

SANTA FE RAILYARD COMMUNITY CORPORATION

Board of Directors' Meeting

Tuesday August 9th, 2022, 5:00 – 7:00pm

Zoom Conference Call

Board Members Attending: Steve Robinson (President), Ellen Bradbury (Secretary), Oscar Rodriguez (Treasurer), Rosemary Romero, Ouida MacGregor, Chris Calvert, Patrick Varela, Ron Pacheco and Michael Chamberlain

Board Members Absent: Jacques Paisner (Vice-President), David Vlaming, Robert Dunn, and Christopher Graeser (Attorney to the Board)

Staff Attending: Christine Robertson (Executive Director), Sandy Brice (Events and Marketing Director) and Brooke Czoski (Office Manager – taking minutes)

Public: None

Call to Order: The meeting was called to order at approximately 5:02pm by Steve Robinson, President of the Board.

Approval of Agenda: The agenda was unanimously approved, motion by Ron Pacheco, 2nd by Ouida MacGregor.

Approval of Meeting Minutes: The Board meeting minutes of 7/12/22 were unanimously approved, motion by Ron Pacheco, 2nd by Ouida MacGregor.

Financial Report

June 2022 Draft Financials

- Oscar announced that the finance committee met on August 3rd, 2022.
- Tenant Receivables were skewed because of early/late rent checks
- SFRCC received City Receivable check of \$28K
- Budget to Actual:
 - \$91K over on revenue
 - \$35K under in expenses
 - \$116K net income
 - Events income was ahead of budget
 - Salary was over budget for the year / under for the month (update Richard's payment to under "consultant" as opposed to "salary")
 - Marketing was under budget
 - Baca was over for the month / under for the year
 - NRY over for the month / over for the year (gate fixes on waste enclosures and sidewalk work)
- Violet Crown parking total through June 2022 is approximately \$1.2 million.
- Fourteen tenants have switched to automatic bank payments for paying rent checks (so far).
- CRI increased its audit fee; the reason why is unclear. The committee agreed that perhaps it's time to find a new CPA to do the audit. The committee decided to agree to pay the \$21,850 this year but cannot responsibly agree to pay \$27,000 next year. Christine will see if there is a compromise on 2-year contract.

- Oscar told the Board that the finance committee is reviewing the protocol for check signing. Currently, only certain Board members can sign and two have to sign on checks over \$1,000. Oscar noted that the committee is thinking of raising the amount to \$5,000 for two signatures, per CPA Eun Hongs suggestion – and allowing ED to become a signer. During the finance meeting, Michael offered to come back with a proposal/template for a corporate resolution.

New Business

Discuss Status of Railyard Security

Sam Burnett notified SFRCC that they cannot give SFRCC the money to manage security due to a “State Procurement Code”. Christine presented a letter to the Board in response to this email with three different options on how to move forward. The Board, with a few slight changes, approved the letter to be sent to the City.

Email to Baca Residents

Steve commended Christine on her communication skills in a recent letter she sent out to Baca Railyard tenants speaking on current projects SFRCC is working on.

Committee Meeting Updates

Lease and Architectural Design Committee Update

Molecule

- Turner Carroll Gallery purchased Molecule at 1226 Flagman Way. They will call the business “Container”. They will submit design renderings for signage soon.

LewAllen Galleries

- Sign was not approved for the planter. They are looking for a new location for the sign.

Eric Griego

- FS2 is remodeling the store inside and the leasing committee approved its signage.

Farmers Market Institute Signage

- Christine gave the Farmers Market Institute feedback about their latest signage proposal from the last leasing meeting. Farmers Market Institute will work on a new design.

Nuckolls Brewery

- Nuckolls Brewery is continuing working on the deck and are expecting the wood to arrive soon. They have told SFRCC that they are still working on a landscape plan and might have something for the next leasing committee meeting.

Site Santa Fe

- Both SFRCC and the City have approved Site’s ADA ramp proposal.

Renovations

- REI, Bosque/Restoration Pizza, and the Depot all expected for a Fall completion.

Mito Gallery

- The Mito's are working with an architect for a new gallery they are opening in the Baca Railyard.

Altar Spirits

- Altar Spirits will be submitting a design proposal for a fenced in area behind the building to store pallets and propane recycling they cannot legally leave inside the building due to FDA regulations. The leasing committee will await to see the design and Christine noted that they may attend the next meeting in person to present their design and answer questions.

Parcel B-1

- Lease was signed by Garfield Partners, LLC.

Railyard Flats

- Railyard Flats owners are working with an engineer to fix the electrical problem. The short-term solution will take a couple weeks and the long-term solution a couple of months.

Market Station Carbon Monoxide

- The carbon monoxide issue has not happened again and the owners of the building are working with Opuntia to install a swamp cooler.

Baca Residence on Shoofly St

- The City installed a fence to deter the Baca St residents' access to Shoofly St., however, the next-door neighbors gate is now being used by them to access Shoofly St. Christine asked the City if they would install green construction fence to help hide the mess on their property. Rosemary Romero mentioned the new legislation regarding rundown vehicles that SFRCC could potentially report to code enforcement as a way to get the residents to clean up their property.

Delancey Street Foundation

- The Delancey Street Foundation asked to utilize Parcel B-1 to sell Christmas trees from November 24th to December 22nd. The committee agreed that this would not be allowed due to lack of parking. Christine notified Delancey Street Foundation and they were understanding.

Veterans Banners

- SFRCC's stance on the Veterans Banners was that it would be allowed in the Railyard. However, the City notified SFRCC staff that the Railyard location was turned down.

Updated Railyard Surveys

- Updated Railyard surveys are in progress by Southwest Mountain Surveys.

Shoofly Street Curb Cut

- There is a house located at 821 Baca Street that has requested a lot split. The Shoofly St. side is under renovations and has been accessing the property via Shoofly Street illegally. Christine has reached out and discovered that they will be asking for a curb cut on Shoofly Street. She advised them that SFRCC would have to be involved and that would also require SFRCC Board approval, payments for a license

agreement and insurance requirements. The Board agreed that SFRCC should talk to our lawyer and see what options SFRCC has.

Executive Director's Report

2022 EVENTS UPDATE

- SWAIA has cancelled their event in the Railyard. They didn't have enough capacity this year and hope they can hold the event next year. SWAIA paid all event fees due to SFRCC as a donation.
- Breakaway Cycling has also cancelled their event due difficulty getting a trail permit outside of the Railyard with City Parks.
- SFRCC asked if Sky Railway could only block Manhattan instead of Alcala due to pedestrian traffic (during Friday night concerts) which they agreed to. Sky Railway is using the West Casitas outside of their license agreement time so Sandy will create/send amended license agreement.
- Sky Railway's platform design is still in process, but SFRCC has not received any information/drafts.
- City is working on new pedestrian crossing signage. SFRCC has not received any design plans yet.
- Sandy is working with Violet Crown/Second Street on train safety messaging.
- The 20th anniversary celebration for SFRCC has been moved to November. Sandy asked Board members to let her know their availability.
- SFRCC received the \$28,646 for 21/22 event funding, however, the PO for 22/23 has still not been issued (current balance due of \$22,884).
- The City sent the Railyard wide signage program to help define the Railyard district and help direct public to parking garage. Sandy made some suggestions and caught a few errors to which the City agreed to update.

STATUS OF RAILYARD PROJECTS – CHRISTINE ROBERTSON

- Shoofly Station construction is almost finished.
- Nuckolls is building the deck.
- Bosque/Restoration Pizza is hoping to open in September.
- REI inside remodel is starting in September/October.
- Depot construction update – late October completion.
- Councilor Amanda Chavez and Christine are working together on the parking rate issue for Railyard tenants' employees. It is with the City Attorney, and she hopes it is in the next governing body meeting.
- City Capital Projects update:
 - Design and development of new train platform – Surroundings working on designs for several locations.
 - Electrical safety upgrade at the end of Track 4 – In process.
 - Rail corridor chains and coping repairs – Finished.
 - There is a collapsed utility vault on Camino de la Familia St. – Sam will let SFRCC know when work will begin.
 - Resealing of wood structures throughout the Railyard– Bid will go out in September.
 - Redesign of the parks irrigation system – Won't start till Spring 2023.
 - Currently rebuilding slide area in park.
 - Replacing broken play features in the Railyard park – Finished.

Executive Session

Ron Pacheco made a motion to enter Executive Session at 6:30pm, 2nd by Chris Calvert.

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.

Chris Calvert made a motion to return to regular session at approximately 6:37pm, 2nd by Ron Pacheco.

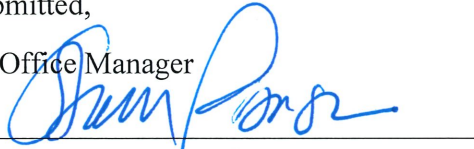
Next Board Meeting: Tuesday, September 13th, 2022, 5:00-7:00pm - Location: Zoom

Being no further requests for business, Ron Pacheco motioned to adjourn, 2nd by Chris Calvert and the meeting was adjourned at approximately 6:37pm.

Respectfully submitted,

Brooke Czoski, Office Manager

Signed by:



Name

STEVEN ROBINSON

Title

President

Date

9.15.22