



Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

AGENDA

Town of Pagosa Springs Sanitation General Improvement
District Meeting
Tuesday, December 2, 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/87405978836>
Dial by Phone - 1-669-900-6833 US - Meeting ID: 874 0597 8836

I. CALL MEETING TO ORDER

II. ROLL CALL

III. DISCLOSURES AND/OR CONFLICT OF INTEREST

IV. PUBLIC COMMENT

V. CONSENT AGENDA

- 1. Approval of the November 18, 2025 Special Meeting Minutes
[Town of Pagosa Springs Sanitation General Improvement District Special - 18 Nov 2025 - Minutes - Pdf](#)
- 2. Nominating Renee Lewis to Southwest Basin Roundtable
[Agenda Brief - Nominating Renee Lewis to Southwest Basin Roundtable - Pdf](#)

VI. REPORTS TO BOARD

- 1. PSSGID Agenda Brief
[Agenda Brief - PSSGID Update December 2, 2025 - Pdf](#)

VII. NEW BUSINESS

- 1. Resolution 2025-06, Setting Date, Time, Location, and Postings for Regular Board Meetings
[Agenda Brief - Resolution 2025-06 Setting meetings - Pdf](#)

VIII. NEXT BOARD MEETING JANUARY 6. 2026 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 18, 2025 @ 5:00 PM

A special meeting of the Town of Pagosa Springs Sanitation General Improvement District was called to order on November 18, 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. DISCLOSURES AND/OR CONFLICT OF INTEREST – None

IV. PUBLIC COMMENT – Mr. Glen Walsh said the 1% sales tax will be sufficient to get the sanitation district repairs going, he said the board should not raise the monthly sewer rates. Mr. Bill Hudson said he supported ballot measure 2A and would like to see a reduction in the rates or a program for folks living in poverty.

V. CONSENT AGENDA

1. Approval of the November 6, 2025 Special Meeting Minutes

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

Carried.

VI. UNFINISHED BUSINESS

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

Resolution 2025-05 adopts the fee schedule for 2026. After the approval of the sales tax ballot issue on November 4, 2025, it was discussed to keep the monthly sewer rate steady at \$71.25 rather than raise it \$5. The Capital Investment Fee increases to \$7,500 per EU and there are other changes relate to fees for connections, applications, and plan review. The board is in support of maintaining the rates at \$71.25 per EU.

Board Member DeGuise moved to approve Resolution 2025-05, adopting the 2026 fee schedule with the change to keep the monthly sewer fee at \$71.25 per EU, Board Member Lindner seconded.

Carried.

VII. NEW BUSINESS

1. Resolution 2025-04, Certifying Delinquent Sanitation Accounts

Resolution 2025-04 certifies properties that have been delinquent on paying their sewer bill. Eight of the properties have had a lien applied almost every year. This process allows the District’s to collect delinquent fees through the County Treasurer’s tax bill.

Board Member DeGuise moved to approve Resolution 2025-04, Certifying Delinquent Wastewater Fees and Charges to the County Treasurer, Board Member deGraaf seconded.

Town of Pagosa Springs Sanitation General Improvement District
November 18, 2025

Carried.

VIII. NEXT BOARD MEETING DECEMBER 2, 2025 AT 5:00 PM

IX. ADJOURNMENT – Board President Pierce adjourned the meeting at 5:58 pm.



AGENDA BRIEF

MEETING: Town of Pagosa Springs Sanitation General Improvement District - 02 Dec 2025

FROM: David Harris, Town Manager

PROJECT: Nominating Renee Lewis to Southwest Basin Roundtable

ACTION: Board consideration and possible action

PURPOSE/BACKGROUND:

Renee Lewis is the Policy and Compliance Manager for PAWSD. Around 2012, the Governor issued an Executive Order mandating the development of a statewide, comprehensive water plan for the state. This plan was to assure long term state goals regarding growth and resource development proceeds in concert with limitations on water availability. To facilitate discussions on water management issues and encourage locally driven collaborative solutions, nine basin roundtables were established to represent each of Colorado’s eight major river basins and the Denver metropolitan area. The roundtables are required to develop a basin-wide water needs assessment consisting of consumptive water needs, non-consumptive water needs, water supplies and proposed projects to meet water needs and achieve water supply sustainability.

The Southwest Basin Roundtable consists of 55 seats representing counties, municipalities, federal agencies and 10 at large representatives. One of the seats represents the "Archuleta County Municipalities." As Pagosa Springs is the only incorporated municipality in Archuleta County and because PAWSD is the water provider for Pagosa Springs, it will be advantageous to recommend the PAWSD Director of Operations for this position. The position is being vacated by Justin Ramsey, District Engineer/Manager, who is retiring at the end of the year. To fill the seat the roundtable needs a letter of recommendation from the town; a draft letter is attached.

ATTACHMENTS:

[SW Roundtable nomination R Lewis](#)

RECOMMENDATIONS:

1. Authorize the Town Manager to send the attached letter of recommendation appointing Renee Lewis, PAWSD Policy and Compliance Manager, to the Southwest Basin Roundtable
2. Direct staff in alternate appointments to the Southwest Basin Roundtable.



December 3, 2025

Edward Tolen
Chair
Southwest Basin Roundtable
c/o La Plata Archuleta Water District
PO Box 1377
Ignacio, CO 81137

Dear Mr. Tolen:

The Town of Pagosa Springs Sanitation General Improvement District (PSSGID) is charged with collection only of wastewater for customers within the District. The Town Council also sits as its Board of Directors. At its December 2 meeting, the Board discussed its appointment to the Southwest Basin Roundtable. The PSSGID does not provide water treatment and distribution services, however these services are provided by Pagosa Area Water and Sanitation District (PAWSD). As such, the Board recommends Renee Lewis, Policy and Compliance Manager for PAWSD, to fill the Archuleta County Municipalities seat, which is being vacated by retiring PAWSD District Engineer/Manager Justin Ramsey.

Thank you for your consideration.

Best regards,

David J. Harris
Town Manager



AGENDA BRIEF

MEETING: Town of Pagosa Springs Sanitation General Improvement District - 02 Dec 2025

FROM: Karl Johnson, Public Works Director

Table with 2 columns: PROJECT, ACTION. Row 1: PSSGID Update December 2, 2025. Row 2: Council information.

PURPOSE/BACKGROUND:

- Staff has completed a replacement of 105' of sewer main in Hwy 160 between N 7th St and N 6th St.
Staff has completed a spot repair at MH in Hwy 160 between N 7th St and N 6th St.
Staff performed an easement walk along the force main west of PS2 after reports of strong wastewater smells.
No signs of any leaks or spills, but staff replaced some cartridge filter canisters at some of the air relief vaults.
Will monitor in the coming weeks to see if odor dissipates.
Staff continues to monitor repairs to gravity main at Hwy 160 bridge. On Monday October 13, 2025 approximately 50' of the hanging sewer main at the 1st Street vehicular bridge departed for a journey to Navajo Reservoir during a flooding event. This event did result an SSO event. Staff has installed a temporary emergency bypass and monitors frequently on a daily basis. Initial discussion for a long term solution (installation of the 1st St lift station in association with the Pedestrian Bridge) and a long term temporary bypass solution that offer redundancy, remote monitoring and controls.
Staff has awarded TRC Construction the McCabe Creek rehabilitation project.
Staff has held a kick off meeting for the McCabe Creek project.
Staff and Roaring Fork engineering have been reviewing material submittals for McCabe Creek project.
Staff has discussed current time line for engineering on remaining Category 5 locations with Roaring Fork Engineering. Additional plan sets for review are planned for December 2025 into January 2026.
Staff received and reviewed Capital Projects and Funding Requirements with Roaring Fork after request to update.
RFPs have been reviewed and a potential contractor has been selected pending Board approval for award. RFP for McCabe Creek crossing is closed, and multiple jobs walks have been performed with potential bidders. Deadline for submittal has been extended to ensure TOPS purchasing policy guidelines have been met and also providing additional time to ask and answer questions on the project.
Staff received a shipment of three submersible pumps for PS1 & PS2. Two were accepted and one sent back because of shipment damage for warranty inspection. Currently PS2 is running at normal operations with two pump trains.
Staff has removed the rental by pass pump for PS 2, and will assisted pump contractor Velocity (Water Technology Group) with pick up of the rental equipment week of 10/6.
Staff and Roaring Fork are reviewing available documentation. Staff has initiated conversations with CDPHE to resurrect the process to construct a new WWTP at the lagoon property.
Staff has been video inspection of mainlines for the CDOT Hwy 160 project for pre-construction existing conditions, and assisting in locating existing service lines along the CDOT Hwy 160 project. Staff has re-inspected the 100, 200, and 300 blocks of Hwy 160 to verify installation of new taps and service lines are to PSSGID standards. Inspection passed and no additional excavation was needed before paving operations start.
Staff decommissioning of septic systems on Goodman Property. Final stages of this project has been push out to end of September with PS1 and PS2 pump service needs.
Staff has received the results of water samples from old lagoon that was affected by a 2019 SSO event that wasn't mitigated. Sample results are well below action limit for extensive remediation limits, and has begun to drain and fill in lagoon.

- Staff continues working on lagoon property clean up and grading.
- Scheduling still pending with LPEA, but locates have been called in for project. KOA LS upgrades are 95% complete. All pumps, piping, and new controls installed and functioning. Electrical power supply upgrades application has finally been sent by LPEA for completion. Check and notarized documents have been submitted by PSSGID with final installation scheduling pending.
- 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 prepared 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. Project site review is scheduled for week of August 4th.
- 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 2026 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.
- Staff has been working with Davis Engineering and Developer of Eagle Mountain project to ensure new sewer line needs for the project are installed before Hwy 160 paving. Sewer service for this project has been installed and inspected, costs of install will be passed along to Developer.

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 - 02 Dec 2025
FROM: April Hessman, Town Clerk

PROJECT:	Resolution 2025-06, Setting Date, Time, Location, and Postings for Regular Board Meetings
ACTION:	Council Information and Action

PURPOSE/BACKGROUND:

Section 1.4 of the Sanitation District Rules and Regulations states the Board shall hold meetings, on notice to each member of the Board, which shall be open to the public in a place to be designated by the Board as often as needs of the District require.

Resolution 2025-06 begins 2026 with a new schedule by having regular board meetings as the first Tuesday of **every month** beginning January 6th. The board meetings will begin before or after the Town Council meetings and will be held at the Town Hall. Special meetings of the Board may be called at any time necessary to provide information to the Board or conduct business that should not wait.

The Colorado Legislature passed HB 19-1087 with the intent that local governments transition from posting physical notices to posting notices on a website to the greatest extent practical. Town staff has successfully moved the public's open meeting information, agenda, and packets, to the Civic Plus meeting website. This resolution sets the Town's citizen portal to be the designated location where agendas of the District board will be posted 24 hours prior to the meeting. Agendas can also be posted at the Town Hall where those without internet can find the meeting information.

ATTACHMENTS:

[Res 2025-06 Sanitation meetings](#)

RECOMMENDATIONS:

1. Move to Approve Resolution 2025-06, Establishing Dates, Times, and Location for Regular Board Meetings
2. Move to Approve Resolution 2025-06, with the following changes...
3. Direct staff



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

RESOLUTION NO. 2025-06

**RESOLUTION ESTABLISHING THE DATES, TIMES, AND LOCATION FOR
REGULAR BOARD MEETINGS, A PROCEDURE FOR CALLING SPECIAL BOARD
MEETINGS, AND AGENDA POSTING REQUIREMENTS**

WHEREAS, the Town of Pagosa Springs Sanitation General Improvement District (“District”) is a public or quasi-municipal subdivision of the state and body corporate established by the Town of Pagosa Springs, Colorado (the “Town”) pursuant to the provisions in C.R.S. §§ 31-25-601 *et seq.*, that provides sanitation services to the Town’s residents and those near the Town; and

WHEREAS, the Board of Directors of the District (“Board”) adopted the Amended and Restated Rules and Regulations of the District on March 5, 2019 (“Rules and Regulations”); and

WHEREAS, Section 1.4 of the Rules and Regulations states, “[t]he Board shall hold meetings, on notice to each member of the Board, which shall be open to the public in a place to be designated by the Board as often as the needs of the District require;” and

WHEREAS, the Board hereby finds and determines that establishing the dates, times, and location for regular Board meetings and a procedure for calling special Board meetings is appropriate and necessary to the function and operation of the District; and

WHEREAS, the Colorado Legislature passed House Bill 19-1087 with the intent “...that local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website...to the greatest extent practicable”; and

WHEREAS, the Sanitation District Board believes that posting notices on the Town meeting website is a more effective means of dissemination and provides more flexibility than the physical location; and

WHEREAS, the Sanitation District Board wishes to designate the Town meeting website as the official posting location while continuing to also post at a physical location.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Pagosa Springs Sanitation General Improvement District as follows:

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- 1. Regular Board Meetings. Regular meetings of the Board will be held on the first Tuesday of every month at 5:00 p.m., commencing on January 6, 2026. Meetings will begin before or after the meeting of the Town Council of the Town. Meetings will be held at the Town Hall located at 551 Hot Springs Boulevard, Pagosa Springs, Colorado, and as circumstances allow via remote through the Zoom platform.

This Resolution serves as notice of regular meetings to each Board member pursuant to Section 1.4 of the Rules and Regulations.

- 2. Special Board Meetings. Special meetings of the Board may be called at any time upon notice to each Board member by the Chair or Vice Chair of the Board.
- 3. Posting of Agendas. The Town of Pagosa Springs meeting website, <https://pagosaspringsco.portal.civicclerk.com/>, is hereby designated as the place at which notices of regular and special meetings of the Sanitation General Improvement District shall be posted for purposes of the Colorado Open Meetings Law. Agendas may be posted at the Town Hall.
- 4. 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.
- 5. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

ADOPTED this ____ day of December 2025.

TOWN OF PAGOSA SPRINGS SANITATION
GENERAL IMPROVEMENT DISTRICT

By: _____
Shari Pierce, President

Attest:

April Hessman, Secretary