



Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

AGENDA

Town of Pagosa Springs Sanitation General Improvement
District Meeting
Tuesday, April 1, 2025 @5:00 PM

1. REMOTE PARTICIPATION

A Zoom link is made available, however, the Town does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as the public meeting will continue in person regardless of the Town's broadcast capability.

Join Zoom Meeting By Computer - <https://zoom.us/j/88141846337>
Dial by Phone - 1-669-900-6833 US - Meeting ID: 881 4184 6337

I. CALL MEETING TO ORDER

II. ROLL CALL

III. DISCLOSURES AND/OR CONFLICT OF INTEREST

IV. PUBLIC COMMENT

Please sign in to make public comment

V. CONSENT AGENDA

1. Approval of the March 4, 2025 Meeting Minutes

[Town of Pagosa Springs Sanitation General Improvement District - 04 Mar 2025 - Minutes - Pdf](#)

VI. REPORTS TO BOARD

1. PSSGID Agenda Brief

[Agenda Brief - PSSGID Update April 1, 2025 - Pdf](#)

VII. NEW BUSINESS

1. PSSGID Customer Account Audit

[Agenda Brief - PSSGID Customer Account Audit - Pdf](#)

VIII. NEXT BOARD MEETING MAY 6, 2025 AT 5:00 PM

IX. ADJOURNMENT

Shari Pierce
Board President



Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

MINUTES

Town of Pagosa Springs Sanitation General Improvement
District Meeting
March 4, 2025 @ 5:00 PM

A regular meeting of the Town of Pagosa Springs Sanitation General Improvement District was called to order on March 4, 2025, at 5:00 PM in the Town Hall 551 Hot Springs Blvd.

BOARD PRESENT: Mayor Pierce, Council Member Bergon, Council Member deGraaf, Council Member DeGuise, Council Member Williams, and Council Member Martinez

BOARD ABSENT: Council Member Lindner

I. CALL MEETING TO ORDER

II. ROLL CALL

III. DISCLOSURES AND/OR CONFLICT OF INTEREST – None

IV. PUBLIC COMMENT – None

V. CONSENT AGENDA

1. Approval of the February 4, 2025 Meeting Minutes

Board Member deGraaf moved to approve the consent agenda, Board Member Williams seconded.
Carried.

VI. REPORTS TO BOARD

1. PSSGID Agenda Brief

Public Works Director, Karl Johnson, updated the sanitation district board. They have been working with CDOT on the upcoming Main Street reconstruction project. Staff has completed five category 4 repairs on Rainbow Dr. and scheduled maintenance projects have been completed. Staff is reviewing the DOLA grant requirements to assist with the replacement of the lateral connections during the Main Street project.

VII. NEW BUSINESS

1. Bond Sale Update

The Town Municipal Advisor, Joey McKliney, provided an update on the \$4,750,000 bond sale which after fees, provided the district \$4,524,952 to be used for repairs to the sewer lines and upgrades to the Vista treatment plant. The average interest rate is 4.74% with a five year call date where the district can refinance the bonds after those five years to get a lower interest rate.

The PAWSD working group met and discussed the upgrades to the Vista plant. The project should begin at the end of March and is scheduled to be completed in August 2026.

VIII. NEXT BOARD MEETING APRIL 1, 2025 AT 5:00 PM

IX. ADJOURNMENT – Board President Pierce adjourned the meeting at 5:15 pm.

Town of Pagosa Springs Sanitation General Improvement District
March 4, 2025



AGENDA BRIEF

MEETING: Town of Pagosa Springs Sanitation General Improvement District -
01 Apr 2025

FROM: Karl Johnson, Public Works Director

PROJECT: PSSGID Update April 1, 2025

ACTION: Council information

PURPOSE/BACKGROUND:

Staff has been video inspection of mainlines for the CDOT Hwy 160 project for pre-construction existing conditions. Staff decommissioning of septic systems on Goodman Property.

Staff has taken water samples from old lagoon that was affected by a 2019 SSO event that wasn't mitigated. Sample results are being reviewed and we will go out to bid for clean up and a re-decommissioning of the lagoon.

Staff completed end of year scheduled maintenance at PS1, PS2, Chambers and Apache Lift Stations.

Contractor has completed the replacement of flow fill temporary patches with asphalt to be generated onsite with a mobile batch plant. N 3rd St emergency replacement project pipe replacement completed.

KOA LS upgrades are 95% complete. All pumps, piping, and new controls installed and functioning. Electrical power supply upgrades scheduled for April 2025 with LPEA and Controls contractor.

As time permits, staff is conducting grease trap inspections at various restaurants within the sanitary district.

Staff is continuing to perform jetting in troublesome areas within the District.

Continue engineering design of the worst of the worst Category 5 inspected areas.

Staff is preparing RFQ documents for engineering and design for sewer main replacements.

Staff is preparing RFQ documents for installation contractors for sewer main replacements.

Staff has been meeting to discuss a manhole replacement on S 5th St near the Geothermal building.

Staff is working with the Fleet Division to accommodate failing service vehicle.

Staff has been locating per 811 requests,

Staff has been working on replacement project budget and the 2025 operations budget.

Staff is in planning to schedule 5 new sewer taps in the next few months for new construction.

Staff has been working with Roaring Fork Engineers to refine the Capital Improvement budget for the PSSGID revitalization and replacement project.

Staff has purchased equipment and piping to start Category 4 repairs, and is developing a tentative schedule for Spring and Summer 2025.

TOWN COUNCIL GOALS & OBJECTIVES:

2025 Goal #1: Develop a long-term strategy to provide essential sanitation and treatment services that are financially viable, future oriented, and maximize the existing assets and partnerships in a community of our size with limited resources.



AGENDA BRIEF

MEETING: Town of Pagosa Springs Sanitation General Improvement District -
01 Apr 2025

FROM: Karl Johnson, Public Works Director

PROJECT: PSSGID Customer Account Audit

ACTION: Council information, and discussion.

PURPOSE/BACKGROUND:

Performance of a customer audit on a routine basis is vital to insuring who has the legal authority to be connected to the sanitation system, and to ensure that proper revenue collection is happening to pay for system operations and maintenance. Having no record of past audits, staff started a customer audit in February 2025 after one customer account changed hands with the transfer of ownership and another property was brought to staff's attention when Archuleta County requested status of account for a Short Term Rental permit applicant in the Pike Drive area. It was found that these two property owners did not have customer accounts on record. This triggered PSSGID administration staff to question how many more customers are hooked up to the sanitation system, but the District does not have a record of the account thereby not issuing a bill for service on a monthly basis.

Currently the District has 1008 accounts. As of 3/27/25, 245 addresses within the District have been reviewed (approximately 25%). Of those that have been reviewed, 12 properties have been identified as having no billing account information to date (approximately 5%). It is important to note that of these 12 identified properties there does not appear to be any malicious intent to defraud the District, but corrective action needs to take place to create an account. There is a combination of CIF payments being made and no record of a CIF payments among the current 12.

Staff's process to perform this audit has been to download a customer list by street from Caselle. Verify the Caselle list against Archuleta County Assessor's website. Search TOPS' IWorQ program for an account, and if no account is found then staff plans to generate a letter informing the property owner an account will be activated unless proof of account and/or CIF payment being made can be furnished within 30 days.

Staff does agree that any property found to be hooked to the PSSGID by illegal means should be held to the fullest extent of the enforcement portions of the Rules and Regulations. Staff seeks guidance on flexibility of the Rules and Regulations for those properties that may have been subject to past staff oversights to the process of establishing customer accounts in order to get them into a compliant status with bills for service being delivered. Currently staff requires that any CIF payment be paid before a tap is installed, and is being instituted as part of the issuance of a building permit.

Rules and Regulation:

4.9 Unauthorized Connection

Any user that connects to the sewer system without a District-authorized tap shall be charged an amount equal to twice the CIF had the connection been made in conformance with these Rules and Regulations, plus all other applicable charges that have accrued since the time of the unauthorized connection. Charges for an unauthorized connection may be waived, in whole or in part, by Board action.

4.11 Charges for Violations of Rules and Regulation Order, or Permit

4.11.1 Daily Charge Per Violation

Any user who has violated or continues to violate any of the provisions of these Rules and Regulations, or any order or permit issued hereunder, and who has been served a notice of violation pursuant to Section 11.2 of these Rules and Regulations, shall be liable to the District for a charge of not more than \$1,000 per day, per violation for as long as the violation continues. Each day on which non-compliance shall occur or continue shall constitute and be deemed a separate and distinct violation.

4.11.2 Reimbursement of Expenses

Any user violating any provision of these Rules and Regulations shall be liable to the District for reimbursement of any and all costs and expenses incurred by the District in connection with such violation, including but not limited to reasonable attorney's fees, court costs, sampling and monitoring expenses, the costs of managing effluent or sludge due to a user's discharge of pollutants, and costs related to correcting an obstruction or other damage caused by a user's wastewater.

4.13 Collection: Nonpayment of Rates, Tolls, and Charges

Charges may be added to the user's next scheduled sewer service billing.

Any time a user is delinquent in payment of any rates, tolls or charges due to the District, the District shall assess a delinquency charge and an interest charge on the unpaid balance at the maximum rates allowed by § 29-1-1102, C.R.S. Such delinquency charges may be collected on any amount due that is not paid within 5 days after the scheduled due date. Delinquency charges shall be \$15.00 or 5% per month, or fraction thereof, but not to exceed a total of 25% of the amount due, whichever is greater. No interest shall be assessed on the delinquency charge. In addition to the delinquency charge, interest shall be charged on the amount due in an annual percentage rate of 18%, however such limitation on interest charges on the amount due shall not apply to delinquent interest imposed after a tax lien is sold at a tax lien sale pursuant to Article 11, Title 39, C.R.S.

The District shall assess to any user who is late in payment of his or her account, all legal, court, disconnection, and other costs incurred by the District that were necessary to or incidental to the collection of the account.

Until paid, all such rates, tolls, and/or charges shall constitute a perpetual lien on the property served. Any such lien may be foreclosed in the same manner as provided by the laws of Colorado for the foreclosure of mechanics' liens.

4.14 Request for Reconsideration of Charges Hearing

Any user that disputes a charge imposed by the District must file, within 10 days of receiving notice of such charge, a written request with the District for reconsideration of the charge. The District shall schedule and hold a hearing on the request, in accordance with the procedures set forth in Section 11.3, within 30 days of receiving such request.

5.15 Connection to Property Not in the District

The District may provide sanitary sewer service outside the District's service area upon request and at the sole discretion of the Board. In every case where the District furnishes such service, the District shall be paid pursuant to a service contract with the user. Such user shall be required to pay all rates, tolls and charges applicable to property within the District, an out-of-District monthly service charge, and any costs incurred by the District to serve the user's property.

ATTACHMENTS:

[Sanitation Audit Missing Accounts 250327](#)

FISCAL IMPACT:

Increase in revenue from monthly billing.

TOWN COUNCIL GOALS & OBJECTIVES:

2025 Goal #1: Develop a long-term strategy to provide essential sanitation and treatment services that are financially viable, future oriented, and maximize the existing assets and partnerships in a community of our size with limited resources.

RECOMMENDATIONS:

Staff requests guidance for interpretation of PSSGID Rules and Regulations for properties that are not currently being billed in order to fairly get properties into compliance of the rules and regulations with monthly billing.

Name	Address	CIF Payment Received	Purchase Date	Property Type	
Gilbert, Joseph	875 Pike Dr.	No	9/25/1998	One Story and Garage With Living Space	
Baxter, Douglas	202 Pike Dr.	No	8/10/1987	One Story With Basement	
Connelly, B Jean	293 Pike Dr.	No	5/26/1998	Two Story With Basement	
Mohs, Kimberly	329 Pike Dr.	No		Log Cabin	
Doctor, Anthony & Veronica	721 Pike Dr.	No	5/19/1997	Two Story With Basement	Possibly Permit #395 11/5/2007
Timberline Framers	172 Goldmine Dr.	Yes 4/16/2008			
Gallegos, Benjamin	181 S. 6th ST.	No		One-Story House	
Manzaneres, Bill	473 S. 6th St.	No		One-Story House	
Stretton, Huntur	4 Bienvenido Cir	No		Mobile Home	
Nardini, Peter	811 County Rd 500	No		Two-Story	
Coastal King Limited	193A Rob Snow Rd	CIF \$3,750 Pd, Ck 1193, 3/14/08		Purged Double Wide	

Research for this project is very time consuming due to many applications from 1998 thru 2019 having incomplete, missing, incorrect or incomplete addresses and names. Many addresses have had new address designations since the taps were installed and few records available with the applications.