



Pagosa Springs CDC Monthly Board Meeting Minutes
February 1, 2023 | 5:00 pm | Ross Aragon Community Center

In Attendance: Sherry Waner, Rosanna Dufour, Jeff Posey, Chelle Kiplinger, Jenelle Syverson, Mont McAllister, Jim Garrett, Warren Brown, Todd Mees, Bruce Stuart (Zoom), Emily Lashbrooke – Executive Director, Kathleen McFadden – Administrative Manager, Beth Lamberson – Community Grants Manager, Derek Kutzer (Zoom)– The Pagosa Sun, Terri House (Zoom) – The Pagosa Sun.

Absent: All present.

President Sherry Waner determined there was a quorum and called the meeting to order at 5:00 PM. There were no conflicts of interest disclosed from the board in relation to the agenda items.

The board entered into Executive Session to discuss a personnel review. Sherry announced the conclusion of the Executive Session and return to Regular Session at 5:22 PM.

Warren motioned to approve the January 11, 2023 Board Meeting Minutes with the modification to remove Bruce Stuart from attendance. Chelle seconded the motion. There was no discussion. The vote passed unanimously.

Financial Update

Chelle proposed we defer the financial update until the next board meeting. We did not receive the accountants copy until yesterday and did not have time to reconcile for the early board meeting this month.

Executive Director Report, Emily Lashbrooke

January is grant month!

Pueblo Community College: CNA class is full and underway we have 4 Pagosa springs students out of 8 people enrolled in the class. PCC provided a letter of support for our Colorado Now grant committing support for the CTE Building. Looking forward to meeting Dr. Lisa Snyder after she settles into her new role as Dean of PCC starting Feb. 1.

RUN Grant: The report has been filled and the invoice has been submitted. We are checking for auto-deposit.

We did apply for a second Workforce development grant for a total of \$300K. This grant is Workforce Innovations Grant through CWDC And CDLE. We have not heard about this grant as of yet.

Partnering with Build Pagosa on a \$3M dollar grant called Colorado Now. These funds would be to build the new Career and Technical Education (CTE) building. We have filed our letter of

intent and gained regional support. This was a team effort with Kris and all 3 CDC employees. Beth did a great job finishing this letter with Kris for an on-time submission.

Broadband: 2M EIAF grant work is underway. Materials are expected to arrive the first week of March. We continue to work with the Hospital on a lease agreement for the CNL Building. 2M DOLA 4-WAY Partnership grant: Continue working on MOU and IRU for fiber with all partners. This is a unique and cumbersome contract. The General Attorney is lending 2 of his staff to assist with this IGA. Our Region submitted an unsolicited proposal for six strands of fiber coming from Wolf Creek. CDOT awarded the proposal with restrictions. We are continuing to work on the connection at the bottom of Wolf Creek. We have partnered with La Plata County to hire an attorney to help get the details ironed out in our favor. We had a meeting with the Attorney General on Sunday, Jan. 29, to discuss this ongoing connection issue. We have some steps to take, and he is committed to a positive solution.

Membership Outreach: The bulk of our membership billing went out in December. We received a good response from our existing members and gained two more Strategic Partners. Riff Raff Brewing and Colorado Housing and Finance (CHFA) We Held our first Strategic Partner Event and summoned feedback for our strategic planning session. Great evening Great feedback fantastic outcome.

EDO grant, depending on the outcome of the strategic plan I will get the application by Friday.

Met with a manufacturer that is interested in possibly looking to locate in Archuleta County. Spent the day in PS looking at property and strategizing on the building site.

Joint PS Chamber and PSCDC Board meeting. Agreed to reconvene after both boards do strategic planning.

- Bruce: We don't have any representation from the Ute Tribe on this board. Should we approach someone? Yes the board members agree. We do have several Ute members on our email distribution, but we will reach out to them for vacancies in May.

Administrative Manager, Kathleen McFadden

PSCDC

- Provided administrative support and attended meetings for PSCDC projects, grant opportunities, and strategic initiatives:
 - Broadband Service Office
 - Build Pagosa/Colorado Opportunity Now Grant Initiative
 - Joint PSCDC/Chamber Board Meeting
 - Strategic Partner Dinner
- Managed PSCDC website and social media channels
- Performed PSCDC accounting responsibilities for receivables, payables, and reconciliations
 - Worked with CPA to resolve QuickBooks issues

Main Street Program

- Drafted proposed Main Street bylaws to be reviewed, approved by Board Feb 9 and then will submit to Town Council for final approval
- Applied for the allocated \$6600 in scholarship funds and awaiting Town Council approval of application for \$7500 mini-grant funds for new Main Street Candidates

- Scholarships are intended to help cover costs associated with attending two required trainings/conferences:
 - Main Street America Now Conference, March 27-29 in Boston, MA
 - Main Street Managers Summit, Fall 2023 in Denver, CO
- Participated in Chamber Livestream program interview on Feb 1 to promote Main Street presentation on Feb 8
- Preparing Main Street presentation for the Chamber of Commerce Annual Meeting on Feb 8

Community Grants Manager, Beth Lamberson

- Big news! I submitted funding requests to LPEA by their 12/30/2022 deadline for the TARA Historical Society in Arboles. They fully funded both of them today. \$3,000 in general operating expenses for their food pantry, and \$5,000 for their first computer at the historical museum, with quotes from Pagosa Springs vendor, The Computer Man. More information on TARA follows this report. The PSCDC, BOCC and a food pantry volunteer provided letters of support on the \$3,000 request. For the education request, letters of support came from the Ignacio Community Library, Elizabeth Green - former board president of the La Plata County Historical Society, and a community volunteer. This is huge for this humble non-profit serving more than 2,000 rural residents on an annual budget of \$60,000 (Food pantry is only \$9,000 of that budget.)
- Still waiting to hear about the \$300,000 Workforce Innovations grant. I emailed the grant officer, January 19, 2023. He replied that they are verifying all applicants' eligibility and we should be notified in a few weeks.
- Extensive team work with Build Pagosa, and our team on a \$3 million grant application for Opportunity Now funding. Met the deadline of January 24, 2023. I was very involved in copy editing and demographic information. (Did you know that the combined region of Archuleta, Hinsdale, Mineral and Rio Grande County is twice the size of the state of Delaware?)
- Zoom meeting with Town Manager Andrea Phillips and Community Development Director James Dickhoff, and the board of the Pagosa Spring History Museum. (All were in person at Town Hall - I had to zoom in due to a potential COVID exposure.) Group consensus was for me to identify planning grants, for the non-profit to explore their options at the current museum site, or with a relocation, or an archives building. Planning grant prospects are being delivered January 31, 2023.
- Hosted lodging at my home for the CEO of a prospective business relocating to Pagosa Springs. We now have a shared SLACK channel, and we're building the case statement for State grants.
- Submitted a \$15,000 grant request to Anschutz Family Foundation for general operating costs for the TARA Historical Society - will hear in late Spring. Participated by zoom with LPEA for grant requests from the prior month.
- Worked jointly with Build Pagosa, and our team on a \$600,000 Community Development Block Grant that has to be at Town Council for review and approval by January 31, 2023 for submission to DOLA by the grant deadline February 17, 2023.
- Sent a list of prospective funders to Rosanna DuFour of PJ's Fine Bamboo Rods, to pass on to a local interested in starting an elder healthcare business. Assistance from Region 9.
- Defined a list of grant prospects to assist Vet for Vets.

- Sent a sponsorship prospect list to Chimney Rock Interpretive Association for \$140,000 total to host a live-stream of the Major Lunar Standstill in 2024.
- Pre-registration of PSCDC for Rural Philanthropy Days in June, 2023.
- Pre-planning for a gathering of nonprofits in Archuleta county, hosted by us, to network and learn more about this vital community.

Strategic Planning Discussion

PSCDC held a Strategic Partner dinner on January 25 at The Springs Resort & Spa. Sandhya Atkinson facilitated the meeting discussion and provided a summary of results (attached). The board reviewed the results and had the following discussion.

- Does this align with what the board thinks PSCDC should prioritize?
 - Sherry: We need to look for funding and develop a marketing strategy. Let's create a mini-strategic plan so our team has guidance on our 2023 objectives. Then have our 5-year strategic planning in the fall.
 - Jim: Recommendations on policy evaluation and formation should be a key initiative for PSCDC. One of the factors underlying the building of affordable housing in our community is the cost of gravel, as Warren pointed out during our joint meeting with the Chamber. What are the obstacles and barriers keeping us from developing affordable housing?
 - Warren: We want affordable housing, we need affordable housing, so we need to make some decisions in our community that may not be as desirable or traditional.
 - Sherry: Are we in agreement that workforce housing should be an initiative that we tackle?
 - Jim: Chamber is doing boots on the ground for housing, but we would do more with policy. Plus the Chamber board asked us to help.
- The discussion resulted in the following Proposed Initiatives for PSCDC:
 - Workforce Housing Collaboration
 - PSCDC take a leadership role, coordination
 - Help increase the number of units in the market and overcome barriers
 - Identify the barriers
 - How will we work with Chamber?
 - Broadband
 - Workforce Development
 - Marketing
 - Social Media
 - Cross-Organization Collaboration/Promotion esp online
 - Tie all online sites together (Town, County, Tourism, Chamber)
 - Identify funding
 - Business Advocacy & Recruitment
 - Early childhood development support, grant writer
 - Policy advisement, formation (Legislative affairs position)
 - Ask school district about available funds
 - Main Street
 - Table Leadership Program for the fall
- Jeff: We need to write these initiatives in SMART form.

- Do we want to have the Strategic Partner Dinner once or twice a year? Board says twice, next time before strategic planning.

With no further business to discuss, Jeff motioned to conclude the meeting. Warren seconded. Meeting adjourned at 6:44 PM.