

PAGOSA AREA WATER AND SANITATION DISTRICT)
)
ARCHULETA COUNTY) S.S.
)
STATE OF COLORADO)

NOTICE OF SPECIAL MEETING AND REGULAR MEETING

NOTICE IS HEREBY GIVEN that a Special and Regular Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday March 12, 2026 at 4:00 and 5:00 p.m., respectively. The Special and Regular Meetings will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agendas are as follows:

Special Meeting

1. Call to Order
2. Roll Call
3. Consideration of an executive session to discuss (1) Running Iron Ranch and litigation related to the same, mediation, and the management of Running Iron Ranch; and (2) procedure and protocols for atypical customer relations (the “Subject Matters”) pursuant to C.R.S. Section 24-6-402(4)(b) for the purpose of receiving legal advice on specific legal questions from the District’s general counsel on the Subject Matters, and C.R.S. Section 24-6-402 (4)(e)(I), to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators with respect to the Subject Matters.

Regular Meeting

1. Call to Order
2. Roll Call
3. Consideration of Agenda
4. Approval of Minutes – 2/13/26 Special and Regular Meetings
5. Public Comment
6. Consideration of Request for Exemption from Affordable Housing Policy Requirements – CDC
7. Consideration of Request for Waiver of 2026 Capital Investment Fees – Archuleta County Commissioners
8. Consideration of Policies and Protocols for Atypical Customer Relations
9. Manager Talking Points
10. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Andrew Connor
For the Board of Directors



1
2 **RECORD OF PROCEEDINGS**
3 **PAGOSA AREA WATER AND SANITATION DISTRICT**
4 **FEBRUARY 12, 2026 SPECIAL MEETING**

5
6 **Call to Order (0:00:04)**
7

8 The Special Board Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called
9 to order by Chairman Gene Tautges at 4:01 p.m.

10
11 **Attendance (0:00:09)**
12

13 The following Directors were present: Gene Tautges, Alex Boehmer, Bill Hudson, Glenn Walsh,
14 and Bruce Jones.

15
16 In attendance from staff: Andy Connor, Renee Lewis, and Jack Dossett.
17

18 Also present: Marcus Lock (virtual) and Kendall Burgemeister (virtual).

19 **Consideration of an executive session to discuss Running Iron Ranch and litigation related**
20 **to the same, mediation, and the management of Running Iron Ranch (the “Subject Matters”)**
21 **pursuant to C.R.S. Section 24-6-402(4)(b) for the purpose of receiving legal advice on**
22 **specific legal questions from the District’s general counsel on the Subject Matters, and**
23 **C.R.S. Section 24-6-402 (4)(e)(I), to determine positions relative to matters that may be**
24 **subject to negotiations, developing strategy for negotiations, and instructing negotiators**
25 **with respect to the Subject Matters (0:00:19).**

26 A motion was made by Director Jones and seconded by Director Boehmer to enter into Executive
27 Session for the purposes cited above. The motion passed unanimously. The Board entered into
28 Executive Session at 4:03 p.m.

29
30 The Board exited Executive Session at 4:59 p.m. during which negotiators were instructed but no
31 decisions were made.

32
33 There being no other business to come before the Board, the meeting was adjourned at 5:00 p.m.
34

35 Respectfully submitted,
36

37
38 Bill Hudson
39 Secretary
40

1
2 **RECORD OF PROCEEDINGS**
3 **PAGOSA AREA WATER AND SANITATION DISTRICT**
4 **FEBRUARY 12, 2026 REGULAR MEETING**

5
6 **Call to Order (0:03:00)**
7

8 The Regular Board Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was
9 called to order by Chairman Gene Tautges at 5:02 p.m.

10
11 **Attendance (0:03:07)**
12

13 The following Directors were present: Gene Tautges, Alex Boehmer, Bill Hudson, Glenn Walsh,
14 and Bruce Jones.

15
16 In attendance from staff: Andrew Connor, Renee Lewis, Jack Dossett, Kyle Tjelmeland, and Cyndi
17 Foster (virtual).

18
19 Also present: Carl Young (virtual) and Terri House (virtual).
20

21 **Consideration of Agenda (0:03:19)**
22

23 A motion was made by Director Hudson and seconded by Director Boehmer to approve the
24 agenda as presented. The motion passed unanimously.

25
26 **Approval of Minutes – 1/29/26 Special and Regular Meetings (0:03:19)**
27

28 A motion was made by Director Boehmer and seconded by Director Hudson to approve the
29 1/29/26 Special and Regular Meeting as presented. The motion passed unanimously.

30 **Public Comment (0:04:25)**

31 No comments were offered.

32 **Update Regarding After-Hours Call Service Transition – Daupler Response Management**
33 **(0:05:18)**

34 Kyle Tjelmeland provided an overview of the new Daupler Response Management answering
35 service.

36 **Manager Talking Points (0:26:03)**

37 Andrew Connor provided updates on Vista Wastewater Treatment Plant upgrades, frozen water
38 meters, recent distribution system leak events, meter replacement project, rate study RFQ, CDOT
39 project in Town of Pagosa Springs, Snowball Water Treatment Plant replacement construction
40 progress and updates to the Drought Management Plan. The Board agreed to appoint Director
41 Jones to the Drought Management Plan committee.

42 **Other Business**

43 Directors Walsh and Boehmer requested recent customer issues be added to the 3-12-26 agenda.
44

45 There being no other business to come before the Board, the meeting was adjourned at 5:51 p.m.

46

47 Respectfully submitted,

48

49

50 Bill Hudson

51 Secretary

52

DRAFT

Board Agenda Summary Sheet

	To	Action	Signature, Date		To	Action	Signature, Date
1	Andrew Connor	Review		6			
2	Board	Approve		7			
3				8			
4				9			
5				10			

Name of Action Official: Renee Lewis	Phone:	Board Meeting Date: March 12, 2026	Priority <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
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Subject: CDC Affordable Housing Exemption Request

Please find attached from CDC nine executed deeds with the required restrictions. Attached also are the income verification table and certification emails from Kermode Consulting LLC and Archuleta County Housing Authority. At the request of a few Directors, I asked Emily Lashbrooke to add the corresponding addresses to the table. So, this has been revised from the one sent on February 27, 2026. She also asked staff and the Board to practice discretion with any personal information of the applicants.

My understanding is CDC is requesting an exemption from the requirements of Resolution 2024 – 03 – Resolution for the Reduction of Capital Investment Fees for Low-income, Workforce, and Other Types of Affordable Housing (affordable housing policy) that applicant’s income certification be 80% of AMI and below. From the information provided by CDC, it appears five properties would need exemptions from the requirements of the affordable housing policy as two of the properties comply and two were granted an exemption on April 18, 2024 because CDC knew then those applicants would qualify above 80% of AMI.

PAGOSA AREA WATER AND SANITATION DISTRICT

**RESOLUTION FOR THE REDUCTION OF CAPITAL INVESTMENT FEES FOR
LOW-INCOME, WORKFORCE, AND OTHER TYPES OF AFFORDABLE HOUSING**

Resolution 2024 – 03

WHEREAS, the Pagosa Area Water and Sanitation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes;

WHEREAS, Section 32-1-1001(1)(h), C.R.S. authorizes the District’s Board of Directors (“Board”) to have the management, control, and supervision of all of the business and affairs of the special district and all construction, installation, operation, and maintenance of special district improvements;

WHEREAS, Section 32-1-1001(1)(m), C.R.S. authorizes the Board to adopt, amend, and enforce bylaws and rules and regulations for carrying out the business, objects, and affairs of the Board and District;

WHEREAS, Section 32-1-1001(1)(n), C.R.S. authorizes the Board to have and exercise all rights and power necessary or incidental to or implied from the specific powers granted to special districts by this article and such specific powers shall not be considered as a limitation upon any power necessary or appropriate to carry out the purposes and intent of this article;

WHEREAS, Section 32-1-1001(1)(j)(I), C.R.S. authorizes the Board to fix and from time to time increase or decrease fees, rates, tolls, penalties, or charges for services, programs, and facilities furnished by the District;

WHEREAS, Section 32-1-1001(1)(j)(II), C.R.S. authorizes the Board to waive or amortize all or part of the Capital Investment Fees and connection fees or extend the time period for paying all or part of such fees for property within the District in order to facilitate the construction, ownership, and operation of affordable housing on such property, as such affordable housing is defined by resolution adopted by the Board;

WHEREAS, the Board has implemented and continues to implement Capital Investment Fee (“CIF”) policies to raise funds for the general improvements to the efficiency, capacity, reliability, and safety of its water treatment and distribution systems as necessary to serve existing and planned water demand;

WHEREAS, the Board has implemented and continues to implement CIF policies to raise funds for the general improvements to the efficiency, capacity, reliability, and safety of its wastewater collection and treatment systems as necessary to serve existing and planned wastewater demand;

WHEREAS, pursuant to the authority set forth in Section 32-1-1001(1)(j)(II), C.R.S., the Board, on March 12, 2020, passed Resolution 2020-03 providing for a full or partial waiver of the water and wastewater Capital Investment Fees and the Raw Water Acquisition Fee for Very Low-

Income Housing, Low-Income Housing, and Moderate-Income Housing (a/k/a Workforce Housing) in certain circumstances, and as more particularly set forth and defined in said resolution;

WHEREAS, the Board desires to continue to encourage development of low-income, workforce, and other types of affordable housing to address a serious shortage of available housing units within the District as it recognizes this as a determining factor in recruiting and retaining employees and contributes to the general economic health of the District; and

WHEREAS, the Board desires to continue to incentivize such development by allowing reductions and exemptions from payment of CIF(s) under certain circumstances for rental and for-sale housing units that meet the definitions herein.

NOW THEREFORE, be it resolved by the Board of Directors of the Pagosa Area Water and Sanitation District, that its water and wastewater CIF(s) calculation methodology and fee payment methodology are amended, clarified, and shall be implemented, as follows:

1. DEFINITIONS:

- a. **Affordable Housing.** Housing for which the occupant(s) is/are paying no more than thirty percent (30%) of their income for gross housing costs, including utilities.
 - b. **Annualized Mortgage Amount.** The sum of principal, interest, closing costs, mortgage insurance, down payment, and any other direct costs of acquiring the unit amortized over thirty (30) years based on annual payments.
 - c. **Area Median Income (AMI).** The median household income for Archuleta County, as estimated by the most recent published calculations from Colorado Housing and Finance Authority (CHFA). For rental housing, the AMI estimates may be adjusted according to household size. For for-sale housing, the AMI for a four-person household may be used, when appropriate.
 - d. **Low-Income Housing.** A housing unit with a rental amount or annualized mortgage amount that qualifies as affordable housing for households earning sixty percent (60%) or less of AMI.
 - e. **Workforce Housing.** A housing unit with a rental amount or annualized mortgage amount that qualifies as affordable housing for households earning eighty percent (80%) or less of AMI but more than sixty percent (60%) of AMI.
2. Upon presentation of preliminary project certification by CHFA or other approved third party that specializes in verifying applicants of low-income and workforce housing as defined above, the Board may grant a full waiver of water and wastewater CIF(s) whenever such housing is also deed restricted with the intent of preserving its affordability for a period of at least fifteen (15) years.
 3. Upon presentation of preliminary project certification by CHFA or other approved third party that specializes in verifying applicants earning 81-100% of AMI, the Board may grant a fifty percent (50%) waiver of the water and wastewater CIF(s) whenever such housing is

also deed restricted with the intent of preserving its affordability for a period of at least fifteen (15) years. The Board reserves the right to waive up to one hundred percent (100%) of the water and wastewater CIF(s) for projects that fall between eighty-one and one hundred percent (81-100%) of AMI whenever such housing is also deed restricted with the intent of preserving its affordability for a period of at least fifteen (15) years and the project also has broad community support, a demonstrated economic benefit to PAWSD, and/or is resulting *in part* as housing for PAWSD employees. All waivers for projects between 81-100% of AMI shall be at the complete discretion of the Board and no reliance on approval should be assumed by applicants.

4. Deed restriction and applicant income verification by CHFA or other approved third party that specializes in verifying applicants of low-income, workforce, and 81-100% AMI housing must be provided to the District in order for the CIF(s) fee waiver to be accomplished prior to scheduling any connection. If above-mentioned deed restriction and income verification cannot be accomplished prior to scheduling the connection, said requirements must be provided to the District's satisfaction by the end of the same connection season or the previously waived CIFs will be applied to the project's account.
5. APPLICABILITY. The intent of this Resolution is to keep all aspects of the District's existing fee policy intact, and to merely apply an incentive for the construction of affordable housing units which is a benefit for all District customers because it is a determining factor in the District's ability to recruit and retain employees. A waiver or reduction in CIF(s) shall in no way relieve the customer from paying all applicable District fees then in effect as provided in the District's Rules and Regulations.

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.

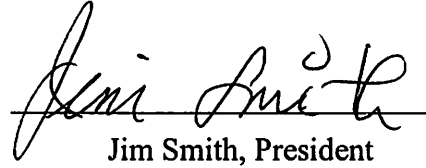
6. SEVERABILITY. If any section, subsection, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, subsection, paragraph, clause, or provision shall in no manner affect any remaining provisions of this Resolution, the intent being that the same are severable.
7. REPEALER. All orders, resolutions, bylaws, or rules and regulations of the District, or parts thereof, inconsistent with this Resolution are hereby repealed to the extent only of such inconsistency.

8. EFFECTIVE DATE. This resolution shall be enforced as effective on, and as of, April 18, 2024.

ADOPTED this 18th day of April, 2024, by a vote of 4 in favor and 0 opposed.



Attest:


Jim Smith, President


Bill Hudson, Secretary

Renee Lewis

From: Emily Lashbrooke <emily@pagosaspringscdc.org>
Sent: Friday, February 27, 2026 10:59 AM
To: Renee Lewis
Subject: FW: Buyer approvals
Attachments: Chris Mtn UW log 2.25.26.pdf; PAWSD Income verification letter.pdf

Renee,

This is the email from our third party verifying the AMI for each application she received. The Housing Authority did the first two, and I will send the confirmation email along as soon as it is received. I have included my letter to the board.

Let me know if you have any questions or need anything else.

Warm Regards,

Emily Lashbrooke
Emily Lashbrooke
Executive Director



PAGOSA SPRINGS

Community Development Corporation
46 Eaton Drive Unit 4
PO Box 1183, Pagosa Springs, CO 81147
emily@pagosaspringscdc.org
Office 970-264-3023 Cell 970-403-4033
If you would like to meet with me click the link below and
Pick a time that works best for you.
<https://calendly.com/pscdc/30min>

From: Jennifer Kermode <jenkermode@gmail.com>
Sent: Wednesday, February 25, 2026 10:56 AM
To: Emily Lashbrooke <emily@pagosaspringscdc.org>
Subject: Re: Buyer approvals

Good morning, Emily -

Please find the spreadsheet attached for buyer applications for The Chris Mountain neighborhood.

As a qualified independent third party to these transactions, I have underwritten each of these files for income/AMI determination.

I appreciate the work and will be happy to continue underwriting as applicants come along!

Be well,

Jennifer Kermode
Kermode Consulting LLC

Mountain Metro Real Estate, Breckenridge, Co - Associate Broker
Colorado Mountain Housing Coalition - Associate Member, Past President
Gunnison Country Chamber of Commerce - Associate Member
Colorado Housing and Finance Authority - Past Chairperson, Board of Directors
<https://calendly.com/pscfdc/30min>

!!WARNING!! This message originated outside the organization. Consider whether it is legitimate before responding, opening attachments or activating links.

Renee Lewis

From: Emily Lashbrooke <emily@pagosaspringscdc.org>
Sent: Monday, March 2, 2026 12:35 PM
To: Renee Lewis
Subject: FW: AMI Verifications

Hi Renee,

Below is the verification for 50 Home Ct and 21 Ranger Park Drive. As explained prior the ACHA was performing the AMI calculation for section 8 and disqualifying candidates. This is how we ended up with the State Certified 3d party verifier.

Let me know if you need anything else.

Warm Regards,

Emily Lashbrooke
Emily Lashbrooke
Executive Director



PAGOSA SPRINGS

Community Development Corporation
46 Eaton Drive Unit 4
PO Box 1183, Pagosa Springs, CO 81147
emily@pagosaspringscdc.org
Office 970-264-3023 Cell 970-403-4033
If you would like to meet with me click the link below and
Pick a time that works best for you.
<https://calendly.com/pscdc/30min>

From: Anissa Griego <anissa.griego4@gmail.com>
Sent: Monday, March 2, 2026 10:51 AM
To: Emily Lashbrooke <emily@pagosaspringscdc.org>
Cc: John Ranson <jranson@archuletacounty.org>; clifford lucero <cliffordlucero@yahoo.com>
Subject: AMI Verifications

Hi Emily,

I received your voicemail you left on Friday.

This email is to confirm that ACHA completed the AMI income verification process for the first two files. Both files met the below 100% AMI limit.

I will add that ACHA originally calculated one of these files as over the 100% AMI limit. After correspondence between the PSCDC, ACHA, and DOH, ACHA's original calculations were overridden to change the way we calculated this applicant's income. Once we re-calculated the income using the method approved by DOH, this applicant was within the 100% AMI limit.

Should PAWSD have any questions or would like to contact me directly, they are always more than welcome to do so.

Thank you,

Anissa Griego

--

Anissa Griego
Executive Director



Archuleta County Housing Authority
Rose Mountain Townhomes
Casa de los Arcos
450 Hot Springs Blvd. Bldg A
PO Box 1463
Pagosa Springs, CO 81147
Office #: 970-264-4828 / Mobile #: 970-585-4563

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Board Agenda Summary Sheet

	To	Action	Signature, Date		To	Action	Signature, Date
1	Andrew Connor	Review		6			
2	Board	Approve		7			
3				8			
4				9			
5				10			

Name of Action Official: Renee Lewis	Phone:	Board Meeting Date: March 12, 2026	Priority <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
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Subject: Archuleta County Commissioners Request for 2026 Waivers of CIFs

We've been asked by a few Directors for background on why the infrastructure was pre-installed by PAWSD and ultimately Treasurer's Deeds were issued on many of the properties.

The background of this development and infrastructure installation is as follows:

Early in 2005, National Recreational Properties of Pagosa Springs, LLC. (NRPI) approached the District requesting water and wastewater service for 79 lots they had recently purchased. Over the course of the next three construction seasons, Pagosa Area Water and Sanitation District installed the water distribution and wastewater collection system to serve all 156 platted lots in that subdivision.

The total cost for this installation was \$2,069,781.51, of which NRPI paid the costs of construction for their 79 lots through periodic payments which totaled \$1,048,158.58. The remaining \$1,021,622.93 was billed to 77 individual property owners through Availability to Tap Fee in August of 2008. Those property owners had the option of financing their Tap Fee with the District over 24 months. In large part due to the economic recession and the rapid decline in the real estate values, many of those property owners defaulted on their payments and subsequently \$472,620.76 in Tap Fees and \$2,772.00 in Availability Charges were certified to the County Treasurer for collection with property taxes. In 2015/2016, the Archuleta County Attorney and Treasurer began having discussions with the District regarding the possible issuance of Treasurer's Deeds for many of the certified properties. In the years following, PAWSD allowed for the majority of the certified amounts to be written off and the Treasurer's Deeds issued. The County then donated some of these properties to CDC and Habitat for Humanity.

Board Agenda Summary Sheet

	To	Action	Signature, Date		To	Action	Signature, Date
1	Andrew Connor	Review		6			
2	Board	Approve		7			
3				8			
4				9			
5				10			

Name of Action Official: Renee Lewis	Phone:	Board Meeting Date: March 12, 2026	Priority <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
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Subject: Policies and Protocols for Atypical Customer Relations

Please find attached examples of recent atypical customer relations. Marcus is prepared to speak to the Board about this agenda item. I did not redact any of the customer names and information. As such, please use discretion when handling the materials.