Pacific Southwest Railway Museum Association, Inc.
Board of Directors Meeting Minutes
La Mesa Police Department Community Room
July 24, 2026

1. **Call to Order – Hager**
   President Hager called the PSRMA meeting to order at 18:35. Board members in attendance were Hager, Witkowski, Carl Brooker, Lundquist, and Denison. Atwood and Schweikert joined the meeting virtually.

2. **Introduction of Guests – Hager**
   Guests joining virtually were Jennifer Brooker and Kevin Schrader.

3. **Additions, Corrections, & Adoption of this Agenda – Hager**
   Lundquist requested to add Item 28: Container for MOW/Operations. Witkowski requested to add Item 29: Discussion of Muse Software. C. Brooker requested to add Item 30: Discussion of Stebbins Mobile Home Bill.

   Hager made a **MOTION** to adopt the agenda as amended. 2nd by Witkowski. Motion carried 7-0-0.

4. **Approval of the June 19, 2026, Meeting Minutes – Schweikert**
   Witkowski made a **MOTION** to approve the minutes as submitted. 2nd by Atwood. Motion carried 6-0-1. Denison abstained.

5. **Treasurer's Report – C. Brooker**
   C. Brooker submitted a written report to the board.

~Richard Finch joined the meeting virtually at 18:45

6. **Review Outstanding Motions – Schweikert**
   Schweikert reviewed the outstanding board motions and the board agreed by consensus to reauthorize the expenditure of $7,500 to upgrade the computer system in the library.

OLD BUSINESS

10. **Solar Power at Campo Railroad Museum – Lundquist**
    Lundquist invited any final questions and discussion about the proposed solar contract at Campo. Hager questioned whether PSRMA would enter into separate contracts with Brighthouse Solar for the panel installation and Innovative Foam Roofing for the roof repairs, or if Innovative Foam would be a subcontractor to Brighthouse. Lundquist clarified that Innovative Foam Roofing would be a subcontractor to Brighthouse and that PSRMA would enter into a contract with Brighthouse only. Hager also questioned the proposed location of the solar panel installation and who decided on the library; was it Lundquist's or Brighthouse's suggestion? Lundquist said he provided three locations and Brighthouse

decided on the library due to cost, ease of installation, and future cleaning. Hager mentioned that PSRMA's long term site plan calls for the library to be relocated to a permanent structure near the Campo Depot and questioned the longevity be of the existing library containers. Lundquist stated that the longevity of sealed and insulated storage containers is long, and if the library moves, the containers could be repurposed.

C. Brooker had a question about the installation schedule; he wanted to ensure that Brighthouse would follow through and finish installation even if another more lucrative project came their way. Lundquist called Brighthouse to answer questions directly regarding the required installation date for the 40% rebate, which is before December 31, 2027. Brighthouse confirmed that it would not take that long; the only potential delay is the time it takes for SDG&E to grant Permission to Operate after the panels are installed.

Lundquist made a **MOTION** to Authorize the President to enter into a contract to complete roof repairs on the Library to allow for the installation of solar panels as part of the Commercial Solar Contract for a 26.22KW solar PV array with Brighthouse LLC for a total of $120,325.00 and authorize the President to sign a loan document with Daniel C. Leix to borrow $120,000 at an annual interest rate of 5%, payable at $2,000 per month until paid in full, with no prepayment penalty. 2nd by C. Brooker. Motion carried 7-0-0.

~David Choy joined the meeting via Zoom at 19:20
~Item 29 was taken out of order from new business.

29. Discussion of Muse Software – Witkowski

Witkowski handed off discussion to Special Events Coordinator/Reservations Manager Jenn Brooker. J. Brooker reminded the board that PSRMA currently uses three systems that are not integrated for membership, giftshop point of sale, and online train ticket sales (Neon CRM, Square, and Etix, respectively). She has been looking for a solution to this problem for two years. She and Witkowski were approached by Muse Software who demonstrated an integrated solution. She explained the many benefits of the software and then also some detractors. The first one is that Muse does not have a call center like ETix, so reservations calls would come back to PSRMA volunteers. The second drawback is that Muse doesn't currently have the capability to build out events with custom seating charts like ETix does for special event trains, but the company claims that it has a solution in development. One more concern is the cost: Muse charges $20,000.00 a year, J. Brooker has discussed her concerns on pricing with Muse and they are amenable to quarterly payments of $5,000.00. J. Brooker did a comparison of our current fees and charges and determined that even a fixed cost of $20,000.00 a year for Muse software would be made up with ticket sales and savings from not paying service fees for Neon as well.

J. Brooker asked the board for direction on whether it was interested in signing a contract with Muse. The board discussed and made note of the fact that there would need to be a blackout period for PSRMA's online ticketing, membership database, and giftshop point of sale system during the transition, making it important to time such a transition during a non-busy time of year. After the board discussed, Hager informed J. Brooker that the board was not prepared to move forward with a contract with Muse at this time, but that it was interested in getting a formal proposal from Muse, especially after it develops the capabilities essential for PSRMA that it currently lacks. J. Brooker agreed to return with a formal proposal, likely early in 2027.

~Following Item 29, the board returned to old business.

11. Exploring adding a Bar Car on Golden State – Lundquist

Tabled.

12. Adopt a Proposed PSRM Minor Volunteer Policy and Minor Parental Waiver Form – Atwood

Atwood provided a proposed policy and waiver for minors present as volunteers on PSRMA property. Lundquist had a general question if PSRMA has emergency contacts for all volunteers. C. Brooker brought forth his concerns about minors without a family member at PSRMA property. Hager mentioned other youth policies at other museums and their success at allowing youth volunteers to contribute to their efforts. C. Brooker requested that the policy and waiver be reviewed by a lawyer before board approval and Hager agreed with this approach. David Choy requested a copy of the policy and waiver be sent to him and Mark Landguth. Kevin Schrader commented that parents should sign a waiver, that should be in the verbiage. Hager offered to share a copy of the La Mesa Model Railroad Club's youth program with the board. The board agreed to send Atwood's proposed policy and waiver to Ken Chung at Chung & Reynolds, LLP for review.

13. Renting an Excavator – Lundquist

Lundquist asked for this item to be dropped from future agendas.

14. Review of Projects for Fundraising Needs – Lundquist

Lundquist requested to review the outstanding large projects and options for funding them. C. Brooker suggested sending out a special invite for interested volunteers to come up with a plan and how to find potential people to advertise fundraising proposals to interested parties. Hager suggested a meeting to discuss potential fundraising methods with interested volunteers on a future date. Lundquist asked if this meeting would be internal or if outside consultants would be invited. C. Brooker mentioned that PSRMA is a member of the San Diego Museum Council and that there may be fundraising professionals at the other member organizations who could provide support. Hager agreed to reach out to Jenn Brooker and Mark Landguth to see if they had any contacts at the museum council who would be willing to speak to the PSRMA board at a future date to be arranged.

~Hager requested a recess at 20:21
~Meeting resumed at 20:26

NEW BUSINESS

20. HiTech Painting Proposal – Hager

Hager met with the owner of HiTech Painting, a commercial and industrial painting contractor that had done work at SeaWorld, a few months prior at Campo. HiTech painting was recommended by volunteer Bryon Anderson as a potential painting contractor for SP 3709 and PSRMA's numerous other pieces of rail equipment that would need paint in the coming years. HiTech Painting proposed to employ a multi-step process to strip, prime, and paint PSRMA's metal rail equipment with high-quality Sherwin-Williams industrial paint that would last 20+ years without serious fading or degradation. HiTech Painting had never painted locomotives or train cars before and suggested doing a demonstration treatment on a piece of equipment for a fixed price to establish a production rate so that they could provide a firm quote to paint an entire piece of equipment in the future.

Hager reviewed PSRMA's equipment roster and suggested doing the test paint on Cotton Belt Caboose #35. The reason for selecting this piece of equipment was that it has no visible body damage that would require metal work, and only has superficial surface rust. HiTech Painting provided a proposal to prep and paint a section of the caboose for $5,000.

The board discussed the merits of painting SSW #35 over other pieces of equipment. C. Brooker suggested using the project as an opportunity for a publicity campaign and suggested putting the caboose into operation following the completion of the painting. Hager agreed with taking advantage of the opportunity, but noted that the caboose would need to undergo mechanical work and receive a waiver from the Federal Railroad Administration before it could operate, due to its age. Lundquist suggested that if the $5,000 were enough to complete a significant percentage of the overall paint for the caboose, then additional funds should be authorized to allow HiTech Painting to completely finish painting the caboose.

Hager made a **MOTION** to authorize expenditure of $5,000 to contract with HiTech Painting to do a test run of surface preparation and painting on Cotton Belt caboose # 35. 2nd by Witkowski. Motion carried 7-0-0.

~Annie Field joined the meeting via Zoom at 20:25
~Kevin Schrader left the meeting at 20:31

21. Marnell Caboose – C. Brooker

C. Brooker noted that Dan Marnell pays PSRMA $100.00 a month to keep his caboose in the yard at Campo. The board discussed the long-standing agreement with Marnell, including the unwritten understanding that PSRMA will inherit the caboose when Mr. Marnell passes. C. Brooker suggested entering into a new formal agreement that would clearly establish the transfer of ownership of the caboose after Mr. Marnell's passing in exchange for ending monthly charges for storage at PSRMA's Campo Yard. Hager agreed to provide an introduction between C. Brooker and Dan Marnell.

22. Pay CPA for 2025 Tax Work – C. Brooker

C. Brooker put forth a motion to pay JRM Accountancy Corp for preparing PSRMA's 2025 taxes and updating the fixed assets depreciation schedule.

C. Brooker made a **MOTION** to authorize the expenditure of $1,085.00 to compensate JRM Accountancy Corp for preparation of the 2025 tax return and depreciation schedule. 2nd by Witkowski. Motion carried 7-0-0.

23. Approve filing of the 2025 PSRMA Form 990 – C. Brooker

C. Brooker provided draft copies of the Federal Form 990 and California State Form 199 tax returns to the board for review. C. Brooker asked for the board's approval to file the tax returns after President Hager had completed his review. The board agreed by CONSENSUS to file the 2025 PSRMA IRS Form 990 and California FTB Form 199 tax returns.

24. Upcoming Crane Work at the Campo Railroad Museum – Lundquist

Lundquist noted that a crane would be needed at the Campo Railroad Museum soon to relocate the Birthday Caboose and Locomotive to their final positions across from the Campo Depot. He suggested taking advantage of the crane being at Campo to accomplish any additional moves of large/heavy items requiring a crane in order to avoid paying for multiple crane mobilizations. He specifically suggested moving the Jacumba cars west to make way for the future track that will lead to the new roundhouse and exhibit halls. The board discussed other items that may need to be moved.

~Michael Acosta joined the meeting via Zoom at 20:50

25. Repair of Forklift and Sale of Car Mover – Lundquist

Lundquist presented an offer from Vance Butler to purchase the damaged and inoperative car mover for $4,000. Lundquist suggested using the funds to cover the costs of repairing the leaking hydraulic cylinder in the boom of the Skytrak forklift; he received a proposal from Mobile Equipment Repairs to do the work at Campo for $6,000. Hager informed the board that PSRMA could repair the car mover in-house and sell it for potentially a much higher price than $4,000.00. However, Hager clarified that repairing the car mover was not a high priority, so it would take longer before it could be sold. Hager suggested that if the board wanted to prioritize selling the car mover as quickly as possible, it would make sense to take the cash offer from Butler. C. Brooker opined that just getting paid and having it removed now would be more beneficial to the museum.

Lundquist made a **MOTION** to authorize the sale of the car mover to Vance Butler for $4,000 - he will be responsible for removing the item. Authorize up to $6,000 to hire Aaron Kearney of Mobile Equipment Repairs to repair the hydraulic leak on the forklift. Jim Lundquist to be the Project Manager for both items. 2nd by C. Brooker. Motion carried 7-0-0.

~David Choy left the meeting at 21:00

26. Additional Budget for Brick Platform Project at the Campo Depot – Lundquist

Lundquist submitted a request to the board for additional budget for the brick platform project at the Campo Depot to cover the purchase cost of elastomeric grout to form an interface between the bricks and the rails.

Lundquist made a **MOTION** to authorize the expenditure of up to an additional $3,600 for the platform project at the Campo Depot for a total budget of $11,100. 2nd by Witkowski. Motion carried 7-0-0.

27. Elastomeric Coating for CONEX Containers – Lundquist

Lundquist explained that the weak point of CONEX containers is the roof; an elastomeric coating extends the lifespan significantly. He provided a proposal from Vail Shelton at Innovative Foam Roofing to install elastomeric coatings on the roofs of the 20-ft container for deliveries near the museum entrance and the new 40-ft container next to the Exhibit Hall for storing the people mover cart.

Lundquist made a **MOTION** to authorize the expenditure of up to $1,600 for Vail Shelton to install elastomeric coating on the roofs on the new 40-ft container and the 20-ft container we use for accepting deliveries. 2nd by C. Brooker. Motion carried 7-0-0.

28. Container for MOW/Operations – Lundquist

Lundquist reported that former Maintenance of Way foreman Glen Rogers had been requesting a shipping container for MOW supplies and equipment for years and recently approached him again with the request. James Caestecker had more recently stated that this was not a high priority for the MOW group. Atwood as Operations Director said that he would speak with James before officially requesting a new container. The board agreed to table the item.

29. Discussion of Muse Software – Witkowski

Taken out of order after Old Business Item 10.

30. Discussion of Stebbins Mobile Home Bill – C. Brooker

C. Brooker reported that member Rob Stebbins had forwarded a bill from the California DMV for registration/late fees for an old abandoned mobile home that was located on the property at 1118 Sheridan Road in Campo when Stebbins originally purchased the property on behalf of PSRMA. The mobile home had been deemed unusable and was demolished on site shortly after the property was purchased. When Stebbins transferred the property to PSRMA, the mobile home remained in his name and its destruction was never reported to the DMV. C. Brooker was going through the process of contacting the DMV to report the destruction of the mobile home and wanted to clarify whether PSRMA or Rob Stebbins would be responsible for paying the bill if the DMV refused to waive the late fees. The board discussed and agreed that although Stebbins might need to be the party to sign and submit the documentation to the DMV, PSRMA would cover any and all fees associated with the matter.

C. Brooker said that he would work with Stebbins to ensure the correct documentation got submitted.

REPORTS

40. Media Committee Report – J. Brooker / Drenkow

Tabled.

41. Special Events Committee Report – J. Brooker

J. Brooker submitted a written report via email that will be attached to the minutes. C. Brooker stated that there will be changes to the Pumpkin Express Train event; the Special Events Committee was planning to do away with the pumpkin patch, decorating stations, and haunted train at the Exhibit Hall. The committee was still working out details for a scaled-down event at the Campo Depot.

42. Fundraiser Report – Spevack

Hager reported that approximately $290,000.00 has been spent from the ARPA grant. Engineering was ongoing and may extend past the grant deadline at the end of the year. Hager anticipated that the engineering expenses after that time would be minimal and suggested that the board could authorize a new motion to pay out of pocket for the engineering consultants to complete the design and permitting work. Hager had looked into the possibility of pre-paying the engineering consultants for their services using the grant funds, but the county confirmed that this was not permitted under the terms of the grant.

43. Equipment Report – Hager

Hager reported that while he and Jaden Soroka were away during July, Tim Wamsley had continued paint stripping and priming on the hood doors of SP #3709. A new radiator would be installed on the SD&A #103 gang car the weekend following the July board meeting. Hager also reported that SP #3873 experienced an air brake failure that required one of its brake cylinders to be repacked a couple weeks prior to the board meeting and that the work was completed successfully.

44. Facilities Report – Denison

Denison reported that work commenced on the brick project at the depot.

45. Museum Services Report – Lundquist

Lundquist reported that the museum acquired a new table saw for the woodshop. He also reported that he would build a float for the wooden model steam locomotive from the San Diego Model Railroad Museum for a display that could be moved.

46. Operations Report – Atwood

Atwood reported on ridership over the past several months. Lundquist received a call from volunteer Kerry Hebert requesting a better location for the train to help with cleaning. Atwood agreed to determine a better location to spot the Golden State train consist in the yard during the week.

47. Vice President's Report – Witkowski

Witkowski reported that he completed some wiring repairs on electric Cart #3. He also made some changes to the contact form on the website to better direct form responses to the appropriate people.

48. President's Report – Hager

Hager reported that he had started working on the quarterly SD&AE report and preparing to attend the annual meeting in October. Hager also reminded the board that he was not seeking reelection as the PSRMA President for the next term.

50. Carry Forward Items: 11, 12, 14, 21, 24, 28

51. Next scheduled meeting is <u>Friday, August 21, 2026</u>

52. Deadline for submitting Agenda items for next meeting is <u>17:00 PDT, Monday, August 17, 2026</u>

53. Closed Session

The board entered closed session and asked all non-board members to depart.

a. Personnel Issues

The board held a discussion on personnel issues.

54. Adjournment

Hager made a **MOTION** to adjourn the meeting at 21:58. 2nd by Witkowski. Motion carried 7-0-0.

Minutes taken by Secretary Duke Schweikert