



MANITOU ARTS, CULTURE, AND HERITAGE BOARD REGULAR MEETING AGENDA

All upcoming MACH meetings are scheduled to be remote, via Zoom. A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

July 23, 2026

5:00 PM

A. CALL TO ORDER and ROLL CALL

(Also Determine Voting Status of Alternates)

B. APPROVAL OF AGENDA

C. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

D. REPORTS

1. Staff Liaison (Daniele Owens)
2. City Council Liaison (Judith Chandler)
3. Board Correspondence
4. Chair (Ralph Routon)

E. BUSINESS

1. Recommendation to City Council on Request from Lisette Casey to Change from Alternate to Regular Member
2. Recommendation to City Council on Application from Rose Lyda
3. Review and Approve Proposed Timeline for the Upcoming 2026-2027 Grant Season (Peter Sommers)
4. Begin Review of MACH Guidelines, Information and Frequently Asked Questions (Ralph Routon)
5. Update on MACH Website (Kinsey Watts)
6. Consider Pertinent Issues for August and September Board Meetings
7. Farewell to Departing Board Members: Wren Almitra and Marcus Medina

F. ADJOURNMENT

Board Members:

Ralph Routon, Chair (07/31/2029)
Peter Sommers, Vice Chair (07/31/2028)
Kinsey Watts, Secretary (07/31/2029)
Mark Lee (07/31/2028)
Marcus Medina (07/31/2026)
Neale Minch (07/31/2028)

Alternates:

Lisette Casey (7/31/2029)
Gerald Mitchell (7/31/2029)
Jason Wells (7/31/2028)

1 regular position available

Staff and Liaisons:

Judith Chandler, Council Liaison
Nate Moore, Senior Budget Analyst
Daniele Owens, MACH Administrative Assistant

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: www.manitouspringsgov.com.



Board or Commission Membership Application

Please complete the following to express interest in board or commission membership.

Which board are you applying for? *

Manitou Arts, Heritage and Culture Board

Membership Requested *

☒ Regular

☐ Alternate

Full Name *

ROSE LYDA

Street Address *

[REDACTED]

City *

MANITOU SPRINGS

State *

COLORADO

Zip Code *

80829

Phone Number *

[REDACTED]

E-mail *

[REDACTED]

Do you have an immediate family member on City Council? *

☐ Yes

☒ No

Per City Charter 9.3: The Council shall not appoint to any Board or Commission any member of the immediate family of any Council Member. Immediate family shall be defined as spouse, parents, brothers, sisters, and children.

Please attach a resume *

LYDA Resume 5.25.docx.pdf

209.43KB

Signature

ROSE LYDA

Date of Submission

07/19/2026

Using project management, public administration, and pedagogical skills, I develop and implement highly effective programs and products tailored to end users. I believe that people, processes, and performance can deliver superior results, and I am committed to stewarding Colorado's housing resources

SKILLS SUMMARY

- Ability to analyze and evaluate issues/problems related to office operations, policies, and procedures and contribute to the development of major policies
- Experience developing reports for management officials outlining findings and recommendations for improvements or solutions to field management issues/problems
- Skilled in recommending appropriate actions to resolve problems and assure goal accomplishment

PROFESSIONAL EXPERIENCE

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) *Office of Field Policy and Management, (FPM) Program Analyst* **APRIL 2023 – PRESENT**

- Represent the RA/DRA/FOD in communication and liaison activities with HUD clients, HUD program officials, local leaders, state legislators, representatives of industry, foundations, universities, public and private interest groups and the media
- Lead and conduct projects and studies that require analysis and evaluation of programs effectiveness, including recommending methods of improvement
- Research, analyze, evaluate, and report on system-generated data, narrative information, and statistical data, proposes solutions, and develops input for briefings, data-calls, meetings, community and demographic profiles, and charts
- Provide support and leadership in the review of contract implementation and management
- Develop and maintain constructive relations with local congressional offices and local elected officials
- Coordinate HUD programs with other federal, state and local agencies and planning organizations to assure effective linkages to maximize effective program delivery and community benefit
- Assess affordable housing needs throughout the state, evaluate how HUD programs more effectively meet statewide housing needs and advise on grant, loan, and Revolving Loan Funds (RLF) programs to most effectively meet these needs.
- Make recommendations for legislative action when needed to implement new funding programs or make changes to existing funding programs
- Creates and implements strategies for utilization of grant, loan and RLF program administration and structuring that affect the efficient and timely deployment of HUD funding
- Using expert knowledge of state and federal funding sources, compliance requirements and cross cutting requirements analyze, and revise periodic field reporting actions to collect information on HUD programs and reports to internal and external partners
- Serve as principal point of contact with Congress, states, and local governments; liaise with these constituencies on the agency's major programs as well as on intergovernmental issues
- Develop 52 week mentorship curriculum for customer service centers nationwide
- Develop and test customer service center protocols
- Create customer service models for implementation across 64 field offices
- Manage 3000+ customer service inquiries annually, via email, phone, and walk-in customers
- Maintain active relationships across agency to achieve accurate customer service referrals with little to no recidivism

Community Planning and Development (CPD) Representative

JUNE 2021 – APRIL 2023

Responsible for managing a grant portfolio consisting of CPD formula and competitive grants, providing consultative technical assistance, meeting community development needs, and supporting CPD programs and initiatives

- Administer and manage community development grant programs that ensure HUD grantees develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low and moderate income persons
- Provide technical advice and assistance within the field office jurisdiction to carry out CPD programs
- Provide consultative assistance in support of CPD programs and manage a grant portfolio of CPD competitive and formula grants

- Provide leadership by designing optimal work environment, implementing coaching strategies, mentoring, and engaging employees, and identifying ways to improve overall organizational performance
- Review and conduct analyses of grant applications or performance reports for assigned CPD grantees and provide written recommendations for approval or disapproval; develop the project and program performance review timeline as well as compliance criteria
- Conduct assessments that assist in the identification of grantees that pose the greatest risk
- Collaborate with grantees, local communities, other agencies, and HUD staff as part of on-site meetings, workshops, or collaborative projects
- Demonstrate knowledge of the HUD legislation, regulations, and policy directives to provide general information, advice, guidance, and technical support to other staff members in the development of policy and procedures, as well as in monitoring, evaluating, and analyzing program performances data and requirements in assigned areas
- Possess a basic knowledge of principles, concepts, methods, and standards of CPD programs, other related programs within HUD, and how they work to effectively move grantees from policy to program implementation

DETAIL: DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Field Policy and Management (FPM) Office of Strategic Initiatives, Program Analyst December-May 2024

Serving people, partners, and expanding possibilities across programs and sectors, informed through collaboration with local communities to advance HUD's mission

- Establish curriculum and program structure for Regional Section 3 SMEs
 - Identify training objectives and assessments
 - Identify and synthesize existing training materials
 - Assess any objectives not met by training/assess training gap
 - (Develop gap training)
 - Develop instructional materials to ensure preliminary delivery success
 - Develop communication strategy and cadence for field leadership and SMEs
 - Deploy training materials to training medium
 - Deliver training to target audience
 - Assess training success / collect feedback and implement
- Assess/develop communication strategy utilizing new Gov Delivery platform
 - Segment/understand email subscriber lists, including listserv of approximately 4,000 and business registry of 1,600
 - Develop communication plan to align with significant events/activities related to Section 3
 - Utilize data from email platform to further inform communication strategy
 - Work to improve Section 3-related communication with program offices
- Support relationship building and coordination with SBA to:
 - Engage the HUD Gender Equity Workgroup and OSDBU, to raise awareness of contracting opportunities and connect women- and minority-owned Section 3 businesses with existing resources to strengthen capacity and prepare them for contract bidding and workforce development
 - Support entrepreneurship classes for HUD residents
- Begin review and analysis of preliminary data collected to date on Section 3 reporting (DRGR and IDIS) and Customer Relationship Management and FPM Field Reporting Tool submissions
 - Observe Power BI interface
- Ensure successful rollout of Section 3 initiatives through effective communication (with career and Political personnel)
- Observe and support White House task force activities related to worker empowerment and WBE engagement

RATING & AWARDS

Greater Than Fully Successful Rating	2021
Rating-Based Individual Cash Award	2021
Rating-Based Individual Cash Award	2022
Outstanding Rating	2022
Rating-Based Individual Cash Award	2023
Greater Than Fully Successful Rating	2023

Management Development Program	2023
Leadership Academy Cohort 2	2024
Outstanding Rating	2024
Outstanding Rating	2025
Spot Award	2026

CITY OF COLORADO SPRINGS, Colorado Springs, CO

MAY 2019 – JUNE 2021

Senior Analyst: ESG & CDBG Program Manager, Community Development Division

Synthesis of federal, state, and local laws, codes, regulations, as well as census and other demographic data, to implement all community planning and development (CPD) projects funded by the Center for Housing and Urban Development (HUD) CDBG (Community Development Block Grant), ESG (Emergency Solutions Grant), and Home Investment Partnerships (HOME) grants

- Manage ESG & CDBG Program Compliance Team, ensuring continual improvement in development and deployment
- Identify terms and deliverables for contracts; assess and mitigate risk; project contract progress; define rates, charges and allowable expenses; establish budget for expenditures
- Implement and evaluate team workflows, policies and procedures to ensure maximum workplace efficiency as well as consistent work product
- Create and enforce HUD-compliant contracts, incorporating finance, procurement, city council, mayoral, legal, and human resource review
- Coordinate and manage multiple and complex projects at various stages of implementation and create reports based on collected beneficiary data; assist in budget preparation and administration, creation and implementation of 5-year Consolidated Plan, Annual Plan, and Consolidated Annual Performance Evaluation Review
- Perform HUD standard monitoring of financial and technical aspects of contracts; assess audit, single audit, procurement, contract administration, financial policies and procedures, equal opportunity requirements, expenditures, timeliness, financial management, achievement of contractual objectives, allowable activities, and organizational capacity
- Provide guidance on contractual compliance with federal funding and other funding agency program requirements
- Provide training, direction and supervision based upon the Division Strategic Plan and the Annual Consolidated Plan.
- Direct allocation of staff time on portfolio related activities based on grantee and community needs and requests as well as Division strategic objectives
- Train subgrantees and their contractors on Davis Bacon Labor Standards contract requirements; monitor projects for compliance, collect certified payroll documents, interview contract employees for federal wage compliance, and cross-check wages paid against federal prevailing wage
- Collect and analyze beneficiary data for HUD reporting purposes
- Work with asset managers and conduct supervisory responsibilities such as approving leave, managing performance as rater, resolving conflicts among staff, identifying training needs, issuing performance improvement plans when appropriate, making compensation, hiring and corrective action recommendations
- Interpret federal regulations and amendments to ensure compliance in division policies and procedures
- Identify viable community partners and provide maintenance of relationship through robust and ongoing program training
- Maintain detailed knowledge of funding mechanisms, communicating to partners about available opportunities

COLORADO SPRINGS PHILHARMONIC GUILD PRESENT

JUNE 2021 –

GOVERNANCE COMMITTEE CHAIR

Support the efforts of the local Philharmonic, as well as invest in programs that support symphonic music in the community

- The Governance Committee ensures organizational adherence to bylaws

**COLORADO SPRINGS YOUTH SYMPHONY ASSOCIATION
2021**

AUGUST 2014 – JUNE

BOARD PRESIDENT

Responsible for oversight of budget, strategic planning, and programming serving 500 students representing 60 schools in the Pikes Peak Region

- Maintain an environment that positively influences staff and grantee ability to deliver high quality and timely products and services; assigned work and established guidelines and objectives
- Implement five-year Strategic Plan
 - Outcome: expanded engagement in the community; increased and broadened participation; enriched member experience; leveraged role of parents; secured future through succession planning, infrastructure, and facilities; and balanced financial sustainability and affordability
- Create Ambassadorship Program to establish and solidify partner relationships in the community and enhance achievement of strategic goals
 - Outcome: partnerships with the Colorado Springs Philharmonic, Chamber Orchestra of the Springs, US Olympic and Paralympic Museum, UCCS, Colorado College Summer Music Festival, District 2, District 11, and the Philharmonic Guild
- Recruit community and board members and create Diversity, Equity, Inclusion taskforce to identify and remove obstacles to student participation
 - Outcome: creation of training opportunities organization-wide on the subject of gender, sexual orientation, race, accessibility and socioeconomics
- Organize Recruitment and Retention program to collect and analyze student data for the purpose of soliciting and retaining student participation
 - Outcome: concurrent enrollment at UCCS for high-performing students and development of Music Education program at UCCS
- Chair Finance Committee.
 - Outcome: investment portfolio oversight, budgeting preparation and administration to align with strategic plan, creation of annual budget, oversight of monthly budget reporting

COLORADO STATE UNIVERSITY EXTENSION ADVISORY BOARD

AUGUST 2017 – Present

BOARD CHAIR

Appointed by the County Board of Commissioners to promote, advocate, and support the local Extension programs and staff by developing and implementing a strong marketing strategy that results in educating community officials and providing information flow between county citizens and Extension

KRCC COMMUNITY ADVISORY BOARD

JANUARY 2021 –

Present

BOARD MEMBER

Review and advise the Station Manager regarding programming goals established by KRCC, service provided by KRCC, and significant policy decisions made by KRCC

**NATIONAL SWIMMING POOL FOUNDATION, Colorado Springs, CO
2019**

JULY 2014 – MAY

Director of Marketing and Product Development

Execute development of educational print, digital, software, web, and online products using SCRUM methodology. Responsible for the effective management of highly complex projects including planning, execution and monitoring to ensure the achievement of planned results. Managed timelines, budgets, and project outcomes to ensure project progress as well as the tracking of critical achievements.

- Maintain an environment that positively influences staff and grantee ability to deliver high quality and timely products and services; assigned work and established guidelines and objectives
- Facilitate development of print, digital, classroom, and online products according to established product development timelines, including, but not limited to, inception, creation, and editing of content; administer Learning Management System (LMS)
- Maintain and revise existing learning products to IACET standards, keeping audience, learning medium, and instructional design in mind, tracking student data to implement the process of continual improvement

- Partner directly with subject matter experts to design and develop engaging content for a variety of audiences and delivery modes, setting strategies and implementing tactics to achieve desired learning outcomes
- Organize, schedule, manage enrollments, record attendance and ensure training materials are available for in-person and online training courses
- Lead public relations, marketing communications, field marketing, and web marketing, to ensure target market acquisition and reach key audiences with brand story to meet traffic, engagement, and lead goals
- Moderate communications using various resources, such as social media monitoring and tracking programs, to follow, analyze, and execute communications to achieve strategic objectives
- Enable internal customers, and business partners, and staff to effectively tell the brand story and to find and progress opportunities according to the customer journey
- Produce communications in support of organizational narrative worldwide, driving business while creating impactful experiences for staff and students
- Provide leadership in initiatives reaching beyond specific a business group; synthesize complex material into compelling copy for staff, membership of 125,000, Board of Directors, committees, sponsors, and industry stakeholders
- As founding sponsor, create policy, deliver recommendations, and facilitate adoption of the Model Aquatic Health Code, the only all-inclusive national model pool code that addresses cutting edge aquatic health and safety issues
- Participate in policy consortiums, including Water Safety USA (regulatory agencies), Water Safety Month (Red Cross), Healthy Safe Swimming Week (CDC)
- Schedule topics and speakers for annual World Aquatic Health Conference, North America's leading educational and scientific conference on aquatics
- Collaborate with CDC and the Red Cross on policy messaging through Healthy Safe Swimming Week
- Maintain world's leading certification for public pool operators and lobby for certification requirements, now required in 24 states + D.C.
- Successfully manage projects from inception to delivery, working directly with staff, as well as vendors, in fulfilling and carrying out requirements
- Analyze, track, and report on student data to validate customer needs, feature, and product requirements
- Coordinate production, ensuring all issues are addressed in a timely manner focusing on customer satisfaction
- Partner with Centers for Disease Control and Prevention (CDC) and other subject matter experts to design and develop engaging content for a variety of audiences and delivery modes
- Build dashboards to display KPIs and provide actionable recommendations based on measured results
- Demonstrate exceptional interpersonal skills to build and retain high-performing, cross-functional / cross-discipline teams
- Analyze and interpret requirements for research grant program
- Evaluate grantee proposals, plans, and justifications
- Provide grant-related technical guidance to internal and external stakeholders

**FIRST PRES, Colorado Springs, CO
APRIL 2014**

SEPTEMBER 2012 –

Executive Assistant to CEO

Responsible for the management and coordination of activities across the organization. Representing the executive office, provided leadership in the areas of project management methodology, scheduling, monitoring issues and risks to resolution as well as providing project status.

- Served as an advisor regarding human capital and administrative support services for members and staff
- Served as an authoritative source of leadership within the assigned area of responsibility; prevented and resolved problems.
- Maintained an environment that positively influenced staff and grantee ability to deliver high quality and timely products and services; assigned work and established guidelines and objectives
- data reporting and A/B testing to effectively communicate on local and global initiatives

- Performed analysis of member data to align stewardship agenda with organizational vision
- Responsible for the development and tracking of project plans to include schedule, budget impact, and resource coordination
- Facilitated weekly project status meetings to review progress and to continue strong team engagement, highlighting accomplishments and identifying any issues or risks
- Demonstrated capacity to embrace change and quickly adapt to new situations
- Employed qualitative and quantitative analysis to maintain fiscally compliant services for underserved populations

NEW LIFE, Colorado Springs, COLORADO

JUNE 2004 – SEPTEMBER 2012

Director of Facilities

Responsible for the management of 65 acres, 325,000 square feet, seating for 10,000, staff of 50 staff, and 30 vehicles, including planning/budget, scheduling, execution, and monitoring to ensure planned results were achieved successfully.

- Served as an advisor regarding human capital and administrative support services for members and staff
- Served as an authoritative source of leadership within the assigned area of responsibility; prevented and resolved problems.
- Maintained an environment that positively influenced staff and grantee ability to deliver high quality and timely products and services; assigned work and established guidelines and objectives
- Led problem solving and resolution efforts to include management of risk, contingencies and issues to analyze and communicate project impact
- Managed and tracked budget of \$1M+ monitoring spend, change requests, and resource impact
- Led weekly project status meetings with maintenance teams highlighting milestones, prioritized activities, and accomplishments
- Prepared and presented project reports to executive staff and Project Sponsors to ensure they remained up-to-date on project status and that key activities were communicated, prioritized, and approved
- Coached maintenance managers on project next steps and led in preparation of those activities
- Proactively worked with teams to create and complete the required project specific documents needed to meet audit requirements
- Managed the scope of maintenance, renovation, and construction projects and accounted for risk management

LINCOLN ELEMENTARY SCHOOL, Tulsa, OKLAHOMA

AUGUST 2002 – JUNE

2004

Fifth Grade Teacher

Delivered 5th grade student education with a tiered curriculum strategy to achieve milestones along the learning journey

- Ensured adoption of concepts through agile assessment methodology and a process of continual improvement
- Instrumental in the development of the curriculum development from inception
- Coordinated projects school-wide across departments reducing redundancies and costs while increasing resource efficiency

FULL TIME STUDENT, Tulsa, OKLAHOMA
JUNE 2002

AUGUST 1997 –

MOSCOW DEPARTMENT OF EDUCATION, Moscow, RUSSIA
1997

JANUARY 1994 – MAY

K-University Teacher

Delivered English language instruction in diverse learning environments to individuals age five through university level

- Provided verbal and written multilingual and multicultural office support between American and Russian staff and faculty
- Provided guidance and hands on development of curriculum plans, schedules, and data analysis resulting in more well defined and planned educational delivery

- Led weekly project status meetings across departments, reducing duplication, promoting communication, and identifying issues or risks that may impact other course delivery

EDUCATION

MASTERS DEGREE, PUBLIC ADMINISTRATION

University of Colorado, Colorado Springs, Colorado

BACHELOR OF SCIENCE, ELEMENTARY EDUCATION

Oral Roberts University, Tulsa, Oklahoma

DIGITAL MARKETING CERTIFICATION

Udacity

CERTIFICATIONS

National Grants Management Association

CERTIFIED GRANTS MANAGER

Project Management Institute

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION

ScrumStudy

SCRUM MASTER CERTIFICATION

University of Colorado, Colorado Springs

GRADUATE CERTIFICATE IN PUBLIC MANAGEMENT

PUBLICATIONS:

<https://www.nspf.org/blog/2019/jan/workforce-case-studies-labor-shortage-lyda>

http://digitaleditions.walsworthprintgroup.com/publication/?i=513504&article_id=3139196&view=articleBrowser

MACH Grant Application Process

- Ongoing - Grant applications may be submitted on the MACH site; repeat applicants are not eligible and will not be considered until Project Completion Report is submitted AND approved.
- Thursday, October 1, 2026 - Publicity and communications begin.
- Thursday, December 17, 2026 - Deadline for Tier 1 entities to submit their presentations with plans for 2027 - 2028.
- Thursday, December 31, 2026 - Deadline for 2027/Q1 2028 Tier 2 grantees to submit Project Completion Reports for projects completed in 2026. Events funded for the first quarter 2027 must submit Project Completion Reports as soon as possible.
- Thursday, January 14, 2027 - Applications close for Tier 2 grants. Board review and grading begins.
- Thursday, January 21, 2027 - Tier 1 entities, presentations and questions with MACH board, recusals determined, assess applicant list and revise calendar as needed, 5:00 PM on Zoom.
- Thursday, January 28, 2027 - MACH board meets to hear invited Tier 2 applicants if needed, 5:00 PM on Zoom.
- Saturday, February 6, 2027 - Review Tier 3 mini-grant applications and decide recommendations. Begin reviewing Tier 2 regular grants, 9:00 AM on Zoom.
- Tuesday, February 9, 2027 - Tax revenue totals, MACH numbers released.
- Thursday, February 11, 2027 (and perhaps February 18, 2027) - MACH board finalizes Tier 2 decisions and determines recommendations for City Council, 5:00 PM on Zoom. After that, prepare and submit to the City Council packet.
- Tuesday, March 9, 2027 - MACH presents recommendations to City Council during work session.
- Tuesday, March 16, 2027 - City Council considers and votes on MACH grant recommendations.
- Friday, March 19, 2027 - Emails go out to MACH grant awardees, requesting W-9 forms. Priority given to projects taking place or beginning in April 2027.

For our valued grant applicants, anticipate email notifications regarding your grant status and subsequent steps by March 24th. In the event that you do not receive an email, we encourage you to reach out to the MACH Board at machboard@manitouspringsco.gov.