



Commission Members

Stephanie Hicks
Leah Kruse
Clay Mitchell
David Peterson
Michelle Schmitter

NOTICE OF PUBLIC MEETING

of the

NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY
("V&T Commission")

DAY: Wednesday
DATE: May 24, 2023
TIME: Beginning at 9:00 am
LOCATION: Carson City Community Center Robert "Bob" Crowell Board Room
851 E. William St.
Carson City, NV 89701

AGENDA

****The V&T Commission will convene the meeting at 9:00 am in the Carson City Community Center Robert "Bob" Crowell Board Room at 851 E. William Street, Carson City, Nevada. Following public comment and a public hearing on the tentative budget, the V&T Commission will depart the Community Center for a site visit to the Carson City Eastgate Depot located at 4650 Eastgate Siding Road in Carson City for a demonstration of the rail bikes by Montecito Railway. Members of the public are welcome to attend the site visit. Upon completion of the site visit, the V&T Commission will return to the Community Center and the meeting will continue at 10:30 am.**

NOTICE TO THE PUBLIC

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the V&T Commission meeting at www.carson.org/granicus and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: admin@vtrailway.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Members of the public who wish to provide live public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

1. **CALL TO ORDER**
2. **ROLL CALL AND DETERMINATION OF A QUORUM**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT:** ** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
5. **FOR POSSIBLE ACTION:** Approval of Minutes of the April 26, 2023, meeting.
6. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T Commission Final Budget for FY 2024. – **Stephanie Hicks** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission is required by NRS 354.598 to hold a public hearing on the tentative budget, at which time interested persons must be given an opportunity to be heard. At the public hearing, the V&T Commission shall indicate changes, if any, to be made in the tentative budget and shall adopt a final budget by majority vote of all members of the V&T Commission.*
7. **SITE VISIT – Beginning on site at 9:30 am:** Site visit to the Carson City Eastgate Depot at 4650 Eastgate Siding Road in Carson City, Nevada, to view a demonstration of and test the rail bikes of Mendocino Railway. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will travel to Eastgate Depot to view the rail bike operations. The V&T Commission will not deliberate or take action while on site.*

Review of the following items will not occur before 10:30 am:

8. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T statement of accounts payable checks paid April 1-30, 2023. – **Stephanie Hicks** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review the invoice listing for accounts payable checks totaling \$44,408.90, paid April 1-30, 2023.*
9. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the adjusted V&T Fiscal Year (“FY”) 2022/2023 budget reports, period ended April 30, 2023. – **Stephanie Hicks** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review a comparative statement of adjusted revenue totaling \$1,002,703.99, expenses totaling \$1,084,643.58, and make a determination whether they approve of the report.*

10. **FOR POSSIBLE ACTION:** Discussion and possible action regarding Amendment # 1 to Contract No. FY23-Coo2 with Virginia & Truckee Railroad (“VTRR”), revising the scope of work for the Charter Services Agreement to include management of train operational systems and the operation of a gift shop at the Carson City Eastgate Depot, effective through December 31, 2023. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission is asked to review the current contract with VTRR and include additional services necessary to manage the operational aspects of the Eastgate Depot.*
11. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed Request for Proposals (“RFP”) for an Executive Assistant and direction to staff for publication of the RFP. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *Staff has prepared the proposed RFP in order to seek proposals for an Executive Assistant to provide a variety of administrative functions for all of the V&T Commission’s activities to include coordination of board relations, acting as a liaison with train operations, engineering, maintenance and marketing contractors, and accounting services.*
12. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed Request for Proposals (“RFP”) for The Polar Express Theater Production Services and direction to staff for publication of the RFP. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *Staff has prepared the proposed RFP in order to seek proposals for the Polar Express Theater Production Services including casting and on-board production for the Polar Express train rides in the months of November and December of each year departing from the Eastgate Depot to the North Pole and back.*
13. **FOR POSSIBLE ACTION:** Discussion and possible action regarding Contract No. FY 21-Coo4 with Atypical Consulting & Events for Admin/Operations Coordinator services, and its amendment for the provision of additional services (“Contract”), effective through December 31, 2025. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *Chair Peterson received correspondence from Atypical Consulting and Events regarding its intent to terminate the Contract effective May 31, 2023. At the April 26, 2023, meeting, the V&T Commission directed staff to bring back an agenda item for consideration to potentially mutually terminate the Contract.*
14. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed agreement with Mendocino Railway for Rail Bike Operations and directing the Chair to enter into negotiations with Mendocino Railway. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *In response to RFP 2023-01 Rail Bike Operations, the V&T Commission received one response from Mendocino Railway and Robert Pinole of Mendocino Railway made a presentation of their rail bikes operations at the April 26, 2023, meeting. The V&T Commission will attend a demonstration of the rail bikes at the Carson City Eastgate Depot before discussing this item during the public meeting.*
15. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed special patrol service agreement with High Sierra Patrol to provide security at the Eastgate Depot during General Season operations, for a total not to exceed amount of \$1,620. – **David Peterson** (admin@vtrailway.com) **Staff**

Summary: If this agreement is approved, High Sierra Patrol will provide patrol checks of the train engine and passenger cars at Eastgate Depot every Saturday between May 20, 2023 through October 14, 2023.

16. FOR DISCUSSION ONLY:

MONTHLY NON-ACTION ITEMS:

- a. Operations Report – Allyson Bolton, Atypical Consulting and Events
- b. Train Operations Report – Thomas Gray, VTRR
- c. Engineer’s Report – Ken Dorr
- d. Upcoming Meeting:
 1. *Commission Meeting on June 28, 2023, @ 9:00 am.*

17. COMMISSIONER COMMENTS OR ANNOUNCEMENTS, AND REQUESTS FOR INFORMATION: No action will be taken and no discussion among the members or with staff will take place during this item of the agenda.

Closed Non-Meeting to Confer with Operations Manager and Counsel:

Following a recess or adjournment, the V&T Commission may gather to meet with its operations manager or to receive information from an attorney employed or retained by the Commission regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

18. PUBLIC COMMENT: The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

19. FOR POSSIBLE ACTION: To Adjourn.

****PUBLIC COMMENT LIMITATIONS –** The V&T Railway Commission will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. **Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before adjournment.** No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair may call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as V&T staff or an applicant; or (2) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Chair in order to facilitate the meeting.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the V&T Railway Commission. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the V&T Railway Commission in writing at PO Box 1711, Carson City, NV, 89702, or by calling (775) 686-9037 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting, contact Allyson Bolton at admin@vtrailway.com or call (775) 686-9037.

The agenda and supporting material are available on the V&T Railway Commission website: <https://vtrailway.com/about/vt-commission/> and at the office of the Carson City Culture & Tourism Authority dba Visit Carson City - 716 North Carson Street, Suite 100, Carson City, Nevada.

If a person willfully disrupts a meeting, to the extent that its orderly conduct is made impractical, the person may be removed or excluded from the meeting. NRS 241.030(4).

This notice has been posted at the following locations:
Office of Visit Carson City, 716 North Carson Street, Suite 100
<https://vtrailway.com/about/vt-commission/>
<http://notice.nv.gov>