



Pagosa Springs CDC Monthly Board Meeting Minutes
February 21, 2024 | 5:00 pm | Ross Aragon Community Center

In Attendance: Jim Garrett, Rosanna Dufour, Warren Brown, Mont McAllister (Zoom), Brooks Lindner (Zoom), Bruce Stuart (Zoom), Heather Otter (Zoom)

Guests: Randi Pierce—The Sun (Zoom), Robert Moore—The Sun (Zoom), Anne-Marie Suckcik (Zoom)

Absent: Sherry Waner, Jenelle Syverson, Chelle Keplinger, Todd Mees,

Vice President Jim Garrett determined there was a quorum and called the meeting to order at 5:07 PM. There were no conflicts of interest disclosed by the board in relation to the agenda items.

Bruce motioned to approve the January 17, 2024, Board Meeting Minutes. Warren seconded. The motion carried.

Financial Update – Emily Lashbrooke

Emily worked with Chelle and our accountant to revise the November and December 2023 financials. Previously, the balance sheet showed a cash-based report and the P&L was in accrual, and we had not yet received funds due from the County and Innovation Grant. Now the November, December, and January reports accurately reflect an accrual basis and the posting of those outstanding funds. There was also a grant that was inadvertently excluded from the budget. With these adjustments, the financials now accurately reflect our approved 2023 budget of (\$4,280) compared to a year-end profit of \$88,914. Our total cash on hand in December was \$167K.

There were no expenses out of the ordinary in January 2024. We received a \$79K grant reimbursement. It appears as though we had a loss of \$54K, but that's due to the accrual accounting. Our total cash balance increased to \$261K, and we only have \$31K in AR. \$30K of the AR is a workforce housing pre-development fund check from the County, which they approved in their meeting this week. The remaining AR is membership dues. We did go back and remove uncollectible membership dues. The \$100K was a payment to M&M Construction for broadband. All three months have Treasurer Chell Keplinger's blessing and are showing correctly in accrual.

Bruce moved to approve the Treasurer's Financial Report as presented. Mont seconded. The motion carried.

Executive Director Report – Emily Lashbrooke

The apprenticeship program is in progress. I will be attending an enrollment session on February 27th. We are getting registered. We have spoken with BWD and asked for them to host an apprentice and they have agreed.

The Workforce Innovations Grant through CWDC And CDLE. We supported Two new enrollees. One 18-year-old for a CDL. The other is a nursing student in her last semester. We are getting ready for March to start pre-enrolling Employers for participation. We will open student enrollment in April and plan to do matchmaking in May for the start of work at the beginning of June.

Previously Partnered with Build Pagosa on a grant application with Colorado Now. We were notified last week that this grant was not awarded for 4.4M. We are disappointed but will continue to look for funding and support future Education.

Broadband: 2M EIAF grant work is continuing. CNL building is still waiting on electricity but should be completed very soon. The Electricity had to replace some poles for the fiber. We are expecting this to get back on track and hoping for electricity to the CNL as soon as the ground will allow. We assisted two ISPs with a Capitol Funding Application and they both were awarded a total of over \$ 13 million. This will in turn bring fiber to over 2000+ homes over the next two years. Both of the ISPs have tapped into our middle mile and can reach hard-to-reach areas. Hatcher and Timber Ridge. Both of these paths are identified in our strategic plan, and they have worked with our BBSO to complete their application with support. One of these ISPs is a new provider in this community. Welcome to Networxs.

\$2M DOLA 4-WAY Partnership grant: The MOU has been fully executed and signed by all parties. The County has paid its portion to La Plata County and the SUIT has started to make some connections on 151 builds. The next round of Funding will be BEADS funding. We are making a plan for another EIAF funding application to use more ARPA Funding for the match.

EDO grant was awarded, and we were notified of \$33,0000. award from OEDIT. We are working on some stakeholder meetings with Healthcare, Building Trades, and Hospitality. Our intention will serve two purposes. One is to help identify what employers are looking for in future employees. We will ask certain questions geared toward current skills and lack of skills. We are meeting with Healthcare in the next two weeks. Then we will be scheduling 2 more stakeholder meetings in March. Our Research and recommendation for a better workforce development tool will be completed by April.

We were Awarded our NPI Grant (ED grant) of \$75,112.00. This funding was applied for in July. This is leftover state COVID funds. We applied to improve our computers and office equipment. Provide paid training for staff and build capacity for our organizations. We have received the final contract and are working on the required insurance documents to execute the contract. After the contract is returned we will receive our first funding of 50K

We were notified the week of Christmas that we were awarded the Stronger Communities Grant for a joint Housing Needs Assessment. The County, Town, and CDC partnered on this application. The RFP is currently being written and will go out sometime in the first week of March. We intend to have a completed assessment by the middle of April. March. The CDC completed a More Housing Now full application for \$1.9M for an infrastructure grant for all of Chris Mtn and Trails improvements. We were notified that we would move forward and present to the Energy Impact Committee on February 29th,2024 at 1 pm in Manitou Springs. We are taking a group of support with us that includes 2 county commissioners, PLPOA

representatives, Town Manager, and Habitat. There will be 8-10 People attending with us to show full community support. We are working on a Presentation.

We were notified the week of Christmas we were approved to apply for \$250K for a two-year of funding of the Housing Coordinator. This Application was due February 15th. We have not heard about the CBDO designation yet.

Hosted a Finalist event to select a builder. We have selected a builder for our housing project. BWD Construction. We currently are working on a construction contract. This needs to be approved by our Attorney, Banks, and this Board of Directors. This is a big commitment.

We held a Membership meeting in January with 28 people in attendance. We continue to have good attendance at these quarterly meetings. Good Content and participation.

2nd Annual Strategic Partner Dinner. Well attended and good participation. Good conversation regarding community needs for assistance with home childcare options. A Collaboration with the County and CDC to try to help with funding for a coordinator and liaison for reporting. No other initiative added to our plate this year. Good encouragement to keep moving forward.

Administrative Manager/Main Street Report – Kathleen McFadden

PSCDC

- Provided administrative support and attended meetings for PSCDC projects, grant opportunities, and strategic initiatives:
 - Workforce Housing Project, RFQ Reviews, Contract Review
 - Quarterly Membership Meeting (Jan 23)
 - Strategic Partner Dinner (Jan 24)
 - Workforce Housing Developer Presentations (Jan 31)
 - Workforce Housing Surveys (See Attached)
 - Placer.ai Demo
 - Habitat for Humanity Weekly Meetings
 - Industry Stakeholder Interviews & Focus Groups
 - Healthcare
 - Building Trades
 - Hospitality/Tourism
 - PAWSD Public Meeting (Feb 15)
 - Local Capacity Planning Letter of Support
 - EDC Innovation Grant Reporting Meeting
- Managed PSCDC website and social media channels
 - Updated Meetings & Minutes on Website
 - Uploaded PSCDC meetings on YouTube Channel (@PagosaSpringsCDC) and Linked to Website
 - Managed email campaign for Archuleta County Childcare Survey for the Early Childhood Council of Archuleta County
- Conducting Business Partner Debrief Meetings with Summer Work Program participants
 - Completed 30-minute meetings with Habitat for Humanity and Healthy Archuleta
 - Data collected will be submitted to Innovation Grant Administrator and used for program improvements

Main Street Program

- Facilitated Main Street Committee Work Sessions & Board Meeting
 - Approved 2024 Work Plan (See Attached)

- Approved 2024 Budget Allocations (See Attached)
- Attended Monthly Main Street Managers Meeting, One-on-One Meeting
- Held First Main Street/CDOT Meeting at Riff Raff Brewing (Feb 13; See Attached Agenda)
 - 35+ Attendees (23 Businesses, 1 Homeowner)
 - 6 CDOT Representatives:
 - Kevin Curry, CDOT Engineering Program Manager
 - Arthur Miller, CDOT Resident Engineer
 - Keith Magowan, CDOT Professional Engineer
 - David Peyton, CDOT Traffic & Safety Resident Engineer
 - Adair Christensen, CDOT Communications Specialist
 - Lisa Schwantes, CDOT Communications Manager
 - Cone Zone Construction Survey (<https://forms.gle/Bazy3qBgt5SX8Re88>)
 - Next Meeting: March 12, 5:30 PM at Riverwalk Inn
- Received Official Notice of Award – \$250K CDOT Revitalizing Main Street Grant
 - Three-phase project to revitalize a section of our Main Street District that includes the middle school façade and sidewalk
 - First phase includes replacement of sidewalk, adding benches and trees, lighting, irrigation
 - Used \$7500 of Main Street funds as portion of the required 10% match; Town providing difference

Region 9 Update – Heather Otter

Heather Otter provided a Region 9 report on behalf of Laura Lewis Marchino. She covered three primary items:

1. The Board of County Commissioners approved the 2024-2026 Community Development Action Plan. This sets the priority list of projects, which are part of the larger economic development strategy for the region. Each county and their respective communities participate to put these plans together. Use this link to view Archuleta County's CDAP: https://www.region9edd.org/uploads/2024_2026_Archuleta_CDAP.pdf. PSCDC is listed as a priority project this year and also last year. Region 9 looks at outcomes and impact, and PSCDC achieved all of its goals, so they updated the outcomes for this year to reflect supporting the Town, County, and large employers with broad area projects including Broadband, Workforce Housing, and Workforce Development. The CDAPs are especially important for state and grant funding because they demonstrate community and local government approval for the designated projects. This is great news for PSCDC.
2. County Performance Reports are published each year and highlight Region 9's relationship with the Town and County, the ways we work together, and the outcomes. Region 9 responded to over 1600 inquiries for loans, data requests, etc. in 2023. Of those inquiries, the County and Pagosa generated 181. That number is down from the previous year. This is consistent with communities that have invested in economic development staff. Everyone in the room has contributed and you are each part of the reason Region 9 is not fielding as many inquiries. Heather thanked PSCDC for making Region 9's job easier. Region 9 also highlights the number of loans in performance reports to assess the impact of economic development activity in a community. These are still under review, but loans in Archuleta County were down from the previous year. The total dispersed across the region in loans last year was \$2.9M. Archuleta made up about \$25K or 1% of that overall loan portfolio. Archuleta had about 13% in 2023. Part of this is due to several businesses who paid off their loans, which is a very good thing.

3. The third and last update is regarding the Southwest Opioid Response District (SWORD), in which both the Town and County both participate. The funding comes to Region 9 through the state attorney general's office. Colorado is one of the leading states in pursuing settlements against Big Pharma, and those settlements are now coming through the courts and some have been resolved. Some companies have declared bankruptcy. Region 9 is fortunate because the opioid region is the same as the Region 9 boundaries. This makes the process easier. To date, we have two years' worth of those settlements available to us for about \$1.5M. A bulk of this money will go toward a recovery residence that can house up to about 100 people for our region. It is a structured program that provides a step-by-step guide for recovery and entry back into the workforce. The facility is in extreme need of staffing for inpatient treatment, which requires 24/7 work and highly credentialed doctors.

Community Grant Manager Report – Beth Lamberson

- Unfortunate news. The \$4.3 million Opportunity Now grant for Build Pagosa was not funded. We aren't able to learn the why and how until March. I'll keep you posted.
- The \$1 million Congressional Directed Spending grant for Build Pagosa is still in the Federal Budget chaos, as the House of Representatives has not yet voted on the full 2024 Federal Budget. After conferring with staff in Senator Bennet's office, the recommendation was made to apply again for 2025 as a backup plan. Will Riddlehoover at Build Pagosa has this information and will most likely send in the next CDS grant.
- I sat in on meetings with DOLA and CHFA on grant submissions past and future. We are lucky to have their support, and the great work by the PSCDC is definitely noticed and taken into consideration at the state level.
- Town and PSCDC submitted a \$250,000 request through the Local Planning Capacity program at DOLA for a Multijurisdictional Housing coordinator. I worked on the beginning and the final edits for this grant.
- I wrote the PSCDC application for \$25,000 with CHFA to pay for the Proposed Site Plan surveys of the 10 building lots at Chris Mountain II and Trails. Davis Engineering quoted these at \$2,000-\$2,500 per lot, and we could apply for up to \$25,000. PSP surveys are required prior to the County issuing building permits.
- I'm assisting James Dickhoff and David Hilborn from the Town on the \$10 million DOT grant for the Town Trail to Lakes (TTLT) application due the federal government by 2/28/2024. Thank you to everyone who took the TTLT survey.

Discussion

PSCDC Election: A roster is included in the packet to show the seats up for re-election during our May Annual Meeting. Mont, Jenelle, Todd, and Bruce are up for re-election and may run again or elect to step off the board and open the seat for someone else. Terms are staggered so we don't risk losing more than four at a time.

Workforce Housing Project Deed & Lottery Update: The committee had a couple of meetings, but Sherry was unable to attend due to illness. The committee needs the mortgage

and lending input, so Emily asked Pennie DeClark to step in. The committee will continue working and provide an update in March.

BWD Update: Emily called a meeting with the development team knowing Rory Burnett and Ryan Searle were both on vacation, but the whole team showed up either in person or via Zoom. We discussed several items including the reimbursement timeline. We agreed to extend that to 30 days from a traditional 21-day turnaround to provide extra time for financial approvals. Also, BWD has given December 5 as the guaranteed date for houses to be complete and COOs in hand. Emily offered to instead list December 31 as the guaranteed date, and BWD said to do that if PSCDC feels the need to do so. They are very excited about this project and working with us. We have applied for a CHAFA grant to pay for land surveying because the cost increased from about \$1000 per lot to \$2000. We moved forward with surveying because some fences are 10 feet over the lot lines on a few properties. Soil testing is also complete. We are working on utility easement vacations for 8 properties. Vacating must be completed before getting building permits. We will meet with PLPOA on the first Thursday in March to ask for building permits and start that process. We also have been working with our consultant Michael Yerman to create the construction contract. We are using an AIA template and working with our attorney Tyler Denning.

The board discussed the inclusion of a penalty clause. BWD agreed to the clause early in the developer presentations. At this point, the Community Center **lost internet**. The board continued discussing the contract draft. Emily will continue to consult with Tyler Denning and provide an updated electronic copy to the board.

The next Board meeting is March 13 and the Annual Meeting is May 1.

Bruce moved to adjourn the meeting at approximately 6:27 PM. Warren seconded. The meeting adjourned.