

# Silver City Food Co-op — Board Meeting Agenda

**Date and Time: Wednesday, June 23, 2021 — 5:30 P.M. to 8:30 P.M.**

**Location: 907 Pope Street**

**In Attendance: Shanti Ceane, Emma McKinley, Susan Golightly, Tuan Tran, Julianna Albershardt, Scott Zager, Gwendolyn Lacy, Kristen Lundgren, staff: Kevin Waters, Kassandra Sedillos**

## **I. Welcome / Membership-board discussion (5:40-5:45, 5 minutes)**

- A. Approve Agenda** – Approved by Consensus
- B. Directors' Announcements** –
  - Kristen** – Spoke to Ben Rasmussen about process on Food Hub for possible collaboration
  - Shanti** – Britney - Culminate consultant - is leaving Columinate and they are working on finding a new consultant

## **II. Contractor Proposals (5:45-, 7:15, 90 Minutes)**

- A. Summary of Contractor Search**
  - will essentially have 3 design-built firms
  - being interviewed for past history, recommendations, and how they present themselves
  - have meeting with NMFA to get further clarity on project and what is needed to proceed
- B. WestCon Commercial – Steven Preis Owner & President (presenting)**
  - has worked on various ranges of projects
  - primarily work in residential & government projects (schools, city buildings)
  - renovated DACC in Las Cruces, constructed fire department in Hurley, have worked on renovations at Mountainview hospital and NMSU
  - If there are toxic materials in building (asbestos, lead) whatever is found will take about 1-2 weeks to be cleared
  - metal materials, lumber, sheetrock, flooring will be biggest expense in materials
  - biggest concern is roofing for new HVAC and previous leaking
  - Skylights can be reincorporated in roofing for project
  - have worked with using reclaimed materials
- C. White Sands Construction – Kevin Curry Executive President (presenting)**
  - have onsite superintendent
  - Relative project experience: have remodeled building into retail store in Alamogordo, remodeled SilCo Theatre
  - Metal and wood materials will more than likely be the biggest expense, as well as electrical and plumbing
  - If there are toxic materials in building (asbestos, lead) contractor will find consultants and get cost estimates to board, and EPA will need to be done
  - Construction Management Agreement - (capable of hiring engineering firms for the project) Overhead percentage, and fee percentage, will be provided with 16-division breakdown on design
  - Have worked with reclaimed materials and have worked with finding materials to match pre-existing materials
  - minimum of 120-day design phase
  - 7-9-month construction phase
  - timeframe can be affected if unexpected obstacles arrive
  - Estimate bid for construction can be submitted once design is done
- D. Classic Industries – Proposal to be submitted by June 28**
  - will meet again once proposal is in, and interview Classic Industries
- E. Feedback from board**
  - i. Emma- Liked how WestCon gave a lot of specifics on their process and more detailed answers and is leading more towards WestCon

- ii. Scott- have 2 equally capable contractors and are in the same place on pricing, White Sands has a good reputation, WestCon has a lot of experience
- iii. Tuan- WestCon was based more on residential construction while White Sands has more experience in other places
- iv. Kristen- both are good candidates, WestCon presenter presented himself very well
- v. Kevin- stronger feeling of stability with White Sands because they have more experience with this kind of construction and have done a lot of work for Grant County, liked White Sands time management
- vi. Susan- liked how WestCon's presenter was detailed and that they have done a lot of Government projects and knew the project and what he was talking about
- vii. Gwen- WestCon knew the project and presented very well, White Sands has more of a corporation
- viii. Julianna- Liked how WestCon presented and was specific, White Sands was good as well but would like to speak to those who have had experience with both companies
- ix. Shanti- Thinks it would be good to have info on other projects, White Sands was clearer on fee structure and gives more flexibility, liked presentation and specificity of WestCon

### III. Old Business (7:15-7:20, 5 minutes)

- A. Approve May Board Meeting Minutes – Approved by Consensus
- B. Concern Coordinator Update –
  - Deborah J. Dakota sent report to board email and Shanti forwarded to board members
  - Gail Rein (former board member had questions about financials and website- responded and forwarded to Kevin-/Shanti- website Scott Z. responded to financials.
  - Dave Chandler- new Executive Director of the Commons, would like to attend a board meeting- directed him to Kevin to meet and collaborate, since both are new in their positions, told him to check website for meeting logistics. Reached out to Shanti about timing for future in person meetings.

### IV. Committee Decisions and Announcements (7:20-7:35, 15 minutes)

- A. Member Connect (MC) Update
  - i. Committee Update
    - voted on GMM being August 29 in Little Walnut from 1pm-4pm
    - want to do pie and ice cream, and berry waters
    - have 2 meetings next month to get ready for GMM
  - ii. August GG Article
    - ask Carol if they can have 1 page instead of 2
- B. Elections Committee (EC) Update
  - i. Meeting notes
    - working on getting member owners to be on elections committee
    - make a list of things that should be a requirement from the board
    - making sure that people being chosen are known by the members
  - ii. Election Committee Charter – Approved by Consensus (exception of 1 absence)
    - presenting eligible candidates for board
    - looking at having 2-3 owners and members for project
- C. Board and Management Evaluation (BME)
  - i. Meeting Notes
    - met on June 8<sup>th</sup>, spoke about ROD transitioning to Elections Committee
- D. Finance Committee (FN)
  - i. No Update

### V. Monitoring Reports (7:35-8:15 pm, 40 minutes)

- A. Acknowledge B10 (Expansion Plan) – Acknowledged by Consensus
  - i. NMFA Checklist
    - had kickoff meeting, and provided checklist that needs to be done by NMFA and board

- ordered phase 1 of survey for all 3 properties (\$6,000) everything that is required will be provided in survey
- ii. Proposed Capital Budget
  - was done by NMFA's accounting firm
  - will have to put up for collateral everything that we have
  - after 17 years loan can be paid off
  - could survive the scenario of losing collateral
- iii. Appraisals and Collateral
  - got the appraisals
  - now know the collateral number
- B. **Acknowledge B7** (Communication to the Board) – Acknowledged by Consensus
  - decline due to everything opening up
  - Decline in basket for last 4 months
  - refrigerators being down has affected sales a little bit due to meats and cheeses having to be moved to the back
  - Customer count stopped going up once businesses opened up
  - inventory is coming up this weekend
  - will most likely be double the year-to-date budget
  - employee survey results were sent to Shanti
  - draft version of the handbook was sent to Shanti
  - will have meetings with employees over surveys before next month's meeting

**VI. Board Meeting Closure (8:15 – 8:30 pm, 15 minutes)**

- A. Review task list, tabled items, if any, and calendar.
  - Julianna – send approved Charter to Emma
  - Kevin- send revised financial report for May
  - Julianna- unavailable 23-Monday
  - Shanti- unavailable next 2 weeks
  - Kevin- possibly unavailable 2<sup>nd</sup> & 3<sup>rd</sup>

**VII. Executive Session – Personnel Matter (8:15-8:30 pm, 15 minutes)**

**VIII. Preparing for July Meeting**

- A. GG article due by the 10th of the month; must be approved by one other board member prior to submission
- B. All applicable committees prepare meeting notes
- C. Monitor policy B5 (Treatment of Customers)
- D. Monitor policy B7 (Communication to the Board)
- E. Monitor Policy B6 Update (Staff Treatment and Compensation)