



Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

AGENDA

Town of Pagosa Springs Sanitation General Improvement
District Special Meeting
Tuesday, November 18, 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/83484428434>
Dial by Phone - 1-669-900-6833 US - Meeting ID: 834 8442 8434

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 November 6, 2025 Special Meeting Minutes

[Town of Pagosa Springs Sanitation General Improvement District Special - 06 Nov 2025 - Minutes - Pdf](#)

VI. UNFINISHED BUSINESS

1. Resolution 2025-05, Adopting the FY 2026 Fee Schedule

[Agenda Brief - Resolution 2025-05, Adopting the FY 2026 Fee Schedule - Pdf](#)

VII. NEW BUSINESS

1. Resolution 2025-04, Certifying Delinquent Sanitation Accounts

[Agenda Brief - Certifying Delinquent Sanitation Accounts - Pdf](#)

VIII. NEXT BOARD MEETING DECEMBER 2, 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 Special Meeting
November 6, 2025 @ 5:00 PM

A special meeting of the Town of Pagosa Springs Sanitation General Improvement District was called to order on November 6, 2025, at 5:00 PM in the Town Hall 551 Hot Springs Blvd.

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

BOARD ABSENT: Council Member Bergon

I. CALL MEETING TO ORDER

II. ROLL CALL

III. COMMENTS, DISCLOSURES AND/OR CONFLICT OF INTEREST – Board President Pierce said a thank you to the sales tax committee and the over 500 residents who voted.
Mr. Leonard Martinez said a thank you to the sewer sales tax ballot committee and said the listening sessions were a great start. He thanked the residents who invited the committee members into their home to discuss their questions. He said the Archuleta Seniors and several other community members were a great help with supporting the committee.

IV. PUBLIC COMMENT – Mr. Hudson said the board should look at the sewer rates and consider if there is a possibility to reduce the rates.

V. CONSENT AGENDA

1. Approval of the October 21, 2025 Meeting Minutes

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

VI. REPORTS TO BOARD

1. PSSGID Agenda Brief

Public Works Director Karl Johnson provided an update on the Sanitation District. Staff has been cleaning up the lagoon property by grinding up tree stumps and debris from the flood. Staff is working closely with WW Clyde on Main Street project by replacing 150 feet of sewer pipe. A pvc pipe was used to connect the sewer line across the 1st Street bridge and look to install a lift station at that location for future use across the new pedestrian bridge. The peak pumping during the flood was 1.5 million gallons and is back down to an average of 350,000 gallons per day.

VII. UNFINISHED BUSINESS

1. Public Hearing FY 2026 Budget

2. Resolution 2025-03, Adopting the 2026 Budget

The Town Manager presented the 2026 Sanitation District budget on October 7, 2025, per State requirements. The Board had two work sessions to discuss the budget. Public hearings on the proposed budget were held on October 21 and November 6, 2025. This budget includes a rate increase of \$5 per

Town of Pagosa Springs Sanitation General Improvement District
November 6, 2025

month per EU in 2026.

Board Member Martinez said a local community organization has agreed to help those residents that are struggling to pay their sewer bill.

Board Member deGraaf moved to approve Resolution 2025-03, adopting the 2026 budget, Board Member DeGuise seconded.

Carried.

VIII. NEW BUSINESS

1. Awarding a bid for the McCabe Creek sewer line replacement project

The McCabe Creek sewer rehabilitation of the replacement of 1,350 linear feet of sewer pipe and 7 manholes along the existing alignment. The project includes replacement of sewer across two creek crossings, and one ditch crossing. The RFP closed on October 17, 2025 with two firms providing proposals, TRC Construction- \$958,202.09 and Crossfire- \$2,016,834.45.

Board Member DeGuise moved to approve TRC Construction for the McCabe Creek project for \$958,202.09, Board Member Martinez seconded.

Carried.

IX. NEXT BOARD MEETING NOVEMBER 18, 2025, AT 5:00 PM

X. ADJOURNMENT – Board President Pierce adjourned the meeting at 5:35 pm.



AGENDA BRIEF

MEETING: Town of Pagosa Springs Sanitation General Improvement District
Special - 18 Nov 2025

FROM: April Hessman, Town Clerk

PROJECT: Resolution 2025-05, Adopting the FY 2026 Fee Schedule

ACTION: Council discussion and action

PURPOSE/BACKGROUND:

The 2026 budget includes several fee changes. The rate study performed by Roaring Fork Engineering recommends an increase of \$5 per EU per month to the sewer service. The monthly fee changes from \$71.25 to \$76.25 per EU , \$60 per year increase. The Capital Investment Fee increases to \$7,500 per EU. The other changes relate to fees for connections, applications, and plan review. The increased operational costs for the District is directly connected to the fees and charges collected from the users.

The District has approximately 830 residential and 140 commercial customers. Of the 1,650 EU (equivalent units) 37% (650) are used by the commercial properties, hotels, restaurants, government buildings, and schools. The other 1,000 EU are designated to residential customers, single-family, multi-family, condominiums, apartments, and housing complexes. The Town has 98 vacation rental residential units, not all within the District boundaries, and many more second homeowners.

The proposed fee schedule was used to determine the 2026 budgeted revenues in order to cover the District's operating costs.

ATTACHMENTS:

[Sanitation Res 2025-05 Fee Schedules for 2026](#)
[2026 Fee Schedule sanitation](#)

FISCAL IMPACT:

A \$5 per EU increase will generate approximately \$99,000 per year. The increased Capital Investment Fee is scheduled to generate \$82,500, assuming eleven new connections in 2026.

RECOMMENDATIONS:

1. Move to approve Resolution 2025-05, adopting the 2026 fee schedule
2. Move to approve Resolution 2025-05, adopting the 2026 fee schedule with the following changes
3. Direct staff



TOWN OF PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT
PAGOSA SPRINGS, COLORADO

RESOLUTION 2025-05

A RESOLUTION ADOPTING 2026 FEE SCHEDULE

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town’s home rule charter; and

WHEREAS, the Town of Pagosa Springs Sanitation General Improvement District (“Sanitation GID”) was organized to provide sanitary sewer service; and

WHEREAS, on behalf of the Sanitation GID, the Town Council, acting as the ex officio Board of Directors (“Sanitation GID Board”) has the power to manage, control and supervise all the business and affairs of the Sanitation GID, and pursuant to Section 31-25-611 (1)(k), C.R.S., to fix and from time to time to increase or decrease rates, tolls, and charges for services furnished by the Sanitation GID; and

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT THAT:

SECTION 1 – Fee Schedule. The Pagosa Springs Board incorporates the foregoing recitals as its conclusions, facts, determinations, and findings. The Board hereby approves the Fee Schedules for operations of the Pagosa Springs Sanitation General Improvement District.

SECTION 2 – Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board’s intention that the various provisions hereof are severable.

SECTION 3 – Conflicting Acts. All acts, orders, and resolutions, or parts thereof, of the Board, which are inconsistent or in conflict with this Resolution, are hereby repealed to the extent only of such inconsistency or conflict. All fees shall become effective on January 1, 2026, including any reservations taken in 2025 for 2026 events.

SECTION 4 – Effective Date. This Resolution shall be effective immediately upon its passage and shall be recorded in the official records of the Town kept for that purpose and shall be authenticated by the signatures of the Board President and the Secretary. A copy of the Fee Schedules will be available for inspection by the public at Town Hall during normal business hours.

ADOPTED THIS 18TH DAY OF NOVEMBER 2025, BY THE PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT BOARD BY A VOTE OF _____ IN FAVOR, _____ AGAINST.

By: _____
Shari Pierce, Board President

ATTEST:

April Hessman, Secretary

PAGOSA SPRINGS SANITATION DISTRICT FEE SCHEDULE				
Presented November 18, 2025 for adoption in 2026				
Type of Fee	Code Section	Description	Amount	Last Date Adopted
SANITATION DISTRICT FEES				
Sewer Fees	4.1	Monthly	\$76.25 per EU	2026
Delinquency Charges	4.3	Monthly	\$15 or 5% per month	2020
Interest Annual Percentage Rate	4.3	Monthly	18%	2020
Capital Investment Fee	4.4	Per EU	\$7,500	2026
Connection Inspection & Materials Fee	4.8		\$500 per inspection, plus parts	2026
Cancellation or No Show Fee for Connection		Per incident	\$100	2023
Non-Sufficient Funds/Check Return	4.2		\$40	2023
Credit Card Transaction Fee		per transaction <i>(not monthly utility billing)</i>	3%	2021
Inclusion Application	4.12		\$350 fee + GID Costs	2026
Deposit for Inclusion		Refundable less GID Costs	\$3,500	2023
Subdivision Connection Application	4.12		\$350 fee + GID Costs	2026
Out of District Service Fee	5.16		Equals the monthly rate	2021
Sewer Modeling Fee	7.2.1		\$100 per EU + GID Costs	2026
Deposit for Sewer Modeling		Refundable less GID Costs	\$4,500	2023
Plan Review Charge	4.7		\$200	2026
Excessive Pollution Charge	4.1		\$1000 per day	2021
Oil, Grease, Grit Interceptor Non-compliance Fine	7.5.3	1st violation	\$500	2023
		2nd violation	\$1,000	2023
		3rd violation	\$2,000	2023
Tap Disconnection Fee			\$300 plus parts	2026
Broken Tap Replacement			\$1,000 plus parts	2023
Utility Operator Hourly Rate			\$125/hour	2026
Video/Camera System		Service Call and Maximum 100 ft Line Inspection	\$175	2023
Video/Camera System		Line Inspection More than 100 ft	\$175 + \$1/ft	2023
Vac Truck Rental			\$150/hour	2026



AGENDA BRIEF

MEETING: Town of Pagosa Springs Sanitation General Improvement District
Special - 18 Nov 2025
FROM: April Hessman, Town Clerk

PROJECT:	Resolution 2025-04, Certifying Delinquent Sanitation Accounts to the County Treasurer
ACTION:	Review and Possible Action

PURPOSE/BACKGROUND:

The District regulations allow the certification of delinquent sewer fees to the County Treasurer for collection with property taxes. This process has been a great success in the District’s ability to collect delinquent fees. The 2025 delinquent fees show that residents are paying their sewer account leaving very few needing to be certified with the County Treasurer. Staff strives to assist customers in setting up recurring payments through our online bill pay system. Currently over 400 customers are set up to pay online. The certification to the County Treasurer guarantees the District will recoup the service fees the properties have been provided along with any penalties. Property owners have been notified to attend or pay prior to the November 18th meeting. An update to Exhibit A may be included at the time of the meeting.

ATTACHMENTS:

[Sanitation Res 2025-04 delinquent accounts](#)

FISCAL IMPACT:

The Sanitation District will receive delinquent fees and charges within one year of certifying the amount due to the County Treasurer.

RECOMMENDATIONS:

1. Approve Resolution 2025-04, Certifying Delinquent Wastewater Fees and Charges to the County Treasurer
2. Deny approval of the Resolution and direct staff in alternatives



TOWN OF PAGOSA SPRINGS
SANITATION GENERAL IMPROVEMENT DISTRICT
RESOLUTION NO. 2025-04

A RESOLUTION AUTHORIZING CERTIFICATION OF DELINQUENT ACCOUNTS FOR COLLECTION BY THE COUNTY TREASURER

WHEREAS, the Town of Pagosa Springs ("Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town's home rule charter; and

WHEREAS, the Town of Pagosa Springs Sanitation General Improvement District ("Sanitation GID") was organized to provide sanitary sewer service; and

WHEREAS, on behalf of the Sanitation GID, the Town Council, acting as the ex officio Board of Directors ("Sanitation GID Board") has the power to manage, control and supervise all the business and affairs of the Sanitation GID, and pursuant to Section 31-25-611 (1)(k), C.R.S., to fix and from time to time to increase or decrease rates, tolls, and charges for services furnished by the Sanitation GID; and

WHEREAS, the Town is authorized by Section 31-20-105, C.R.S., and the Sanitation GID's Rules and Regulations to collect such delinquent fees and charges by certification to the County Treasurer; and

WHEREAS, proper notice of the public meeting at which this Resolution is being adopted has been given to the property owner or owners and all affected parties; and

WHEREAS, the adoption of this Resolution will serve a public purpose and promote the health, safety and general welfare of the inhabitants of the District and the people of the State of Colorado.

NOW, THEREFORE, BE IT RESOLVED by the Town Council, acting as the ex officio Board of Directors of the Town of Pagosa Springs Sanitation General Improvement District, Archuleta County, Colorado that:

SECTION 1 - Certification. The Town hereby certifies to the Archuleta County Treasurer that the delinquent accounts listed on Exhibit A (as attached hereto and incorporated herein by this reference) are fees, rates, tolls, penalties, charges or assessments levied solely for sewer service, including the availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account.

SECTION 2 - Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

SECTION 3 - Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Sanitation GID Board.

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ADOPTED THIS 18th DAY OF NOVEMBER, 2025, BY THE TOWN OF PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT, BY A VOTE OF __ IN FAVOR, __ AGAINST.

TOWN OF PAGOSA SPRINGS SANITATION GENERAL
IMPROVEMENT DISTRICT

Shari Pierce, Board President

ATTEST:

April Hessman, Secretary

EXHIBIT A

- 1. **OWNER:** Archuleta, John & Kristy (2.274.0)
PROPERTY: PS B47 Lot 7,
Archuleta County, Colorado.
Also known as 351 S. 9th Street
AMOUNT: \$534.44

- 2.
- 3. **OWNER:** Barborich, Daniel (4.842.2)
PROPERTY: TPS Lot 31 PS PH 1,
Archuleta County, Colorado.
Also known as 31 Bienvenido Cir.
AMOUNT: \$1,032.50

- 4. **OWNER:** Condon, Troy (4.727.0)
PROPERTY: PS B19 Lot 17,
Archuleta County, Colorado.
Also known as 188 N 5th St.
AMOUNT: \$1,138.83

- 5. **OWNER:** Crouse, Stephen & Sydney (2.249.0)
PROPERTY: PS B44 Lot 10X,
Archuleta County, Colorado.
Also known as 275 S 7th St.
AMOUNT: \$1,138.83

- 6. **OWNER:** Duran, Doug McInnis & Cheric (1.058.1)
PROPERTY: PS B18 Lot 11-12,
Archuleta County, Colorado.
Also known as 210 N 6th St.
AMOUNT: \$1,138.83

- 7. **OWNER:** Duran, Gloria & Alex (1.056.0)
PROPERTY: PS B18 Lot 8-9,
Archuleta County, Colorado.
Also known as 211 N 5th St.
AMOUNT: \$1,138.83

- 8. **OWNER:** Gallegos, Jeremy (4.690.1)
PROPERTY: Blk 60 Lot 15,
Archuleta County, Colorado
Also known as 542 7th Street
AMOUNT: \$1,024.78

- 9. **OWNER:** Gething, Mary Scully-Gething & Zach (4.754.1)
PROPERTY: PS B45 Lots 4-5,
Archuleta County, Colorado
Also known as 227 S. 8th Street.
AMOUNT: \$1,388.54

- 10. OWNER:** PS Acquisitions LLC (3.412.1)
PROPERTY: PS EL SCH Sec 14,
Archuleta County, Colorado
Also known as 500 W HWY 160.
AMOUNT: \$229.08

- 11. OWNER:** Lauffer, Wayne (4.618.0)
PROPERTY: PH 4 Lot 36,
Archuleta County, Colorado
Also known as 470 Rainbow Drive.
AMOUNT: \$237.87

- 12. OWNER:** Martinez, Mary (2.207.0)
PROPERTY: PS B 34 Lot 20,
Archuleta County, Colorado
Also known as 188 N. 8th Street
AMOUNT: \$1,138.83

- 13. OWNER:** Montoya, Jonathan (3.334.1)
PROPERTY: PS B57 Lot 20,
Archuleta County, Colorado
Also known as 502 S 10th St.
AMOUNT: \$680.60