



Pagosa Springs CDC Monthly Board Meeting Minutes

June 11, 2025 | 4:00 PM | Zoom Only

In Attendance: Rosanna Dufour, Mont McAllister, Jenelle Syverson, Chelle Keplinger, Sherry Waner, Warren Brown, Todd Mees, Anne-Marie Sukcik, Heather Otter, Emily Lashbrooke, Kathleen McFadden, and Randi Pierce from The Pagosa Sun

Absent: Brooks Lindner, Mario Garcia

Chair Sherry Waner determined there was a quorum and called the meeting to order at 5:08 PM. There were no conflicts of interest disclosed.

Chelle Keplinger moved to approve the April Special Meeting Minutes and PSCDC May 2025 Monthly Meeting Minutes as presented. Warren Brown seconded. Carried.

Financial Update – Chelle Keplinger

Treasurer Chelle Keplinger provided a review of the April and May financial reports. In April and May we had some accounting challenges with categorization, but all those items appear to be fixed. Cash balances have increased due to grant reimbursements, but we still have cash tied up with the housing project that we won't get back until the remaining houses sell. One categorization issue that still needs to be addressed is accounts receivable, specifically for membership dues. Chelle agreed to work with Emily to develop an appropriate debt write-off policy and either create a new category within AR or rename "Membership" to reflect everything it includes. April had minimal expenses, with the broadband project ongoing.

Cash is up to \$409K in May with the receipt of the \$476K More Housing Now grant money. Emily noted the More Housing Now is just a passthrough for the electric and fiber installation for Chris Mountain II and Trails. All the work is happening right now. The reports also reflect a correction from April in May to fix the revenue that the accountant incorrectly placed into the broadband restricted account.

Warren Brown moved to approve the April and May financials as presented. Mont seconded. Carried.

Executive Director Report – Emily Lashbrooke

Housing Update

- Currently, we have sold four homes with 1 more about to go under contract. We have 8 buyers actively in the process.
- Our new AMI process is working well and has a very quick turnaround.
- We continue working with Homes Fund for down payment assistance. They assisted one homeowner this week and are working with another one.

- We have released most of the BWD phase 1 construction loan. Still holding 30K for retainage for rock placement on all 10 homes.
- We now have all the keys to homes. And continue to market the ones we have that are not under contract. We marketed the homes to Employers and had little interest. Not movement at this point.
- PSCDC was nominated for a Housing Colorado Award. This is the highest achievement in housing in the state. Elected and Staff joined us for the awards. We finished in the top of the event yet did not get the Eagle award.

Phase 2 Update

- The pre-development loan has been approved. They funded the first draw for BWD for engineering and funding to pay property taxes on all properties. Total 55K
- We received a \$675,000 grant award from DOH, and the contract has been signed. We have completed the process and the funding is now accessible when construction starts
- We are holding an Information session on Tuesday, June 10th for all registered buyers. Currently, we 25 people registered for phase 2 homes.
- BWD submitted a five-home build contract with a 2% increase. I sent it to the attorney, and I am waiting for a response from her.
- Submitted a 2nd draw request for Builders Risk insurance and PLPOA fees.
- Jeff and I have met with a couple of modular home builders to gather information on an affordable option.

CBDO Certification Recommendation from Attorney

- Met with CBDO designation team. Shared our concerns about the only serving low to moderate income individuals and Capacity.
- They have gone back and forth with us and the Attorney to see if they can modify this requirement. Shay responded to their question. We have not drawn any funding so there is no payback requirements. They have not responded after Shay email. We have a meeting scheduled for the third week of June. I will report next month on the final outcome.

Broadband 101 Class/ Workforce Development

- We are actively connecting trainees with job opportunities. Three graduates from the Pagosa program have already started working with a local ISP and have gained permanent employment.
- 6 participants in Cortez are working for Ute Mtn Ute Tribe. We have placed one person with an ISP. The new total in Cortez is 10 placed in a job and 4 current employees of an ISP were upskilled.
- This project closed our workforce Grant on March 31. All funding has been received from CDLE and we have a RUN Grant Audit next week.
- Opened enrolment for the summer work program 15 Jobs and 2 volunteer positions were open enrollments from businesses. We opened the student portal and had 19 students enrolled. We are in the process of getting all students placed.
- No Grant funding available until after July 1, 2025

More Housing Now grant, Electric extension/ road perfection

- LPEA has finished engineering and has broken the project up into 4 phases
- Trenching has completed on Travelers Circle and LPEA has started laying electric lines.

- The Bid for road perfection was Awarded to Neils Excavation They plan to start on Travlers Circle around the end of the third week of June and complete the road within a month.
- Presented to BOCC to close out Fairfield Bankruptcy Fund and put towards trenching and backfilling for Chris Mtn II.
- The work needs to be completed by October 2025.

Administrative Manager/Main Street Coordinator Update – Kathleen McFadden

PSCDC

Innovation Grant 2025 Winter Work Program: The 2025 Winter Work Program, funded through the Workforce Innovation Grant, officially concluded on March 31. The program was a strong success, underscored by high participation in both Broadband 101 trainings and the Commercial Driver's License (CDL) course. We processed all final reimbursements and uploaded documentation to Connecting Colorado to ensure timely participant exit and grant compliance. With all deliverables met, the grant has now been fully closed out.

2025 Summer Work Program: In April we launched this year's Summer Work Program. As part of our outreach, we invited local businesses to participate by signing up to host student interns. The program is designed to help students gain real-world job experience while supporting local employers and deepening our community's workforce pipeline.

Due to changes in statewide funding, we were not able to offer wage reimbursement this year. Despite that, the response from our business community was extremely encouraging. We received sign-ups from 14 business partners offering paid positions and an additional 2 offering volunteer placements. The student application opened in May, and we had 19 students apply to participate in the program. We've successfully matched each student with a participating business and are now in the process of finalizing placement details and scheduling orientation meetings.

Main Street Program

Cone Zone Care Committee: The Cone Zone Care Committee continues to support downtown businesses and the community during the reconstruction project. On May 19, the committee hosted an in-person update at Mountain Pizza & Taproom, drawing 16 attendees, primarily business owners. Attendees shared constructive feedback, including a strong request for more visible signage to indicate business access points and pedestrian crosswalks. We are collaborating with the Town, Tourism, and the PIOs to enhance on-the-ground signage and improve wayfinding for both vehicles and pedestrians.

Looking ahead, the next public update is on Tuesday, June 17 at the Liberty Theatre. This special update will feature the debut of the 3D rendering video of the future downtown streetscape, providing a dynamic look at the transformation ahead. The event will also highlight continued collaboration across local partners to support businesses throughout construction and a snapshot of Q1 economic data across national, state, regional, and local levels

CDOT Rendering: The 3D rendering project for the CDOT US Highway 160 Reconstruction is complete, and we will debut the video to the public during the June 17 update. Thanks to funding from Colorado Main Street (DOLA), Ayres Associates delivered a digital 3D fly-through video of the Historic 400 Block, as well as a hand-drawn aerial illustration of the full project area. These tools will help our community visualize the long-term benefits of a more walkable, welcoming downtown.

Following the premiere, we'll begin rolling out several community-facing elements to broaden visibility and engagement:

- Window clings that include a QR code linking to our website where viewers can explore the renderings and illustrations.

- Distribution of the video across digital platforms and at key physical locations, including the Visitor Center and participating local businesses.

This project is an important part of helping our community stay focused on the long-term benefits of downtown revitalization, especially as we navigate the short-term disruptions of construction.

Cone Zone Care Challenge: As part of our broader Cone Zone Care efforts to support downtown businesses during the reconstruction, Main Street is excited to launch the Cone Zone Challenge, a multi-part initiative designed to drive local spending and build community momentum. We've been previewing the Challenge over the past couple of weeks, and it will officially launch during the community update on June 17.

The Cone Zone Challenge features two key components designed to encourage community-wide engagement and support. Please see detailed info at the end of this report.

Business Assistance Program: Both the low-cost loan program and the Archuleta County Grant program are now available to businesses impacted by the construction project.

- **Low-Cost Loan Program:** Businesses impacted by construction can apply for loans ranging from \$1,000 to \$10,000, with favorable terms designed to ease financial strain during the project. To preview/download an application, [click here](https://pagosaspringscdc.org/wp-content/uploads/2025/06/Business-Disruption-Loan-Program-Complete_Fillable_Application_2025.pdf): https://pagosaspringscdc.org/wp-content/uploads/2025/06/Business-Disruption-Loan-Program-Complete_Fillable_Application_2025.pdf
- **Archuleta County Grant Program:** Archuleta County officially launched its program on June 1 to support downtown businesses. To preview an application, [click here](https://docs.google.com/forms/d/e/1FAIpQLSd6ckUcjAgDGpSUGO9xvuC7ky1IE7Q6zyoo2ltyAjU9HwB8SA/viewform): <https://docs.google.com/forms/d/e/1FAIpQLSd6ckUcjAgDGpSUGO9xvuC7ky1IE7Q6zyoo2ltyAjU9HwB8SA/viewform>

Main Street Website: To get the website live as quickly as possible, I met with developer OMG in early May to establish a phased launch plan starting with a streamlined, functional version of the site and continuing to build out additional content over time. I've submitted all the content and files to OMG, and we are awaiting implementation of final changes and expect to launch the site no later than June 17 for the Cone Zone Update.

Main Street Video Project: Thanks to a grant secured by Colorado Main Street, Slate Communications has produced a professional video to spotlight Pagosa Springs alongside other Main Street communities across the state. The video showcases the heart of our downtown district. We will be debuting this video on June 17 during the Cone Zone Update.

Heritage & Culture Projects: The Heritage & Culture Committee continues to meet monthly, advancing several key initiatives aligned with our work plan and the America 250/Colorado 150 commemorations.

Oral History Project: The Town Attorney and Town Manager formally approved our Oral History Release Agreement, clearing the way for oral history interviews to begin. The committee also finalized a welcome letter for participants and an interviewer packet including instructions for using the digital recorders and interview questions.

National Historic Preservation Month: In recognition of National Historic Preservation Month this May, I drafted and submitted three articles to The Pagosa Springs Sun. The committee assisted with editing and finalizing the content prior to publication. The articles focused on raising public awareness and appreciation for local history and encouraging community involvement in preservation efforts.

Time Capsule Project: Early planning is underway for a community time capsule to be placed at the museum and opened in 50 years, offering residents a creative way to reflect on the present and connect with the future.

🚧 The Cone Zone Challenge 🚧

Support Local. Win Big. Join the Movement.

Downtown Pagosa Springs is gearing up for some major improvements—and we need YOU to help keep the heart of our town thriving during construction. That’s where the **Cone Zone Challenge** comes in!

We’ve made it easy (and fun!) to support your favorite downtown shops, restaurants, and services while the cones are out. Meet **Coney Z**, our spirited orange-cone mascot who’s here to cheer you on and celebrate your commitment to downtown!



🛒 Part 1: Shop, Dine & Win

Every time you shop or dine downtown, you’re investing in our local businesses—and we think that deserves a reward! Here’s how to enter:

- **Spend \$100 or more** at any combination of downtown businesses over any period of time during construction.
- **Save your receipts** and submit them using our quick and easy online form.
- You’ll be entered into our **monthly Cone Zone drawing**, where we pull **three winners** at each Cone Zone Update event to receive a **\$100 gift card** to a Cone Zone business.

Every \$100 in purchases = 1 entry for that month. You can submit new receipts each month for more chances to win—so keep supporting local and keep entering! You do not need to be present to win. See the online form for details.

👏 Part 2: I Commit!

Not everyone can spend big—but **everyone can do something**. That’s the spirit behind “**I Commit!**”, where you pledge to support downtown in whatever way makes sense for you. Whether it's spending money locally or showing up with encouragement, every action adds up.

Here are some ideas for how you can commit to keeping our downtown vibrant:

💰 Low-Cost or Financial Commitments:

- Grab your morning coffee downtown
- Eat lunch or dinner at a restaurant in the Cone Zone once a week
- Choose gifts from a shop in the Cone Zone for birthdays or holidays
- Book beauty, wellness, soaks, auto, or repair services from providers in the Cone Zone
- Attend local events or performances downtown
- Pick up a treat or snack during your errands in the Cone Zone
- Buy a gift card now for a Cone Zone business to use later
- Think twice before ordering online, “Is there anywhere that I can get this item in the Cone Zone?”
- Organize small, social gatherings at establishments in the Cone Zone

No-Cost Ways to Support:

- Leave a positive online review for your favorite Cone Zone shop, restaurant, or service
- Follow and engage with Cone Zone businesses on social media
- Share your “I Commit!” badge or Cone Zone experience online
- Tell a friend or visitor about your favorite business in the Cone Zone
- Volunteer for downtown events or clean-up efforts
- Wear your Cone Zone badge proudly
- Post a “Why I Commit” video or story on social media to inspire others
- Stay positive: Instead of focusing on the negatives of construction, talk up what a thriving downtown Pagosa will look like after the cones are gone – smoother roads, wider sidewalks, safer crosswalks, better lighting, and prettier trees
- Thank others who are wearing a Cone Zone Commitment badge
- Bring out-of-town guests down to explore businesses in the Cone Zone
- Most of all, be kind and understanding to downtown businesses, their employees, and the construction workers

Every commitment counts! Cone Z wants to know: **What’s your Cone Zone commitment?** When you sign our “I Commit!” pledge, you’re part of a growing group of locals who are standing behind our small businesses when they need it most.

Stay Connected

Look for **Coney Z** out and about, popping up in local shops, social media posts, and Cone Zone Update events. He’s a symbol of progress, positivity, and the power of community.

Join the Cone Zone Challenge today. Let’s show what Pagosa’s made of—heart, hustle, and a whole lot of local love.

Multijurisdictional Housing Coordinator Update – Jeff Sams

Housing Needs Assessment (HNA)

The Housing Needs Assessment was completed and adopted by both the Town and County. It showed a need for 362 Units to catch up with current demand and a total of 1316 units needed by 2035. This should help guide us in reviewing current projects. Our next step will be to create a Housing Action Plan. The county was approved for a grant to hire a consultant to complete the Housing Action Plan. Since as a community we are ahead of most of the state, the criteria for the Housing Action Plan will not be out until the end of June.

Phase 1 CDC Chris Mountain Work Force Ownership Housing

Continued contact with buyers that have applied to purchase. The first two houses closed on February 20th. We have sold an additional 2-bedroom home in May, and one 3-bedroom home was also sold. Currently we have 5 potential buyers that are working through the process of purchasing.

The Workforce Housing Guidelines with Jennifer Kermode of Kermode Consulting, LLC continue to progress. We completed our work sessions on March 17th and 19th. Key stakeholders attended those with representation from the Town and County. There was great progress made towards identifying key goals around workforce

housing to guide the completion of this document. The Guidelines will be referenced by Town and County officials, Other Government Agencies (including state agencies and those working on Prop 123), Developers, those looking for housing, etc. The consultant is making good progress to complete guidelines by the end of May.

Our Land Banking application to purchase 11 lots currently owned by the county in Chris Mountain II was approved. Land Banking is designed to hold land to be build affordable housing, so we have 5 years to build on them. We have received application approval and are working on scheduling when to go under contract for the purchase and sale of the lots.

Potential Developments

- Pagosa Views is still working towards submitting subdivision applications for getting their project built.
- Town's Enclave property with a development agreement with Servitas has been working on a model for this property. I have connected them with a Modular Construction Company, [Vederra](#). They have been working on pricing for the project and reviewing options to build. Continued meetings with Servitas have produced a rough estimate of construction costs. They have continued to work on a model that would work and finalizing the financial structure. Servitas is presented to the Town Council on May 20th to review the proposed build and financial structure. Town council planned to review and gather questions to be presented to Servitas. Their next presentation to the Town Council is scheduled for June 17th.
- Colorado Outdoors, LLC is moving forward with a proposed middle income (60-140% of AMI) apartment rental project east of the Pagosa Springs Medical Center. Attended the planning commission meeting for sketch review. The Commission voted for a continuance to allow the Developer to make some changes and give additional time for review. The second presentation has not been scheduled yet but is expected in June. The Town received a \$2 million DOLA More Housing Now grant that will be used towards the costs of the public infrastructure needed to serve the housing project.
- Timberline Apartment LITCH project next to Walmart is making good progress on the 50 units. They are planning on submitting for a second project of 50 units as well. The projected rental range is broad, which helps us hit multiple income ratios in the lower income brackets, with units serving 30%-80% of AMI. The target is to have occupancy by late 2025 but could move into 2026.
- Looking at other construction options for Single Family homes in Chris Mountain. Meetings with Vederra Modular to review options and pricing to see how that would fit for a housing project. Working towards some final pricing to give a full review of the project and compare it to traditional construction. Search started for a general contractor to cover foundation and stitching on site. Also reviewing options with Clayton Homes for modular construction.

Other Work in Progress

I have also been attending several meetings with Region 9, DOLA and other Prop 123 groups and updates. It helps to keep up with changes and helps me understand what is going on in the industry.

Continued attending C.A.S.T. (Colorado Area Ski Towns) Housing Task Force Meetings. This group has had a big focus on Workforce Housing.

Continue to review alternative construction methods, mostly focused on modular construction. Met with Higher Purpose homes that does panelized construction and will continue to look at other companies. Recently heard from them again and they are interested in bidding a project this year. Another company with a similar product out of Delta has also reached out.

The CDC has been working towards Phase 2 of the Chris Mountain Workforce housing project. Many buyers that have inquired are looking at purchasing in 2025. Will be working to get them qualified. Grant approval was

received for Phase 2 at the end of February. We have an Informational Meeting set up for 6/10/25 for those interested in purchasing a home.

Region 9 Economic Development Update – Heather Otter

Heather Otter from Region 9 shared several key updates during the meeting. She announced her upcoming transition to Executive Director at SCAPE on August 4, while maintaining her connection to Region 9. A new office manager, Jennifer Sierra, has been hired to replace Lizzie, who is moving to Austin. In May, the organization processed 96 total inquiries, with nearly a quarter originating from Archuleta County and Pagosa Springs, many related to the Enterprise Zone.

On the regional development front, Shak is working on a business plan for the southwest Alpine Loop to standardize relationships and procedures. Region 9 is also participating in a USDA-funded Timber and Biomass Business Development Zone study, centered in Mancus with a 75-mile radius. They recently facilitated a tour of affordable housing projects for CHAFA, which received positive feedback.

A notable highlight was the approval of Archuleta County's Rural Jump Start Business, "Lifting Up," which is an innovative company that streamlines communication between law enforcement and school personnel during student-related incidents. Heather emphasized the company's potential to improve coordination and create a more trauma-informed approach to student support. Throughout her update, Heather maintained a focus on regional economic development, collaboration, and supporting local businesses and initiatives.

Discussion

All items included in the agenda under Discussion were addressed during the Executive Director update. Emily did note that she will work with Chelle to create a financial debt policy and present to the board for approval during the next meeting on July 9.

Meeting adjourned at 6:29 PM.