



Pagosa Springs CDC Monthly Board Meeting Minutes
August 20, 2025 | 5:00 PM | Ross Aragon Community Center

In Attendance: Rosanna Dufour, Jenelle Syverson, Chelle Keplinger, Sherry Waner, Todd Mees, Mont McAllister, Laura Lewis Marchino, Abrey Royem, Emily Lashbrooke, Kathleen McFadden, Jeff Sams, and The Pagosa Sun

Absent: Anne-Marie Sukcik, Warren Brown

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.

Jenelle Syverson moved to approve the PSCDC July 2025 Monthly Meeting Minutes as presented. Rosanna Dufour seconded. Carried.

Financial Update – Chelle Keplinger

Treasurer Chelle Keplinger provided a detailed walkthrough of the June financials, emphasizing the corrections and updates that were implemented and reflected in the July statements. She explained that several properties previously listed as assets were removed after it was determined they did not belong to PSCDC, and adjustments were made to better separate accounts receivable and grant income.

Chelle also addressed issues such as a negative cash balance and clarified how grant revenues and expenses should be recorded to ensure more accurate financial reporting. She explained that, although these discrepancies have now been corrected in the current financials, she does not believe it is worthwhile to go back and restate the organization's 990 tax return. Chelle noted that the process of restating the 990 would be costly and time-consuming, and since the corrections are now reflected going forward, it is more practical to leave the previous tax filing as is. She noted that while July's revenue was low, expenses were also minimal, and the financial statements are becoming more transparent and accurate as a result of these ongoing improvements.

Additionally, Chelle recommended transitioning to a once-a-year billing cycle for memberships, prorating members as needed. The board approved both the June and July financials, acknowledging the progress made and the need for continued refinements.

Mario Garcia moved to approve the June and July financials as presented. Mont McAllister seconded. Carried.

Executive Director Report – Emily Lashbrooke

Housing Update Phase 1

- Currently, we have sold Five homes. We have 3 active buyers getting pre-qualified. We had 19 Lassen under contract but the folks quit their jobs and therefore were disqualified for their Loan. There is a Home buyer education class in September we hope to fill in partnership with the Homes Fund.
- 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 two of our five homeowners with this product so far.
- We release BWD retainage and closed out billing for phase 1. We ended this contract with 25K not expensed. So under the Budget for 25K. We have submitted the invoice for the Retainage that DOH is holding. They are reviewing the files for compliance and will get back to us this week for a report of when the funds will be released.
- We have placed an ad in the paper for the workforce housing units left We have also scheduled an open house for the 9th of September to gain more interest
- Starting a Facebook campaign and meeting PAAR to talk about an MLS listing.
- EZ Credit for real estate assistance for realtors

During the meeting, it was noted that the new AMI verification process is working efficiently, with a third-party now handling verifications, which has improved turnaround times. The Department of Housing recently updated its requirements, prompting PSCDC to request additional documentation from previous homebuyers. The board discussed the cancellation of a contract for one home due to the buyers' job loss and subsequent loan disqualification, and emphasized the importance of including such scenarios in future homebuyer education classes.

PSCDC continues to partner with the Homes Fund for down payment assistance, which has already benefited two homeowners. Marketing efforts include newspaper ads, a scheduled open house, a Facebook campaign, and collaboration with local realtors for MLS listings and enterprise zone tax credits. The board also discussed the impact of the housing program on local utilities and tax revenue, highlighting that infrastructure improvements (electric and fiber installation, roadwork) will enable development of 168 additional lots, benefiting the county and local districts.

Phase 2 Update

- RG Bank has approved our Phase 2 application for phase 2 of the housing project. This loan should close in the next 10 days to 2 weeks. It will pay down the Impact Development fund loan and we will close this out.
- Grant Reports submitted on the progress of Phase 2 for IDF and Prop 123
- Paid for Builders Risk insurance and PLPOA fees.
- Starting the Permitting process for Phase 2.
- Presented to PAWSD on progress in Chris Mtn 2 and Trails and asked for a fee waiver for CIF for 2nd phase. Tabled and asked to return next month.

PSCDC's application for a construction loan with RG Bank was approved, with closing expected within two weeks. This will allow the payoff of the Impact Development Fund loan. Grant reporting for Phase 2 is ongoing and permitting processes are underway. Emily presented to PAWSD to request a capital investment fee waiver for the second phase, but the decision was tabled until next month to allow new board members to become more familiar with the project. Emily and Jeff plan to attend a work session to further educate PAWSD members on the project's impact.

CBDO Certification Recommendation from Attorney

- We have now completed the process of De-obligation for the CBDO. We were reimbursed our attorney fees and have now filed the exit paperwork. You will no longer hear anything on this topic. It is closed.

Workforce Development

- We have placed 6 students in a paid internship.
- Continue to work with Build Pagosa to select an architect
- Evaluating CDOT Aeronautical for funding and an entry-level training

More Housing Now grant, Electric extension/ road perfection

- The Bid for road perfection was awarded to Neils Excavation. They have started the roadwork on Eldorado and Bonita. They have completed these roads and are currently working on Travelers Circle.
- Electric/Fiber Installation will be completed in all of Chris Mtn II and Trails by the end of August. They are finishing High Drive and Yeomen after taking a short break to assist with the Oak Fire.
- An agreement with Visionary has been made to share the Trench for electricity and to serve the pre-existing houses within the development.

Broadband (Redundant Loop & US-160)

- CDOT ROW Work: Pre-dig along US-160 from Highway 151 toward the CNL building is proceeding after a 3–4 month contract delay.
- Network Core: New control/routing equipment for CNL arriving; installation planned in the coming months—key steps to enable the Archuleta County redundant loop.
- Training: Broadband 101 scheduled Sept 29–Oct 3 at PCC Durango, in partnership with Region 9 (grant-supported).

The board also discussed a proposal from the County/Housing Authority to take over the remaining lots after Phase 2, with concerns raised about recovering PSCDC's holding costs and ensuring a full release of liability for regarding the commitment to build 45 workforce housing units. The board agreed that any transfer should be contingent on a clear plan from the Housing Authority and formal acknowledgment from the Department of Local Affairs (DOLA) regarding the release of PSCDC's obligations.

Admin Manager/Main Street Coordinator Report – Kathleen McFadden

PSCDC

2025 Summer Work Program: We launched this year's Summer Work Program in April to connect high school students with real-world job experience and support our local workforce pipeline. Although statewide funding changes prevented us from offering wage reimbursement, community support remained strong. We received interest from 14 businesses offering paid positions and 2 offering volunteer roles. A total of 19 students applied, and we've successfully placed 6 students in paid positions with Habitat for Humanity, Wings Early Childhood Center, Riff Raff Brewing, Foot Prints, and Bootjack Ranch.

Marketing Campaigns & Materials: To help build awareness and participation, I designed promotional materials for several initiatives and carried out coordinated email and social media outreach. These efforts included revising housing materials to reflect improvements in the application process, developing a flyer and email campaign to encourage businesses and service providers to complete the transportation mobility survey, creating and distributing promotional content for the September 9 Workforce Housing Open House, and producing a Broadband 101 flyer with an accompanying online registration form.

Main Street Program

Wednesday Wine Walks: Following the business survey and work sessions conducted last spring in collaboration with the Chamber, one of the top recommendations for increasing downtown sales and foot traffic was to host Wednesday Wine Walks. The first of these took place on June 25, sponsored by the Chamber. The event drew 75 attendees, and the Chamber generously donated the \$780 in proceeds to the Main Street Business Assistance Fund. Committee members attended to observe the event's operations and logistics to better inform us of our future involvement.

On July 30, the Mountain Rotary Club sponsored the second wine walk, and Main Street took a more active role in promotion by designing an event poster (thank you Board Member Rosanna Dufour!), launching a coordinated social media campaign, and combining the walk with our monthly Cone Zone Update. We set up a table and tent and handed out 100 Coney Z reusable shopping bags filled with coupons and flyers from downtown businesses. Both the bags and the event were a hit; attendance rose to 115, and we received \$1,150 for the Main Street Business Assistance Fund.

The free giveaway drew 136 entries, with four winners selected to receive three \$100 gift cards and two Wellness Passes to The Springs, the latter generously donated by the county commissioners.

Looking ahead, the next Wine Walk on August 27 will be sponsored by the Rotary Club of Pagosa Springs. To increase visibility, we ordered a large banner for downtown promotion and 1,000 business cards to be placed in Wyndham guest packets, reaching more than 500 guests checking in the weeks of August 27 and September 24. The board also approved Main Street's sponsorship of the September finale, along with the purchase of wine to cover the August overage and provide the September supply.

Public Parking Signs: In response to numerous community requests for clearer public parking identification, Cone Zone ordered and installed two large, durable 4' x 8' public parking banners on July 2, one at the West End Lot by the Ruby M. Sisson Memorial Library and another at the corner of Pagosa Street and Hot Springs Blvd. The impact was immediate, with visitors pulling in as the signs were being installed.

Cone Zone Challenge: We officially launched the challenge during the July 30 wine walk and received just two submissions so far. The committee is reviewing ways to increase visibility for the campaign and to make the submission process simpler and more accessible to encourage greater participation.

Heritage & Culture: The committee has begun oral history interviews, with growing community interest in the project. At our last meeting, two representatives from the local DAR chapter attended to discuss opportunities for collaboration, including assisting with oral history interviews and expanding the Historical Walking Tour on the Visit Pagosa app. The committee is also identifying items to purchase for inclusion in the History Vault, and Coordinator McFadden is working to secure the donation of a fireproof gun safe to safeguard these materials. In addition, work is underway to secure grant funding for a historical coloring book to commemorate Colorado's 150th anniversary. The increase in volunteer involvement and partnerships is strengthening our ability to preserve and share Pagosa Springs' heritage.

Marketing / Main Street Website: The Main Street website (<https://pagosamainstreet.org/>) has been live for several weeks—special thanks again to Board Member Mario Garcia for his invaluable help in the final stages. We have now moved into the next phase, focused on building out the business directory. Staff created a Google form for directory submissions and launched an email and social media campaign to encourage downtown businesses to join. As of today, we have received 19 submissions, and OMG will begin building the directory based on these entries.

The directory is a key tool for showcasing the breadth of our downtown businesses, making it easier for locals and visitors to discover shops, restaurants, services, and experiences in one central hub. When paired with the upcoming digital marketing campaign, this effort will significantly expand the online visibility of the Main Street district, drive more traffic to downtown businesses, and reinforce our broader strategy of combining digital presence with on-the-ground events and promotions to support economic vitality.

AARP Sponsorship Proposal: As an official Colorado Main Street community, we were invited to apply for a

special sponsorship opportunity through AARP, which is partnering with Colorado Main Street to provide up to \$4,000 per community for small livability projects. Unlike traditional grants, this sponsorship process is streamlined with no required match, and funds are distributed directly to communities to complete projects within the next 6–9 months.

Recognizing the fit, I worked with the Town to identify a long-intended project that aligns perfectly with AARP's focus on accessibility: replacing the unsafe, eroding path between the Archuleta Senior Center parking lot and the Riverwalk with a permanent concrete staircase and handrail. I developed the proposal, secured an estimate from Town staff, and prepared photos and video to illustrate the need before submitting the application to DOLA. If awarded, the \$4,000 sponsorship will contribute to the \$9,620 project, enhancing safety, walkability, and access in the Main Street district, especially for older adults and those with mobility challenges. This support would make it possible to complete the project during the current build season.

Housing Coordinator Report – 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, in compliance with SB24-174. The county was approved for a grant to hire a consultant to complete the Housing Action Plan. We have a kickoff meeting scheduled with the consultants in early August to review requirements and next steps to initiate the process for engaging our residents.

Workforce Housing Guidelines

The Workforce Housing Guidelines being drafted by Jennifer Kermode of Kermode Consulting, LLC continue to progress. We completed our stakeholder 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 purpose of the Guidelines is to provide direction for deed restricting units based on the totality of public incentives provided to individual housing projects, ensuring long term affordability of workforce housing units. 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 has completed the final draft, and we are working towards scheduling presentations to the Town Council and the Board of County Commissioners for adoption.

Land Banking

The Land Banking application to purchase 11 lots currently owned by the county in Chris Mountain II has been withdrawn.

Projects Underway

- Timberline Apartment LITCH project located at 135 Legacy Drive next to Walmart is making good progress on the 50 units. Following the completion of this project, the developer is planning on submitting a LIHTC application 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 (averaging below 60% of AMI). Recent updates from the developer stated they plan to start pre-leasing in December of 2025.
- **Phase 1 CDC Chris Mountain Work Force Ownership Housing.**
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 in May. Currently we have 4 potential buyers that are working through the process of purchasing. The last 3-bedroom home closed on July 24th and another 2-bedroom home is under contract. This leaves four homes left to sell.

Potential Developments

- Pagosa Views is still working towards submitting subdivision applications to get their project approved.
- 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 financial options to build. Servitas presented it 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. Servitas continues to work on finding a financial model that works.
- Colorado Outdoors, LLC is looking to move forward with their proposed middle income (60- 140% of AMI) apartment rental project east of the Pagosa Springs Medical Center. The developer is revising their subdivision sketch application for future Planning Commission review. The Commission voted for a continuance on their first submittal, allowing the Developer to make some changes. The second presentation has not been scheduled. 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.
- Looking at other construction options for Single Family homes in Chris Mountain for future Phases. 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. Recently looked at another modular company but may not be the right fit for our climate.
- Met with a new developer that owns property in Archuleta County and they would like to build approximately 70 units. They have some preliminary drawings of a 10-building apartment complex with a mix of unit sizes. They are still in the initial design phase but working towards a final plan and identifying what grants to pursue. I have continued to meet with them to review options. They plan to apply for an HBG grant which will need to be submitted by August 15th and they are on track to complete that.

Other Work in Progress

Continued attendance at meetings with Region 9, DOLA and other Prop 123 groups to stay abreast of current programs, funding opportunities and successful housing project examples It helps to keep up with changes and what is going on in the industry. There are frequent meetings and presentations to review grant opportunities and requirements for current state initiatives that involve housing.

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. This includes some regional builders and local General Contractors. Another company with a similar product out of Delta has also reached out. We have also had additional inquiries from other "innovative" Construction companies. A modular builder out of Oklahoma has discussed options to provide affordable housing. They have a local general contractor that they work with. There is also a local general contractor that has approached us to use SIP Panels for construction. They work with an out-of-state supplier to ship them here

Reviewing Childcare needs in our community to potentially incorporate into future developments. There is a push from the state to incorporate childcare into new developments, and it increases your "scoring" when evaluated from grants. Discussed need with Laura Mijares at the Early Childhood Council of Archuleta County. She asked me to present to their board, and I attended and asked for their

assistance to help identify an owner for a new facility as well as helping to address how we staff that new facility. We also discussed the need for ongoing funding.

Region 9 Report – Laura Lewis Marchino

Laura Lewis-Marchino from Region 9 provided an update that included the introduction of Audrey Royam, who will be alternating attendance at PSCDC meetings. Laura shared recent statistics, noting eight enterprise zone inquiries from Pagosa Springs and three from Archuleta County, along with several requests for resources, data, and grants. She highlighted Region 9's new role in administering an EPA grant involving three county health departments, including Archuleta. Laura also reported that there have been no applicants for the disaster loan program for businesses affected by downtown construction, likely because current grant programs are meeting local needs. Additionally, she thanked PSCDC for their partnership in organizing the upcoming Broadband 101 training in La Plata County, which is supported by grant funding.

Discussion

The board addressed additional discussion items, including participation in the Building Better Places Training program. This would help develop a comprehensive plan for economic diversification. The board agreed to move forward with the application process. The board also reviewed a proposal from the County/Housing Authority to assume responsibility for the remaining housing lots after Phase 2, raising concerns about recovering PSCDC's costs and ensuring a full release of liability and obligations, particularly regarding the commitment to build 45 workforce housing units.

Updates from the recent CDOT open house were shared, with the construction project reported to be on schedule. The board discussed upcoming vacancies, the process for appointing new members, and reviewed a letter of interest from Gina Backer. Outgoing board members were recognized for their service. Additionally, the board considered the renewal of the office lease and emphasized the importance of accurate reporting and documentation for ongoing and future projects.

Chair Sherry Waner dismissed those not on the board and entered into Executive Session to discuss confidential matters. Once concluded, Sherry adjourned the meeting at 7:24 PM.