



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: June 28, 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

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 May 24, 2023, meeting.
6. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the election of a Chair, Vice Chair, Secretary and Treasurer for the V&T Commission. – **David Peterson** (dpeterson@visitcarsoncity.com) **Staff Summary:** *The V&T Commission will elect a Chair, Vice Chair, Secretary and Treasurer from among its members. Pursuant to Section 4 of the Nevada Commission for the Reconstruction of the V&T Railway Act of 1993, as amended, the Secretary and the Treasurer may be one person, and the terms of the officers will expire on July 1, 2025.*
7. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T statement of accounts payable checks paid May 1–31, 2023. – **Stephanie Hicks** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review the invoice listing for accounts payable checks totaling \$48,051.11, paid May 1–31, 2023.*
8. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the adjusted V&T Fiscal Year (“FY”) 2022/2023 budget reports, period ended May 31, 2023. – **Stephanie Hicks** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review a comparative statement of adjusted revenue totaling \$1,232,302.86, expenses totaling \$1,141,623.33, and make a determination whether they approve of the report.*
9. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the transfer of appropriations within the V&T Railway Commission Budget for FY 2022–2023 pursuant to NRS 354.598005. – **Jennifer McCain** (jmccain@storeycounty.org) **Staff summary:** *Pursuant to NRS 354.598005(5)(c), the V&T Commission may authorize the transfer of appropriations between funds or from the contingency account at the recommendation of the person designated to administer the budget. The need for such transfer usually comes about due to unforeseen circumstances which cause overage within a function or object of the budget. The attached documentation lines out the transfers made within the V&T Commission budget for FY2022–2023. The total amount of the transfers are \$142,000 with a net adjustment of \$0.00*
10. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a determination that Sierra Nevada Construction, Inc. (“SNC”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. FY23–C005 to SNC to repair potholes and resurface the Eastgate Station parking area and the Eastgate Siding Road (“Project”) for a total amount not to exceed total \$206,857.35 through December 31, 2023. – **David Peterson** (admin@vtrailway.com) **Staff summary:** *The Project includes the resurfacing of the Eastgate Station*

parking area and Eastgate Siding Road from the parking area to Flint Drive. The not to exceed amount of \$206,857.35 comprises the base amount of \$168,157.00 for the Eastgate Siding Road and an additive amount of \$28,850.00 for the Eastgate Siding Road, for a total amount of \$197,007.00 and a 5% contingency of \$9,850.35.

11. **FOR POSSIBLE ACTION:** Discussion and possible action regarding Request for Proposals ("RFP") 2023-003 for an Executive Assistant that was closed on June 15, 2023, and no responses to the RFP were received and further direction to staff. - **David Peterson** (admin@vtrailway.com) **Staff Summary:** *Staff posted an 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. No responses to the RFP were received and Staff is seeking further direction from the Commission regarding the next steps.*
12. **FOR POSSIBLE ACTION:** Discussion and possible action regarding Request for Proposals ("RFP") 2023-004 for The Polar Express Theater Production Services that closed on June 15, 2023, and no responses to the RFP were received and further direction to staff. - **David Peterson** (admin@vtrailway.com) **Staff Summary:** *Staff posted an 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. No responses to the RFP were received and Staff is seeking further direction from the Commission regarding the next steps.*
13. **FOR POSSIBLE ACTION:** Discussion and possible action regarding proposed Amendment #1 to Agreement for Legal Services with the Carson City District Attorney's Office extending the Agreement for an additional one-year term. **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The Agreement is in effect until July 27, 2023, and provides that the Agreement may be extended for additional terms of one year upon mutual approval and execution by the parties.*

14. 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 July 26, 2023, @ 9:00 am.*

15. **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.

16. 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.

17. 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>