

## **SANTA FE RAILYARD COMMUNITY CORPORATION**

### **Board of Directors' Meeting**

**Tuesday August 10th, 2021 5:00 – 7:00pm**

### **Zoom Conference Call**

**Board Members Attending:** Ellen Bradbury (Secretary), Steve Robinson (President), Jacques Paisner (Vice-President), Oscar Rodriguez (Treasurer), Chris Calvert, Rosemary Romero, David Vlaming, Patrick Varela and Ron Pacheco

**Board Members Absent:** Ouida McGregor (Committee Chair), David Dunmar, Robert Dunn, and Christopher Graeser (Attorney to the Board)

**Staff Attending:** Richard Czoski (Executive Director), Sandy Brice (Events and Marketing Director), Anita Martinez (Accountant), and Brooke Czoski (Office Manager – taking minutes)

**Public:** None

**Call to Order:** The meeting was called to order at approximately 5:00pm by Steve Robinson, President of the Board.

**Approval of Agenda:** The agenda was unanimously approved as presented, motion by Chris Calvert, 2nd by David Vlaming.

**Approval of Meeting Minutes:** The Board meeting minutes of 7/13/21 were unanimously approved, motion by Chris Calvert, 2nd by Rosemary Romero.

### **New Business**

#### Public Use Committee/Security Update

Rosemary gave a brief update stating that the Public Use committee was meeting again coming out of the pandemic. The two new members (non-board members) were catching up on the documents and history of the Railyard. The committee is hopeful these two additions (Christy Tafoya and Joan Baker) will bring new ideas and perspectives on current issues.

#### Human Resources Committee

Rosemary stated that the Human Resources committee did meet and interview candidates for the Executive Director position with questions created by the committee. Rosemary said she would like to discuss this more during Executive Session.

### **Financial Report**

Oscar Rodriguez noted that the Finance Committee met on August 4<sup>th</sup>, 2021 via Zoom and listed the board members and SFRCC staff that were present.

#### June 2021 Draft Financials

Oscar noted that the June 2021 statements would be the focus for the audit report.

## Cash Report

- Construction started on Parcel HH on 8/4/2021 therefore the lease has commenced and SFRCC will get 3 months more of rent (approximately \$15K) than was anticipated in the budget.
- Finished the year \$200K in revenue above budget which is consistent with receiving all tenant rent and the conservative budgeting approach taken due to COVID-19.
- Operating expenses are under budget by about \$7,500 which yields a net positive operating income of approximately \$205K
- SFRCC is carrying approximately \$305K in cash into the next fiscal year which is approximately two months' worth of operations. This helps insure that SFRCC has the cash committed to pay rent to the City in FY 21/22.
- At the end of each fiscal year, SFRCC prepares a cumulative total of what SFRCC owes the City for Violet Crown parking. The combination of the COVID closures and malfunctioning of the City parking software resulted in SFRCC owing \$537 for FY 21/22. The City and SFRCC signed this agreement documenting the cumulative total.
- The current cash available to SFRCC is \$447,960.
- SFRCC is waiting on a purchase order from the City for \$40K for direct event expenses in the Railyard from 7/1/21 through to 12/31/21. The City has assured SFRCC that the PO will be forthcoming. Sandra also noted that Sam Burnett would help her receive the extra \$35K in January requested by her.

## Payments to the City Summary

Steve asked Oscar how SFRCC stands in terms of making the FY 21/22 City rent payment schedule. Oscar replied Richard said that SFRCC was in a good position to make all the payments.

## Executive Session

Chris Calvert made a motion to enter Executive Session at 5:13pm, 2nd by Ellen Bradbury.

The Board of Directors met in closed Executive Session, pursuant to exceptions to the Open Meetings Act, and nothing was discussed except possible disposition of real property, potential litigation review, and personnel matters, and no final action was taken during the Executive Session. No minutes were taken.

Rosemary Romero made a motion to return to regular session at approximately 5:55pm, 2nd by Rosemary Romero.

## Executive Director's Report

### **2021 EVENTS UPDATE – SANDY BRICE**

- Sandy noted that the Railyard is continuing to have high attendance numbers at the summer concerts and movie series. Since the concerts moved to Friday night there are many more trains entering and leaving the station. Sandy said she talked to Rail Runner operations and they have added extra security and slowed the trains down within the Railyard.
- The Santa Fe Century event is moving forward and is going to take place in the Railyard this October 10<sup>th</sup>, 2021. Sandra mentioned that all parties involved were meeting the following day. She mentioned that there will be street closures during the event and that 1,000 cyclists have signed up so far, but they are expecting up to 1,500 cyclists.
- The independent film festival is showing a movie in the park in conjunction with Indian Market.
- Sandra is working with FEMA to provide pop-up free COVID-19 vaccines.

- The board discussed the logistics, timing and safety requirements of the anticipated Sky Railway grand opening event now scheduled for 9/25/21. Staff was directed to write a letter to the City of Santa Fe declining to manage and permit the event due to the lack of specific information on the scope and timing for the event and concern about safety issues in the Rail Corridor.

**STATUS OF RAILYARD PROJECTS – RICHARD CZOSKI**

- The concrete repairs behind El Museo have been completed. Cost approximately \$16K.
- The City has hired a new Asset Manager named Terry Lease.

**Executive Session**

Rosemary Romero made a motion to enter Executive Session at 6:13pm, 2nd by Patrick Varela.

The Board of Directors met in closed Executive Session, pursuant to exceptions to the Open Meetings Act, and nothing was discussed except possible disposition of real property, potential litigation review, and personnel matters, and no final action was taken during the Executive Session. No minutes were taken.


Patrick Varela made a motion to return to regular session at approximately 6:40pm, 2nd by Patrick Varela.

**Next Board Meeting:** Tuesday, September 14<sup>th</sup>, 2021 5:00-7:00pm - Location: Zoom

Being no further requests for business, Steve Robinson motioned to adjourn, 2nd by Rosemary Romero and the meeting was adjourned at approximately 6:40pm.

Respectfully submitted,

Brooke Czoski, Office Manager

Signed by:   
 Name STEVEN ROBINSON  
 Title President  
 Date 9.29.21