support tax initiative ballot issue as needed.

## **Pagosa Springs Main Street Program**

- Continue working with board to finalize Vision + Mission + Purpose and build strategic plan
- Identify and establish Main Street work committees and designate chairpersons, volunteers.
- 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**

- Working on integration with Council of Governments.
- August: Two grant inquires, eight enterprise zone inquiries for loans, and one just general inquiry for resources.
- Attend state opioid conference and put out an RFP for our SWORD group to have a consultant look at what is feasible for inpatient or residential treatment for drug addiction. In the region can we support these or medically assisted treatment or something at a higher level than we currently support. We have many gaps and need to determine what we can do with the opioid dollars.
- Quarterly economic development meeting in Silverton and Emily/Pagosa hosting the next one.
- Our grant writer is working on the regional NTIA grant and she is the co-chair of the rural philanthropy days committee, which is held every three years. It will be in Durango.
- With our COGS program we have taken on transit and now they are meeting monthly.
- We do have grant funds that we are trying to disperse to help support CDL training.
- Nominated Pagosa Springs for community of the year with the Economic Development Council. The awards ceremony is during the annual conference in Pueblo in October. Awards will be announced on Thursday night.



## **Community Grant Writer Report – Beth Lamberson, Community Grant Writer**

- Emily provided a grant update in her Executive Director Report. Report from Beth Lamberson included in packet follows:

### **Grants**

- Met with Jodi Scarpa at Pagosa Springs Medical Center to provide funding resources and contacts for new grant monies.
- Prepared a list of potential grant funders for Wings Early Childhood Education
- Notified Build Pagosa, Inc of a capital grant with Gates Family Foundation, (Gates Rubber in Denver, not Bill Gates) Assisted Build Pagosa, Inc staff with grant application and supporting documents. Build Pagosa will be applying for \$100,000.
- Met by phone with United Way of Southwest Colorado to get updates. Potential grants in 2023 for the CDC of up to \$150,000 through non-profit relief funds.
- Presented grant “menu” to the Executive Director – August 23, 2022 – with follow-up and grant actions planned.
- Met by phone with the Executive Director of the Community Resource Center in Denver to get updates on Colorado private foundation.
- Grant prep for REDI grant to directly fund the PSCDC. Due September 30, 2022.

### **CDC**

- Final intern paperwork compliance for RUN grant as required by the Colorado Department of Labor and Employment.
- Gathered information for AmeriCorp Healthcare programs, to serve low-income residents of the County. Zoom meeting with program staff. Working to connect Pagosa Springs Medical Center as a local host.
- Attended one day of the Four Corners Folk Festival with State Rep. Barb McLachlan as my guest. I connected with youth soccer, retired fire chief Diane Bower and several others.
- Main Street Visioning – September 8 and 9, 2022. Logistics, food, note taking.
- Tax initiative meetings with graphic artists and preparation for creating the issue committee.
- Early logistics for the November Regional Economic Development District meeting in Pagosa Springs, Friday, November 5, 2022. We host this one.
- Attended the new office open house for the Community Foundation Serving Southwest Colorado.
- Tour of Chimney Rock.





## New Business

- Grant Update
  - Mostly covered in ED Report.
- Membership Renewals
  - Chimney Rock, Connector \$250
  - Habitat for Humanity, Connector \$250
- Cloman Property Discussion
  - Covered in ED Report
- Anti-Discrimination Statement
  - Need a formal motion. *Jeff moves to adopt as written. Justin seconded. Motion passes unanimously.*

## Old Business

- CDOT/Broadband
- Pagosa Arts Initiative/Pagosa Community Initiative
- TOPS/County Sales Tax initiative: Sales Tax Motion in open meeting
  - Jeff: I have decided that because this entity will become the parent entity for the sales tax campaign, I am going to recuse myself from all CDC activities until after the election. I am available for all topics other than the sales tax initiative.
  - Warren: As much as I appreciate CDC's willingness to champion this, I believe it is proper for me to recuse myself for the same time period. I am available as a resource for all topics other than the sales tax initiative.
  - Emily: We do need to set up a formal committee and register with Secretary of State. We have settled on the name: Citizens for Safe Roads. We have done nothing other than research since our last meeting.
  - Board needs to vote on allowing the transfer of \$10k to a separate account to be managed by the committee to champion the sales tax initiative for TOPS and County.
  - Jim: I want to just make a statement on this. I actually made the motion previously. I didn't understand that to be part of a private meeting. I think it was my understanding that it was probably a part of the closed meeting. We had a closed meeting the previous month to deal with two very specific issues that had absolutely nothing whatsoever to do with the ballot question. And they certainly were of a nature that tended to impact private parties, and certainly deserved 100% treatment in an Executive Session. The sequence of events was that the subject of the sales tax, a valid question, came up after we were through with those two issues. I didn't perceive it to be part of the Executive Session, but I can certainly understand why it may have been perceived that way. And I think we've already said that perception is of concern to the board and to the public as



well. I do want to say that when the subject came up, what actually impressed me as much as anything was that that we discussed the poll results that have recently been publicized, and it was very impressive that that was a thoroughly done poll that carefully evaluated the public interest in the subject and then determined, quite reliably as far as was reported to us, that that there really was a some vital public interest in this issue. And some real interest in in dealing with the ballot, the valid question as a matter of importance to the community. I want to say that there certainly was never any time in County contact with me in private, and I would never even have dreamt that such a thing could ever happen. I have never seen anything remotely of that nature from any public official in this community. And I expect I never will and if anybody ever did approach me like that they would probably find that I wouldn't be too friendly to them. My views on this subject are an open book. I think what you get what you pay for, in every walk of life and including government, and if you want good roads, if you want housing, adequate to support a workforce, if you want to early childhood education, if you want broadband, you have got to pay money for it. Listen to what goes on in this meeting here. What we're talking about is funding funding funding funding. Emily and Kathleen are diligent and industrious in pursuing every single avenue, and if anybody would ever think that we aren't sincere in wanting to pursue the best interests of this community, that is mystifying to me. I just want to say that my introduction to this community came in 2016 when I had the privilege of observing that the Town and County established of three priorities: broadband, housing, and early childhood education. That was one of the most impressive examples of public responsibility and leadership I have ever seen. How we got into the position where we were deficient in those respects in this community is simple, because we cannot compete with big communities like Denver, Colorado Springs, Boulder for the investment dollars that are precious in order to develop those resources. Compare this community with communities on the front range when it comes to broadband. Do they need to have at least special support for broadband on the Front Range communities? Not on your life. Why? Because companies like CenturyLink can make a top dollar there that they can't make here in this town. This town needs money. This town needs it for roads, it needs it for all sorts of vital public interests. And I will stand up and be counted in favor of this ballot question every day of my life. And I would be very, very disappointed if the CDC would not agree with me on that subject. Thank you.

- *Jim: We have already agreed to reopen this issue. I move that this organization commits itself to supporting the ballot question and providing information to the*



*citizens of our community, and allocating the \$10k cleared funds to constitute a committee to make that effort possible. Jenelle seconded. No further discussion and the motion passed unanimously.*

- Open Meeting Rules – already discussed.

*With no further business to discuss, Chelle moved to adjourn the meeting; Justin seconded. The meeting was adjourned at 7:13 PM.*