

## 8-16-23 PSCDC Monthly Board Meeting

In Attendance: Emily Lashbrooke, Sherry Waner, Warren Brown, Todd Mees, Janelle Syverson, and Pattie Copenhaver (Bruce Stuart, 2<sup>nd</sup> half of meeting)

On Zoom: Bruce Stuart, Rosanna Dufour, Chelle Keplinger

External (Zoom): Pagosa Sun, Brian Reid

- **Meeting called to order at 5:04pm** by Sherry Waner – a quorum was established
- No conflicts of interest were disclosed
- **Approval of July 19, 2023 Minutes**  
**Motion to approve by Warren Brown seconded by Todd Mees, all were in favor**

### Financial Report - Treasurer

- Financial updates were given by Chelle Keplinger. The Treasurer's and AR reports were covered. Chelle explained the figures and noted that there was not significant changes on the balance sheet. Not many aged receivables but asked Emily if we would be following up on unpaid balances. She mentioned that several of them are membership related and explained that she is contacting them. There are two outstanding invoices that will reimburse us for the CDL training. Chelle asked if we had a policy for how long the old accounts are held and suggested that we look at that and make a policy. Emily suggested that she wants to keep the previous members in the system so she can follow up with them to ask them to continue their membership. Chelle mentioned that the over 90 should probably be written off if they continue to be unpaid. The negative banking expense was discussed. It was determined by the accountant to move the funds into this category and it was a transfer from one account to another. Shelly mentioned it may be due to it being a restricted account from the 1A account. Sherry suggested that we should get a written agreement from the accountant, Chelle agreed. Chelle and Emily agreed to contact the accountant to address.
- **Motion to accept and approve financials as presented – Janelle Syverson, Warren Brown seconded, all in favor**

### ED Report

- Emily Lashbrooke gave her ED report mentioned that she has been on vacation. She shared that Pattie will be leaving and the position is currently being advertised. She then discussed that we met with Pueblo College but they have been out of school. The Workforce Innovation grant contract has been received. 10% of the grant can be for administration but it would need to be for the administrative manager rather than the ED as that position is already being partially funded by a grant. The final contract should be in this month. We have started issuing reimbursement checks to businesses. We held a CDL training with 8 participants, all passed the class and are now CDL drivers. We did a cost share with the students and the grant. Continuing to partner with Build Pagosa for grant applications. Kris Salisbury has left Build Pagosa. The CDC has taken on that grant writing for them. Beth is working on the grants with them as well.

- The Broadband project, first \$2M is finishing up. The CNL building is close to having the electric established and the Downtown CNL is being started. This will be funded by the Broadband restricted account. It will be located in Town Hall. We hosted the State Broadband Roadshow for Region 9. They discussed the BEADS funding that is coming in December. The last mile provider will be the application but it will feed back to the middle mile. We had Cortez, Montezuma, La Plata and Pagosa representatives attend. We are awaiting info from Zito and Visionary on CPF funding to factor into 5 year strategic plan. Working closely with Eric Hittle and the ISPs to work through the applications. Goal is to get the most funding possible to build out Middle Mile. The 4- way partnership is still underway. Eric and the County attorney have attended the meetings and are watching out for the best interest of Archuleta County while being a good neighbor to all in the 4-Way partners. Will be revisiting the BEAD funding for the state. This requires a letter of credit and we are asking the Federal Gov. to remove the requirement for the letter. The County Commissioners have agreed to support this. Warren stated that this requirement is against the state constitution. The BoCC is standing behind the broadband efforts.
- The EDO grant was awarded for \$33k and Emily has the scope of work written up.
- She spoke with a manufacturer and said that they now have some grant funding and would like to revisit relocating.
- Emily is working on getting infrastructure funded for all of Chris Mountain 2 – she received 7 letters of support for the Stronger Communities grant. There is a strong collaboration between Town, County, Businesses. We were notified today that we have been quantified as a Rural Resort town that will give us a higher AMI if we need to. There is more interest from potential home owners. Private land owner that is interested in donating 2 lots which will give us a total of 8. The agreement for deed transfer was presented. Sherry suggested that we get a title report prior to transfer. The agreement asks for 3Bd, 2Bth units on these lots. Each house will be between 80-120 AMI and they will be deed restricted. Plan to be provided by 12/1/23. Brian Reid agreed with the summarization. The CDC needs to cover the cost of title report and transfer. Emily is asking for board approval to enter into agreement with Live Oaks land to receive the donated property.
 

**Motion to enter into the agreement and take on the costs of the deed transfer and title search with an agreement that there are no encumbrances on the deeds.**

**Motion by Warren, seconded by Bruce, all were in favor**
- We should hear back first part of November on the Stronger Communities grant. The county will be the application. The lots and some broadband grant funds will be the 20% match. We have been attending Prop 123 seminars. We are not registered as a Rural Resort Community which will increase us to 160%AMI to access prop 123 funds. Opens up the opportunity to build more diverse communities.

- Emily will be submitting a grant this week for \$89k for new equipment to increase capacity.

### **Administrative Manager Report – Pattie Copenhaver**

The administration manager report was presented by Pattie Copenhaver. She reported that she supported CDC efforts along with attending the quarterly membership meeting on July 10<sup>th</sup> and assisting with the State Broadband meeting on July 26<sup>th</sup>. She is working with Eric Hittle on Speed Test Cards and a distribution plan for them that will help gather data for internet speeds in Pagosa, focusing on the Hatcher Lake area. The internship program is in full swing, final grant contract has been received and reimbursement payments are being sent out to partner businesses. Three funders has reached out after attending Philanthropy Days. We are almost at the half way point to raising the \$6M for the CDL building project.

Report on Main Street Board. The board has officially launched the Main Street branding campaign and is now working to distribute the information by supporting local events providing 'sneak previews' days prior to the event. They did the Tango pre-event for the Spanish Fiesta in which they had Tango dancers and lessons along with an ice-cream truck. Just today they supported the Town's Main Street Reconstruction meeting at the San Juan Overlook by providing information about the Main Street program to attendees.

Next week we will have a visit from the Colorado Main Street team from Denver. We will spend time with them, do a historical walking tour, and a community meeting in the evening to inform the community and businesses about the Main Street program and the new Façade Improvement Grants being rolled out.

### **Grants Manager Report – Beth was not in attendance, no report was given**

Emily shared that she will be working on the Micro Loan funds so we can present at next weeks meeting. Also, Enterprise Zone training is scheduled for September 13<sup>th</sup>. The initial email has been sent and we will continue to promote. Emily and Pattie have a pre-training to learn more.

Entered into executive session

**Motion – Bruce Stuart made a Motion to approve the item that was discussed in executive session, seconded by Janelle Syverson, all in favor**

**Membership meeting is October 16<sup>th</sup>, NOT October 9<sup>th</sup>.  
EDCC Conference will be attending October 17<sup>th</sup>**

**Warren motion to adjourn, Bruce seconded, all in agreement.**