

**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**JANUARY 4, 2024, SPECIAL MEETING**

**Call to Order (0:01:10)**

The Special Board Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Smith at 5:02 p.m.

**Attendance (0:01:13)**

The following Directors were present: Jim Smith, Glenn Walsh, Bill Hudson, Gene Tautges, and Paul Hansen.

In attendance from staff: Justin Ramsey, Aaron Burns, Renee Lewis, and Cyndi Foster.

Also present: Josh Pike.

**Consideration of Agenda (0:01:30)**

There were no revisions to the agenda.

**Public Comment (0:01:45)**

There was no public comment.

**Consideration of Certification of Mill Levies (0:02:39)**

Aaron Burns walked through the Mill Levies that were received from Archuleta County which brought PAWSD to 3.809 Mills for District #1 and 1.353 Mills for District #2. Director Tautges made a motion to certify the 2024 Mill Levies and was seconded by Director Hudson. The motion passed with a vote of 4 in favor, 1 abstained. Director Hansen abstained from the vote.

**Consideration of Resolution 2024-01 to Adopt the 2024 Budget (0:19:57)**

Aaron Burns explained that the 2024 budget meets all debt service requirements. The PAWSD board reviewed the budget documents Aaron Burns prepared and Director Tautges made a motion to adopt the 2024 budget as presented. The motion was seconded by Director Walsh, the motion passed with a vote of 4 in favor, 1 abstained. Director Hansen abstained from the vote.

**Consideration and Approval of 2024 Board Meeting Schedule (0:42:28)**

Aaron Burns explained that the proposed 2024 board meeting schedule will remain the same as it is now, which is the second Thursday of each month excluding July and November. Director Hudson made a motion to adopt the 2024 board meeting schedule as proposed and was seconded by Director Hansen. The motion passed unanimously.

**Consideration of Resolution 2024-02 Board of Directors Annual Posting for Meetings (0:43:17)**

The PAWSD board reviewed Resolution 2024-02 Board of Directors Annual Posting for Meetings. Director Hansen made a motion to approve Resolution 2024-02 and was seconded by Director Hudson. The motion passed unanimously.

46 **Manager Talking Points (0:43:55)**

47 Justin Ramsey explained that Snowball Water Treatment Plant construction is progressing, the slabs will  
48 be poured beginning next week after the last encasement is done.

49  
50 Justin Ramsey explained that the asbestos remediation has been done at the house on the Running Iron  
51 Ranch property and is ready to be torn down. Mr. Ramsey explained that the fire department has given  
52 permission to burn the combustible materials after the building is torn down and the remaining  
53 materials will be hauled to the dump.

54  
55 Justin Ramsey followed up on some questions the board had from a previous meeting about Andy  
56 Weber's proposal to continue mining operations. Mr. Ramsey explained that he spoke to someone with  
57 Trautner, who is a Geotech Engineer that PAWSD has worked with and said that to determine the  
58 amount of gravel remaining in the vein, they would need to drill test wells which would become  
59 expensive. Mr. Ramsey also received a comparison for royalty per ton and explained the royalty offered  
60 on Piedra was \$2.00 per ton.

61  
62 Justin Ramsey explained that since PCL has been staying out at the Running Iron Ranch in the section  
63 that was designated, he will be getting a lease agreement signed with PCL.

64  
65 Renee Lewis explained that things are moving forward and going well with PSSGID and that an MOU  
66 draft will be done likely in February.

67  
68 **Any other Business Brought before the Board will be Duly Considered (1:13:51)**

69 With no other business being brought before the board, a motion was made by Director Tautges to  
70 adjourn the meeting at 6:15 p.m. and seconded by Director Hansen. The motion passed unanimously.

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72  
73 Respectfully submitted,

74  
75   
76 Bill Hudson  
77 Secretary  
78

**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**FEBRUARY 15, 2024 SPECIAL MEETING**

**Call to Order (0:04:08)**

The Special Board Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Jim Smith at 5:00 p.m.

**Attendance (0:05:09)**

The following Directors were present: Jim Smith, Glenn Walsh, Bill Hudson, and Gene Tautges.

In attendance from staff: Justin Ramsey, Renee Lewis, and Aaron Burns.

Also present: Josh Pike, Cheryl Bowdridge, Peter Adams, Debra Brown, Ken Bowles, Anita Bowles, Leah Ballard, Bruce Cooper, Shelley Low, Jenn Ott, Emily Lashbrooke, Kathleen McFadden, Dale Schmidt, Ellen Schmidt, Marybeth Snyder, Deborah Smith, Larry Smith, Lana Ferley, Dan Ferley, Yvonne Brunsul, Erik Winther, Brandy Winther, Kim Moore, Blue Pitcher Lindner, Brian Reid, DeEtte Harrington, Cobey Hampton, Nancy Rea, Jim Browne, Brandi Hampton, Nancy Klootwyk, and Lori Henrickson.

**Consideration of Agenda (0:05:30)**

A motion was made by Director Hudson and seconded by Director Tautges to accept the agenda as presented. The motion passed unanimously.

**Consideration of Approval of Minutes – 12/14/23 Regular Meeting and 1/4/24 Special Meeting (0:07:11)**

A motion was made by Director Tautges and seconded by Director Hudson to approve the minutes as presented. The motion passed unanimously.

**Public Comment (0:08:34)**

Debra Brown, Peter Adams, Dale Schmidt, Marybeth Snyder, Deborah Smith, and Brandi Hampton provided comments on 2024 rate increases. Lori Henrickson, Emily Lashbrooke (copy attached), Blue Pitcher Lindner (copy attached), and Leah Ballard (copy attached) provided comments on impacts to affordable housing. Cheryl Bowdridge, Jim Browne, and Ken Bowles provided comments on the new rate for short-term rentals.

**Consideration of Appointing Renee Lewis as Recording Secretary to the Board (0:52:35)**

District Manager Justin Ramsey stated the staff person that previously held this position, Cyndi Foster, is stepping down and Renee Lewis offered to fill the position. A motion was made by Director Hudson and seconded by Director Tautges to appoint Renee Lewis as Recording Secretary to the Board. The motion passed unanimously.

**Consideration of Revisions to Rules & Regulations (0:53:00)**

Renee Lewis provided an overview of the proposed revisions to the PAWSD Rules and Regulations for Sections 3.2 – Water and Wastewater System Construction Cost, 5.6 – Main Line Extension Permit, 6.3 – Inspection, 8.14 – Cost Recovery, 10.16 – New Development Water and Wastewater Fee, and 10.17.3 – Delinquent Charges and Fees (copy attached). A motion was made by Director Tautges and seconded by Director Hudson to approve the proposed revisions to the PAWSD Rules and Regulations as presented. The motion passed unanimously.

**Consideration of 2024 Water & Wastewater Rate Increases (1:10:23)**

A motion was made by Director Tautges and seconded by Director Walsh to approve the proposed 2024 water and wastewater rates as presented (copy attached). The Board discussed the rate study process, determination of the new short-term rental rate, the current affordable housing policy, and the historical context of raising rates for discretionary and non-discretionary capital projects. Chairman Smith called for the vote. The motion passed unanimously.

**Consideration of 2024 Connection Charges and Adjustments to Other Non-Rate Revenue (not on recording)**

A motion was made by Director Walsh and seconded by Director Hudson to approve the 2024 connection charges and other non-rate revenue as presented. The motion passed unanimously.

**Consideration of County Request for PAWSD Customer Data Related to Short-Term Rentals (not on recording)**

The Board agreed to table this item and invite Archuleta County representatives to a meeting to discuss this request.

**Manager Talking Points (not on recording)**

District Manager Justin Ramsey provided an update regarding the progress on the new Snowball Water Treatment Plant stating that everything was going as planned. He also provided an update on water loss stating that it seems to be increasing, but he has not yet determined the cause. Lastly, Mr. Ramsey stated that with the lack of snow this winter he did not expect the I & I to be as significant as it was last year.

**Other Business**

There being no other business to come before the Board, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,



Bill Hudson  
Secretary

**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**MARCH 7, 2024 SPECIAL MEETING**

**Call to Order (not on recording)**

The Special Board Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Jim Smith at 2:00 p.m.

**Attendance (not on recording)**

The following Directors were present: Jim Smith, Glenn Walsh, Bill Hudson, Paul Hansen, and Gene Tautges.

In attendance from staff: Justin Ramsey, Renee Lewis (virtual), and Aaron Burnes.

Also present: Candance Jones, Bill Nobles (virtual), Josh Pike (virtual) and Marcus Lock (virtual).

**Consideration of Agenda (not on recording)**

A motion was made by Director Hudson and seconded by Director Tautges to accept the agenda as presented. The motion passed unanimously.

**Consideration of potential Executive Session pursuant C.R.S. § 24-6-402(4)(a),(b), and (e)(I), which respectively concern the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions; and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators. (0:01)**

A motion was made by Director Hudson and seconded by Director Walsh to enter into Executive Session for the purposes cited above. The motion passed unanimously. The Board entered into Executive Session at 2:15 p.m.

A motion was made by Director Tautges and seconded by Director Walsh to exit Executive Session during which no decisions were made. The Board returned to Open Session at 3:49 p.m.

**Consideration of SJWCD Response Letter (0:47)**

A motion was made by Director Walsh and seconded by Director Hansen to approve the SJWCD Response Letter as created, revised, and discussed in Executive Session under attorney-client privilege. The motion passed unanimously.

**Consideration of Running Iron Ranch Subcommittee (0:41)**

Director Walsh stated it would be useful to have a subcommittee to attend meetings with San Juan Water Conservancy District to discuss matters related to Running Iron Ranch in a more frank manner and less formal environment. A motion was made by Director Walsh and seconded by Director Hudson to approve the formation of the Running Iron Ranch

Subcommittee with Directors Walsh and Hansen as the primary members and Director Hudson as the alternate. The motion passed unanimously.

**Other Business**

There being no other business to come before the Board, the meeting was adjourned at 3:54 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Bill Hudson". The signature is written in a cursive, flowing style.

Bill Hudson  
Secretary

**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**MARCH 14, 2024 REGULAR MEETING**

**Call to Order (0:28:04)**

The Regular Board Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Jim Smith at 5:00 p.m.

**Attendance (0:28:12)**

The following Directors were present: Jim Smith, Glenn Walsh, Bill Hudson, Paul Hansen (virtual), and Gene Tautges.

In attendance from staff: Justin Ramsey and Renee Lewis.

Also present: Derek Woodman, Mary Jo Coulehan, Kathleen McFadden, Warren Brown, Emily Lashbrooke, Jonathan Easling, Rosanna DuFour, David Harris, Chelle Keplinger, Candance Jones, Cobey Hampton, Christa Hampton, Jenneye Shugar, Jen Ott, Leah Ballard, Jim Garrett Debra Brown, George Brown, Brooks Lindner, Gary Williams, Kim Moore, Randi Pierce (virtual), Josh Pike (virtual), Pat Love (virtual), James Dickoff (virtual), Rick Holt (virtual), and Pam Flowers (virtual).

**Consideration of Agenda (0:28:40)**

Director Hudson requested the Consideration of Pagosa Springs Community Development Corporation Request and Consideration of Habitat for Humanity Request agenda items be moved to the beginning of the agenda. The Board agreed. A motion was made by Director Hudson and seconded by Director Walsh to accept the agenda as revised above. The motion passed unanimously.

**Consideration of Approval of Minutes – 2/15/24 Regular Meeting (0:29:11)**

A motion was made by Director Walsh and seconded by Director Hudson to approve the 2/15/24 minutes as presented (copy attached). The motion passed unanimously.

**Public Comment (0:29:54)**

Mary Jo Coulehan, Jim Garrett, Gary Williams, Warren Brown, Roseanna DuFour, Derek Woodman, David Harris, Kim Moore, Brooks Lindner, Chelle Keplinger, James Dickoff, and Rick Holt provided comments on the District's affordable housing policy, support for the Pagosa Springs Community Development Corporation projects, and support for the Habitat for Humanity projects. Jonathan Easling provided comments on 2024 rate increases.

**Consideration of Pagosa Springs Community Development Corporation Request (0:45:51)**

Emily Lashbrooke, Pagosa Springs Community Development Corporation Executive Director, presented the request for full waiver of the Capital Investment Fees for eight 2024 projects that will provide housing for applicants earning 80% of AMI or below (copy attached). The Board agreed that if the projects qualified as 80% of AMI or below upon completion, the Capital

Investment Fees would be waived as that would be consistent with proposed revisions to the affordable housing policy.

**Consideration of Habitat for Humanity Request (1:52:34)**

Leah Ballard, Habitat for Humanity Executive Director, presented the request for full waiver of Capital Investment Fees for three 2024 projects that will provide housing for applicants earning 80% of AMI or below (copy attached). The Board agreed that if the projects qualified as 80% of AMI or below upon completion, the Capital Investment Fees would be waived as that would be consistent with proposed revisions to the affordable housing policy.

**Consideration of Resolution to Amend the Current Affordable Housing Policy (2:18:47)**

Director Hudson presented the revisions he made to the affordable housing policy in Resolution 2024 – 03 – Resolution for the Reduction of Capital Investment Fees for Low-Income, Workforce, and Other Types of Affordable Housing stating he proposes full waivers of Capital Investment Fees for projects that qualify as 80% of AMI or below upon completion with a 15-year deed restriction, a 50% waiver of Capital Investment Fees for projects that qualify as 81-100% of AMI upon completion with a 15-year deed restriction, and the Board reserves the right to grant full waivers for projects at 81-100% of AMI and have a 15-year deed restriction that have broad community support. Director Walsh stated he would also like to add to the last revision a preference/dedication for PAWSD employee housing. A motion was made by Director Hudson and seconded by Director Walsh to approve the above-mentioned revisions to the affordable housing policy. The motion passed 4-1 with Director Tautges opposed.

**Consideration of Resolution to Enact a Moratorium on Affordable Housing Rate Reductions (3:33:49)**

A motion was made by Director Tautges and seconded by Director Hudson to approve Resolution 2024 – 04 – Resolution to Enact a Moratorium on Affordable Housing Rate Reductions. The motion failed 0-5 with all Directors opposed. A motion was made by Director Hudson and seconded by Director Walsh to change the April 2024 meeting from 11th to the 18th to effectuate the 30-day rate change noticing requirements and to change and notice the Affordable Housing Surcharges as follows:

**WATER CHARGES**

Monthly Affordable Housing Surcharge: decrease from \$0.77 to \$0.57

**WASTEWATER CHARGES**

Monthly Affordable Housing Surcharge: increase from \$0.24 to \$1.65

**CAPITAL INVESTMENT FEES**

Capital Investment Fees for Water increase from \$8,958.00 to \$9,276.04  
Capital Investment Fees for Wastewater increase from \$15,697.00 to \$16,584.91

The motion passed unanimously.

**Consideration of Request for 2023 Connection Fees for 65 Settler Drive (3:44:48)**



Jonathan Easling presented the request for 2023 Wastewater Capital Investment Fees for 65 Settler Drive (copy attached). A motion was made by Director Walsh and seconded by Director Hansen to deny the request. The motion passed unanimously.

**Consideration of Request for 2023 Connection Fees for Colorado Dream Homes (3:53:45)**

Debra Brown, President of Colorado Dream Homes, presented the request for 2023 Capital Investment Fees on current projects (copy attached). Following a lengthy discussion, the Board did not take action on this item.

**Consideration of Request for 2023 Connection Fees for San Juan Homes (4:24:03)**

The San Juan Homes representative withdrew the request.

**Consideration of Memorandum of Understanding for Exploration into the Future Operations and Maintenance of Wastewater Systems in the Pagosa Springs Area (4:24:18)**

David Harris, Town of Pagosa Springs/Pagosa Springs Sanitation General Improvement District (PSSGID) Manager, provided an overview of efforts to date regarding the Consideration of Memorandum of Understanding for Exploration into the Future Operations and Maintenance of Wastewater Systems in the Pagosa Springs Area (MOU). Director Walsh requested a PAWSD and PSSGID Board Member be added to the working groups for the respective District's and nominated Director Tautges due to his years of experience with both wastewater systems. The Board agreed. A motion was made by Director Hudson and seconded by Director Walsh to approve the MOU as revised above. The motion passed unanimously.

**Manager Talking Points (4:27:18)**

District Manager Justin Ramsey stated the RFP for reversing the 7-mile wastewater pipeline between the PSSGID and PAWSD collection systems has been advertised. He also stated water loss has been increasing over the last two months, but has not yet found the source of the increase. Mr. Ramsey also provided updates on projected construction in District 1 over the next few years and the impacts on water resources, wastewater infrastructure, and infiltration and inflow in the collection system. Renee Lewis, PAWSD Programs Manager, provided an update regarding grant applications she planned to submit for the Vista Wastewater Treatment Plant project to address nutrient reduction per CDPHE Regulation 85.

**Other Business**

There being no other business to come before the Board, the meeting was adjourned at 9:27 p.m.

Respectfully submitted,

  
Bill Hudson  
Secretary

**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**APRIL 18, 2024 REGULAR MEETING**

**Call to Order (0:00:35)**

The Regular Meeting for the Pagosa Area Water and Sanitation District was called to order by Chairman Jim Smith at 5:01 p.m.

**Attendance (0:00:38)**

The following Directors were present: Jim Smith, Glenn Walsh, Bill Hudson, and Gene Tautges (virtual).

In attendance from staff: Renee Lewis and Aaron Burns.

Also present: Debra Brown, Emily Lashbrooke, Jenn Ott, Jim Garrett, Candace Jones, Jodi Bunn, Jim Corbett, Don Ford, Randi Pierce (virtual), Josh Pike (virtual), Bruce Stuart (virtual), and Rosanna Dufour (virtual).

**Consideration of Agenda (0:00:52)**

A motion was made by Director Hudson and seconded by Chairman Smith to accept the agenda as presented. The motion passed unanimously.

**Approval of Minutes – 3/7/2024 Special Meeting and 3/14/2024 Regular Meeting (0:01:19)**

A motion was made by Director Hudson and seconded by Director Walsh to approve the minutes as presented. The motion passed unanimously.

**Public Comment (0:02:44)**

Debra Brown provided comments on the District's invoicing practices and future affordable housing projects. Jodi Bunn and Jim Corbett provided comments on the gravel mining activity on Running Iron Ranch.

**Consideration of Pagosa Springs Community Development Corporation Request (0:14:20)**

Emily Lashbrooke provided an overview for two of the homes the Pagosa Springs Community Development Corporation (PSCDC) plans to build in 2024 that are intended for applicants earning 81 - 100% of AMI (attached) and requesting a 100% waiver of the Water and Wastewater Capital Investment Fees (CIF) for both homes. A motion was made by Director Walsh and seconded by Director Hudson to approve the PSCDC request contingent on the submittal of District-approved income verification and deed restriction as will be required by 2024 – 03 – Resolution for the Reduction of Capital Investment Fees for Low-Income, Workforce, and other Types of Affordable Housing. The motion passed unanimously.

**Consideration of Request for Shared Meter – 802 and 812 E. Condor Drive (0:55:14)**

Don Ford provided an overview of an airport hangar project that he is constructing on behalf of the owners requesting the two hangars share a water meter. A motion was made by Director Hudson and seconded by Director Walsh to approve the request for a shared meter subject to approval by staff of a shared meter agreement that would be filed with the account. The motion passed unanimously.

**Consideration of 2024 – 03 – Resolution for the Reduction of Capital Investment Fees for Low-Income, Workforce, and other Types of Affordable Housing (0:01:08)**

Director Walsh presented Resolution 2024 – 03, stating that while the resolution in spirit was approved at the March 14, 2024 meeting, the directed revisions are coming back for ratification. Director Walsh also requested the revisions include:

- To revise in clause #3 “or is dedicated as housing for PAWSD employees” to “and/or is resulting *in part* as housing for PAWSD employees” as it provides greater flexibility.
- Add as the second paragraph of clause #5 - Applicability: “It is the intention of the Board to keep these policies in place for the purposes outlined herein; *provided, however*, economic circumstances, including but not limited to changes in the local real estate and construction markets, may cause the Board to modify, cap or place a moratorium on fee waivers whenever District budgetary limitations and financial projections require such modification, cap or moratorium. All discounts and waivers detailed herein are subject to Board approval and no property owner or project developer should rely upon the availability of these waivers and discounts at all times and under all local economic circumstances.”

A motion was made by Director Walsh and seconded by Director Hudson to approve 2024 – 03 – Resolution for the Reduction of Capital Investment Fees for Low-Income, Workforce, and other Types of Affordable Housing as revised above. The motion passed unanimously.

**Consideration of 2024 – 04 – Resolution Revising Low-Income, Workforce, and other Types of Affordable Housing Water and Wastewater Surcharges (0:01:33)**

Business Manager Aaron Burns stated he had prepared a spreadsheet in coordination with rate study consultants that shows the proposed affordable housing surcharges depending on the number of approved waivers. Director Walsh provided comments regarding his support of surcharges collected to offset affordable housing waivers, but would also like to explore recalculating the CIFs for 2025 as another method of accounting for the waivers. A motion was made by Director Walsh and seconded by Director Tautges to adopt 2024 – 03 – Resolution for the Reduction of Capital Investment Fees for Low-Income, Workforce, and other Types of Affordable Housing Water and Wastewater Surcharges as presented with the assumption of 13 Water CIF waivers and 10 Wastewater CIF waivers for 2024. The motion passed 3 – 1 with Director Hudson opposed.

**Running Iron Ranch Subcommittee Update (1:57:26)**

Directors Walsh and Hudson provided an update regarding a meeting they attended with San Juan Water Conservation District Representatives and Southwestern Water Conservation District Executive Director Steve Wolff.

**Manager Talking Points (2:06:40)**

Aaron Burns provided updates on the audit and campus security measures. Programs Manager Renee Lewis provided updates on the Snowball Water Treatment Plant construction, upgrades planning on the Vista Wastewater Treatment Plant, affordable housing policy efforts, and requested changing the board meeting for May from the 9<sup>th</sup> to the 23<sup>rd</sup> to effectuate the notice for the increases to the Affordable Housing Water and Wastewater Surcharges.

**Other Business**

There being no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Bill Hudson". The signature is written in a cursive, flowing style.

Bill Hudson  
Secretary