

NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY
Minutes of the Wednesday, May 24, 2023 Regular Meeting
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A regular meeting of the Nevada Commission for the Reconstruction of the V&T Railway was held at 9:00 a.m. on Wednesday, May 24, 2023, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

The meeting video is available on Carson City’s website by clicking on the link below:
<https://carsoncity.granicus.com/player/clip/2245>

PRESENT: Chairperson David Peterson
Vice Chair Clay Mitchell
Treasurer Stephanie Hicks
Commissioner Leah Kruse
Commissioner Michelle Schmitter

1. CALL TO ORDER

David Peterson: Good morning, everybody. I'd like to go ahead and call to order the Nevada Commission for the Reconstruction of the V&T Railway. It is Wednesday, May 24th, 2023. It is 9:06 AM, and we are in the Carson City Community, Robert “Bob” Crowell Boardroom. Could I get a roll call, please, Allyson?

2. ROLL CALL AND DETERMINATION OF A QUORUM

Allyson: Clay Mitchell?

Clay Mitchell: I'm here.

Allyson: Leah Kruse?

Leah Kruse: Here.

Allyson: David Peterson?

David Peterson: Present.

Allyson: Stephanie Hicks?

Stephanie Hicks: Here.

Allyson: Michelle Schmitter?

Michelle Schmitter: Here.

3. PLEDGE OF ALLEGIANCE

David Peterson: Awesome. We're all here. We have a quorum. If I could get everybody to please stand, we'll do the pledge of allegiance. Thank you.

All: I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

4. PUBLIC COMMENT

David Peterson: Thank you, everybody. We'll go ahead and move on to agenda item four, public comment. Anybody want to make any public comment? All right.

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5. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF THE APRIL 26, 2023, MEETING.

David Peterson: Seeing none, we will go ahead and move on to agenda item five, for possible action approval of the minutes from the April 26th, 2023 meeting, which I know are late material. Does anybody have any changes, edits, like to see on the minutes from the April 26th meeting? Okay, anybody want to make a motion on the minutes? Don't all raise your hands at once.

Clay Mitchell: This is Clay, I'll move to approve the minutes of the April 26th, 2023 meeting as presented.

David Peterson: Thank you, Clay, for that motion. Do I have a second?

Stephanie Hicks: I second.

David Peterson: Great. We have a motion and second. Any further discussion? Seeing none, all those in favor signify by saying aye.

Commissioners: Aye.

David Peterson: Any opposed? Great. Motion carries unanimously. Thank you, everybody.

6. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE V&T COMMISSION FINAL BUDGET FOR FY 2024.

David Peterson: All right. Let's go ahead and move on to agenda item six. This is discussion and possible action regarding the final budget for fiscal '24 for the V&T Railway Commission pursuant to NRS 354.598. Interested persons must be given an opportunity to be heard regarding the tentative budget. I will first call out for questions from the public. Does anybody from the public have any questions on the budget?

Okay. Seeing none, we'll go ahead and open it up to the Commission to discuss if there are any changes to be made in the fiscal '23-'24 tentative budget. Stephanie, do you want to? Okay, thank you.

Stephanie Hicks: Thanks, David. I just wanted to note for the Commission that we went through with Jennifer and we did make the modifications that we discussed at the last meeting. So that you will note under capital outlay, we did increase by \$10,000 from the \$118,250 to \$128,250. That resulted in our change in net position decreasing from the \$4,951 to the \$14,951. There were a few other typographical corrections that we also made, and then we updated the vendor contract list. Then Allyson did provide a more detailed breakdown of what we were looking at as far as revenue fund and expense fund. We can discuss any of those in more detail if the Commission so chooses.

David Peterson: Then for the record, I just want to mention that the cover sheet, which is schedule number one, is also going to be late material. It's in the back of the room. It'll get posted to the website after the meeting. It was just a change of the header for us on that cover page as well. Any questions that anybody has on the final budget? Okay. Does anybody want to make a motion?

Clay Mitchell: I'm sorry, I actually had one.

David Peterson: Yes, go ahead, please.

Clay Mitchell: I was just waiting to make sure the public had a chance to get to the microphones.

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David Peterson: The lag time. Yes.

[laughter]

Clay Mitchell: I was noticing on intergovernmental support that it looked like there was a proposed amount of \$150,000 coming from Carson or from Visit Carson City. That was something that I was not familiar with and while certainly is appreciated, I don't know if that's necessarily the norm and was just looking for a little clarification on how we got to that point.

David Peterson: It's not the norm. The norm, based on a prior decision by my board was through the end of the bond for Carson City through Visit Carson City with the room tax. There was an allocation of \$65,000 per fiscal year that ends as of this fiscal year, so June 30th. This \$150,000 is from some of the monies that we're accumulating over time, but it's actually what's allowing us to cover the parking lot situation with the slurry seal, the chip seal, potholes.

Clay Mitchell: Got it.

David Peterson: Whatever else comes out of the bid that Ken put together, so that's where, or why, and where the \$150,000 is coming from. Same source, but it's those unused funds that have been accumulating over several years.

Clay Mitchell: Got it. Thank you for that. Yes, given that clarification, then I think it's appropriate. I just wanted to make sure that on the Storey County side, we weren't sloughing on our obligations. As I shared with the Chair, we did a little bit of research. I asked the county to do some research just related to the rail tax. It looks like the most recent MOU that's in place from 2020 allocates specifically \$250,000 a year towards operations, but also has a clause that either if our revenue from operations or an emergency clause not to be able to support our budgetary expenses, we can go back to Storey County and ask for more from that.

We can request more to be included. That is in the mix or on the table as I understand that's the last final MOU that was signed. Just to help the Board understand where things stand and for those who may be more recent on the scene, Carson City shouldered a lot of the financial burden early on. Storey County is the latecomer in that regard. It's appropriate that balance shift as we go. That tax didn't even take effect until 2009 or 2010 which was well after the construction was completed for the most part at that point. Anyway, that is in the mix.

As far as I ask on the county side if we could make sure that there's enough in that fund or allocated that we would not have to augment on the county side if we needed to ask for more money to get through this year. That's all kind of ready and they assured me, yes, we've got money set aside that could be used for a purpose like that. It does state, of course, that it should be used within the county and that's the guideline. Is that each municipality supports the operations as best we can within each county but operations is a little amorphous, so we get a little bit of flexibility there. Just thought I would mention that.

David Peterson: That's excellent to hear, Clay. Thank you very much on that front. Wonderful. Are there any other questions on the final budget? Does anybody want to make a motion then on this item? Go ahead, Stephanie.

Stephanie Hicks: I move to approve the proposed V&T Railway fiscal year 2024 budget.

David Peterson: Thank you for that motion, Stephanie. Do I have a second?

Michelle Schmitter: I second the motion.

David Peterson: All right, we have a motion and a second. Any further discussion? All right. All those in favor, signify by saying aye.

Commissioners: Aye.

David Peterson: Any opposed? Motion carries unanimously.

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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: All right, thank you, everybody. Right, we are going to move on to agenda item seven. This is our site visit to look at a demonstration by the Mendocino folks, the rail bikes over at the Carson City, Eastgate Depot, which is located at 4650 Eastgate Siding Road in Carson City. We're not going to be deliberating or taking any action. I know that Mihaela is going to give us some guidance while we're over at the Eastgate Depot. What I want to let everybody know is when we come back, so we will not resume the regular agenda before 10:30 as per what was posted in the agenda.

Immediately upon us returning back to the Community Center here, we're going to go into a closed session with Mihaela. The five of us and Mihaela to discuss some things. After that, we will resume the regular agenda which will put us back at agenda item 8, unless something comes from our closed-door session. Mihaela, do you want to provide some context for us while we're over there at the Depot, please?

Mihaela Neagos: Yes. Good morning. Mihaela Neagos, Deputy District Attorney. For the record, I just wanted to advise you that the open meeting law still applies and it's appropriate for you to listen to the presentation, but not ask any substantive questions until you come back into the room. I'm also advising you not to talk amongst each other about any potential agenda items until we are back on the record.

David Peterson: Mihaela, just clarification. Is it okay individually if any of us want to ask something of Robert so long as we're not discussing that amongst ourselves to help us be informed as far as the agenda item that's later on the agenda?

Mihaela Neagos: Yes. I think Robert will also return here or potentially will return here.

David Peterson: Yes, but maybe not. Okay. It would be okay though if somebody wants to ask an individual question of him.

Mihaela Neagos: Of Robert at the-- and that would be okay.

David Peterson: Thank you. Okay.

Mihaela Neagos: Yes, but not to discuss the substantive questions between each other to leave those for when you return.

David Peterson: Of course. All right, does anybody have any questions? Go ahead Michelle.

Michelle Schmitter: Is it okay to carpool?

Mihaela Neagos: I will leave it up to you, but I would advise against it. It's more of a matter of optics and ethics. It's not a violation of open meeting law to carpool between two of you if you'd like, but not more than three.

David Peterson: I won't be able to ride on the back of your bike with you, Michelle. Sorry. Darn it. It would've been lovely. [laughs] All right, everybody. Great. At this time we're going to go ahead and adjourn and we will make our way over to the Eastgate Depot, so we're adjourned.

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8. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE V&T STATEMENT OF ACCOUNTS PAYABLE CHECKS PAID APRIL 1-30, 2023.

David Peterson: Morning everybody. It is 11:55, and we are going to reconvene the Nevada Commission for the Reconstruction of the V&T Railway. I'll note that all five of us are here and we are going to resume the agenda, item number eight, which is for possible action. Discussion and possible action regarding the V&T statements of accounts payable checks paid April 1 through 30, 2023. That total is \$44,408.90. Are there any questions on this item? Anybody want to make a motion on this?

Stephanie Hicks: I move to approve the payable checks paid April 1st through April 30th, 2023.

David Peterson: Thank you for that motion, Stephanie. Do I have a second?

Michelle Schmitter: I second the motion.

David Peterson: We have a motion and a second. Any further discussion? Seeing none, those in favor, signify by saying aye.

All: Aye.

David Peterson: We'll note that Leah is over getting her packet, so 4/0 on that one. Leah says aye as well, so motion carries unanimously. Thank you.

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.

David Peterson: We'll move on to agenda item number nine for possible action, discussion and possible action regarding the adjusted V&T fiscal year '22/'23 budget reports for the period ended April 30th, 2023. This comparative statement has an adjusted revenue totaling \$1,002,703.99 with expenses totaling \$1,084,643.58. Questions? Oh, go ahead, Allyson.

Allyson Bolton: The revenue reflected is still from October of 2022. We have reached out to Jennifer for updated reports. She says that she is still working on these. We believe it's at minimum \$100,000 more in revenue, but I just pulled the sales from our ticketing system, so that has \$80,000 in it. Then we've also had license plate revenue as well as special train revenue. We actually did just book another special train which will be in the next fiscal, no, this fiscal, so an additional \$10,000 there. We have a significant more amount of revenue than listed here.

Stephanie Hicks: We do also have our interlocal funding that we've requested, but we haven't received yet from Story County. That still is pending.

David Peterson: Ours from CTA, Culture and Tourism Authority, once we clear our revenue hurdle on the room tax side to be able to make the second bond, actually final bond payment now, then we'll issue the \$65K check too, just so everybody knows.

Clay Mitchell: I'm seeing a \$65,000 under miscellaneous/other. Could that possibly be from last fiscal year but came in this fiscal?

David Peterson: Unfortunately, yes. It's the lack of the 13th or 14th accounting period. By the time we cut the check and then there's a lag of the two weeks before it mails, it, unfortunately, didn't get put back into last fiscal year. This year will look like there were two 65K payments.

Clay Mitchell: This one will be recorded as well in this fiscal year, so both of them will?

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David Peterson: I'm hoping so because I think we're going to be able to issue that payment in the first couple of weeks of June. We just have to get our May collections to come through and see where we're at. Any other questions? No. Anybody want to make a motion on this one?

Stephanie Hicks: I will. I move to approve the budget report for period ended April 30th, 2023.

David Peterson: Thank you for that motion, Stephanie. Do I have a second?

Clay Mitchell: I'll second that motion.

David Peterson: Thank you. We have a motion and a second. Any further discussion?

Clay Mitchell: Can I?

David Peterson: Please, yes. Go ahead, Clay.

Clay Mitchell: As I'm just backing up in with what we're expecting to still receive, it looks like we're fairly on track for everything except for rail bikes, which is an obvious shortage on the revenue side, and I guess potentially some shortage with the Drako property?

David Peterson: Potentially not receiving the last four months or five months.

Clay Mitchell: Paid through February, right?

Allyson Bolton: Paid through February. Missing March, April.

David Peterson: Four months there, yes. I did send Roy an email follow-up to the communication from these guys just explaining again, there was a way that he could get us paid through June because unfortunately, if something comes in in July, it's going to wind up in the next fiscal year or not this fiscal year.

Clay Mitchell: It looks like we're pretty much on track with our other revenue.

Allyson Bolton: Ticket sales will be close.

David Peterson: It'll be pretty close. Any other questions? Do you want to do a motion, Stephanie? Oh, you did. Did we have a second too? Yes, we did. That's right. See, I'm tired. I should have had more than a candy bar. All right. Any other further discussion? If not, all those in favor signified by saying aye.

All: Aye.

David Peterson: Any opposed? Motion carries unanimously. Thank you very much.

10. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT # 1 TO CONTRACT NO. FY23-C002 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: That takes us to agenda item ten. This is late material, it was posted last night on the website and is in the back of the room, so I just want to get that on the record. This is discussion and possible action regarding amendment number one to contract number FY23-C002 with the Virginia and Truckee Railroad, 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 this Carson City Eastgate Depot, effective through December 31st, 2023.

You want me to start this one? Okay. Tom's coming up. I want to thank Tom and Stephanie. The three of us had a great conversation just with the transition and everything that's happening to see what Tom and his team would be willing to take on his end of things through an amendment to

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the previously approved charter services agreement with Tom. Tom, do you want to say anything first? Sorry, do you want to say anything?

Tom Gray: You can go ahead.

David Peterson: Okay. We had a conversation. We talked through what formerly was the RFP that Allyson had responded to. These next handful of items tie together one way or another. What Stephanie was kind enough to help us or me with was to take what Tom was comfortable with handling moving forward, subject to some conversation today, pulling that out of the operations coordinator RFP from a few years back, sliding that over under an amendment, and then that left us with, when we get to agenda item eleven, which is the administrative, executive assistant RFP basically.

We're trying to divide things with what Tom was comfortable handling, and then that left things in the RFP, which again is our next item. Go ahead, Stephanie. Yes, please jump in.

Stephanie Hicks: I just want to say again, thank you, Tom, for meeting with us. I didn't get everything right. I think the purpose of this item is for us to have that conversation and figure out what we need to adjust so that we can move forward. Then if there are some things that we shouldn't have included, we can move that to the executive assistant RFP potentially in the next item.

It just gives us that opportunity to all have a discussion about it and make sure, Tom, that you're comfortable. We, in no way, want to assign you things that were part of what we talked, but make sure, keep me straight on this, Tom.

David Peterson: Tom, when we get to number twelve, so two down, we completely pulled the PEX piece out. That's its own RFP based on our conversation from before. We've got the amendment for you, then the RFP for the executive assistant, then an RFP for PEX production, and design, sound, and that stuff. That's its own agenda item with a separate RFP. I want to make sure, Tom, do you have this one-pager?

Tom Gray: Memo one to the contract?

David Peterson: Yes.

Tom Gray: I have that.

David Peterson: Okay. good.

Tom Gray: For the record, Tom Gray, Virginia and Truckee Railroad. This is our 48th season, by the way. I just have a few good ideas and then the rest of my—I'm just learning it as we go along, and a few things I think we could handle pretty easy is the Depot staffing on-site during the season. We're already there, so we don't have to do a great job, but we'll just make it-- we'll add a lot of value for not a lot of bucks. I think that's the way to do it.

I'm very flexible too, but what I think we can do. You saw Candy, so she's wonderful. There's only a couple people that have a lot of experience that are left so we need to impart that. By taking into chunks, administrative person to help your part out makes sense that skill set, and then a Depot type person and then maybe an events person. The production person, I don't know. I don't have any indication from Carla at all, so I don't know what's going to happen with that. That's a big deal and I haven't even read that RFP, I apologize, but I know a lot of the functions. I was telling Allyson that you guys don't want me to sing at all, so that would be bad, but you never know. If we handle the ticketing and the calls, those burdensome jobs, we already know the product, we can answer [unintelligible 03:05:50] Candy, could be the call center for both lines in a way. She's going to charge me some, she'll charge you some. I think that really works out good.

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Then she could answer the ticketing emails. There's quite a bit. Can I bring my dog on the train, or I have got to change this, but she's going to have to learn Fare Harbor. It'd be nice if she could learn besides this stuff right away, this weekend even, be nice to start getting that stuff done.

That was a big thing.

The janitorial services, somebody's got to do it. I have a company that I just-- I was walking by and asked this company if they could do it, and they do it during the week, one day a week. Get a deep clean once a week and maybe a tidy-up on Saturdays. Somebody's going to have to put in the empty paper. I just looked out there today, my key still doesn't work, my copy key, so I have to recut them, but it's the right cuts, so we'll get it. That's the most important thing.

There's a lot of little improvements. I don't think there are handicap handles on the bathroom we need to fix. Stuff like that to bring it up to speed, little things like that right away. Like Ken mentioned, the water inside the hot chocolate room, critical path. I think there's some electricians, but I think most of the work's been done pretty good so far.

Janitorial services, I'm just going to charge the cost of the paper and off to you guys, handles, or whatever it is. We're already there, so some of that's already included. I'll drop down to utilize the Fare Harbor software. We're familiar with the activity tickets and Candy is, but to get her up to speed-- I don't mind using the Fare Harbor at all. I think it's nice to keep two separate systems anyway and just to make the counting easier and the perception of everything easier.

The incoming calls, that's always been a challenge for everybody. I think more so than having a number that people call, which you have to have, is actually somebody to answer the phone.

When I answer the phone, I can answer it on the movies or the track or the regulate, or the questions during the events. That's a big deal. That's a huge block of time. During the season, we're at the Depot all the time, and in our shop, we answer a lot of phones down there for both operations.

I don't know what the, on the "coordinate the facilities and parking lot" means. I'm willing to do some stuff down there for sure. I don't know everything. I missed you the other day on the parking lot, but at least I gave you my ideas, and then it is just something to think about if there's work being done. I've seen it change over the years, what's changed for the better and the worse. If there's more field down there that's more parking on that one end, that would be pretty helpful.

David Peterson: I agree. I walked behind the whole berm all the way down to where you said that narrows in.

Tom Gray: That would really help.

David Peterson: Easily get, I think 10, 12 spots if we just push that where the barrier is, push it out a little bit.

Tom Gray: Yes. Then the dumpster, all the other stuff.

David Peterson: Get the Conex out of the way on the side.

Tom Gray: That's the hardest part, but we'll see. Then how to coordinate that with the rail bike operations, coordinate with the track maintenance, Ken Dorr and team, on inspections. We can do that. I don't know. All be involved. We have the skill sets. Coordinate with the contractor of the North Pole. I don't have a problem with that. I don't know what my authority would be to them. I would like to see some simple improvements up there for sure.

It's nice that they erect it and the long lead time. The critical path for the Commission is to get the elf trailer out there. Then they can finish building around it. That takes-- and then get rid of it right away so it's off rental.

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David Peterson: Tom, I don't want to speak over anybody, but that would be great. Just those small, nuanced things that you know and then working with each of the individual vendors that we have, I think would be lovely and appreciated.

Tom Gray: Whoever ends up being in charge of the Polar Express where the buck stops, I guess it's you, but the gift shop's a big deal and that's a critical path job right now. Just talked to Allyson out there about ordering their merchandise. A lot of times, the good merchandise goes to the other venues right away because they buy eight pallets of it and it's gone. Snow globes is one example, I remember one time.

I don't know what it means by manage all vendors and volunteers, but I know at one time, my plan for just this summer any rate was to have Candy show up early on the weekends, be the hostess on the Sunday trains.

She didn't feel comfortable staying all day. I understand the security problems. It really takes two people down there. By us having a backup staff, the train guys, they can let people off the train, open the bathrooms, answer questions, do the gift shop thing, the bottled water, how do you get to the highway, and any last minute. She could show up for most of that but that wouldn't be a requirement but somebody would definitely be there to do all that.

David Peterson: Please, Stephanie, go ahead.

Stephanie Hicks: Tom, I think the thought process behind any vendors and volunteers is just some things, some enhancements that had been done in the last few years to whether it's the photographs with Santa or the food truck. Again, we can discuss what those things need to be as it gets closer. If we can't do all of that for whatever reason, then there's no vendors to coordinate with, but those were what we were thinking as far as vendors.

Tom Gray: Maybe we could deal with that a little bit later and have this to get us going right now and get the big chunks out of the way.

David Peterson: Tom, if it's a question of the use of the word all, maybe we manage necessary vendors or something along those lines if that makes you feel better that it's not all-encompassing. You have to do with everything.

Tom Gray: That's what I was more worried about because I'll get overextended.

David Peterson: We can make that change.

Tom Gray: I did have a Santa email me and believe it or not Santas are tough. That is a tough one to-. He said he was willing to manage the Santas. Just another little piece that's falling together with people. We've had a six-foot-eight elf and we have a six-foot-seven Santa. [laughter] They teach you that when you're dealing with a young child, it's so impressionable when you're six-foot-seven. How do you deal with that, and you're now challenged, never thought.

David Peterson: Not easily, to overcome.

Tom Gray: Then maybe even this weekend if Candy could work with Allyson even off the record or just to get up to speed, there's a lot to know. She knows Activity Tickets really well. She does that for us, and with Kelly from before. I think just the mechanical.

David Peterson: That would be great.

Tom Gray: Be flexible as things evolve too, but to get you guys started, you need to get started with her.

David Peterson: We can make the contract effective tomorrow. We can change the date so it doesn't have to start on the 1st of June, or I mean the amendment. I'm sorry, the amendment can

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start tomorrow. I think that's great if you guys are willing to have Candy come up and help with the transition.

Allyson Bolton: We briefly talked about it outside about working together this weekend. Fare Harbor's very user-friendly and their customer service is extremely helpful. For Polar, we call them and say, "Here's the schedule, can you make it live?" and they do it. We can make some of those contacts and connections, show her how to do it. We have several thousand tickets still printed, so that should get us through for a while.

David Peterson: Candy and Tom, do they get their own login then because you guys still need one too. Do they get a login for Fare Harbor? I don't remember how that works.

Allyson Bolton: We can set up separate users definitely. Like so I'm a user, Leah is a user, our other hand that we have down there, he's a user, and so we can just add them in as administrative users with full permissions.

David Peterson: Okay, because I think from our conversation, it's a different system. I think you said Candy has not worked in the Fare Harbor before, so the longer lead time we can give her would be great.

Allyson Bolton: I've worked in both the systems. I do think that she'll get the hang of Fare Harbor fairly quickly.

David Peterson: That's great. Good. Maybe we make the contract effective tomorrow, May the 25th. Great. Tom, sorry, did you want to add anything else?

Tom Gray: She reminded me about the hard copy tickets and these lead time items have to get that, what we need to do. I do for one part. I'll remember the other part, but where do we get them? I don't know your vendors and stuff.

David Peterson: We could work with Tom and Candy on that then as well.

Allyson Bolton: All of the files and the art files, they're all in Box. We'll need to figure out seats, in Box because they do charge per seat. We'll need to sort through that scenario and how we want to do that. For that one, we use an online vendor. I can't think of the name off the top of my head, but they come fairly quickly.

David Peterson: Then, Tom, the only piece that we still need your help with, and again, not to put you on the spot is just we need to get some kind of a not-to-exceed. I know it'd be a guess.

Tom Gray: I think these people are going to charge me by the hour. I could just pass that on with a percentage to you from my time and the company's time.

David Peterson: Sure.

Tom Gray: I think it'd be the most cost-effective way to go.

David Peterson: Stephanie, go ahead.

Stephanie Hicks: I think that works out great to bill us essentially hourly for time spent, but we still should put in a not-to-exceed amount just so we are on budget with what we need to spend. Then if there's something that comes up, then you come back and we have a conversation if we need to amend to increase or whatever.

Just spit balling and throwing something out there for us to discuss based on what we're looking at for the range of the executive assistant, we could probably do \$60,000, not to exceed \$60,000, and if you don't spend all that, great, Tom, but it at least puts a number in there, or we can go lower and you can come back and if you need to, you tell us.

Tom Gray: Can I separate some of these out that I understand, like the regular seats so we can get that going, and then the harder ones like that gift, I don't know really what that's going to involve yet, the number of hours. The good news, I think I have a good manager for it just

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willing to do it, so at least get it set up. I can do that pretty easily, I think. I think just take the Polar out of the general season for the costing. Will that work? Except for some of the long lead items, a critical pathway.

David Peterson: Got you.

Tom Gray: Getting the stuff ordered.

David Peterson: Yes, possibly from this amendment, right, what you're saying is?

Tom Gray: Yes.

David Peterson: Okay. We could keep the scope in here, but not try to hazard a guess about the cost. We certainly could do that. Then depending on if we start to get to the end of the year, and let's say we get close to that 60, Tom, we'll just do an amendment to basically add to the not-to-exceed value, if we have to add \$5,000 more or whatever the case may be. We could keep all of the scope, and then as we get closer, we can just see how things are pacing, I think, per month with the billable hours. I don't know how you guys feel about that. We'd have plenty of flexibility on both sides.

Clay Mitchell: Sure. Putting it into perspective, 60, there's seven months through the end of the year, it's about \$8,500 a month. Does that sound reasonable?

Tom Gray: That sounds too much for the regular season. With the Polar part, then that's a big thing. I don't know.

Allyson: I do have baseline hours from the last two years, and it's separated from Polar - operations, assets, board relations, marketing, et cetera. I can list those hours out. I think Tom is right that the biggest variable is going to be Polar. If it is inclusive of Polar, I would argue 60 is not enough. If it's not inclusive of Polar and it's only general, I'd say 60 is too much.

Tom Gray: Yes, that's why it's easier to separate the animals, so you guys can get going with what you need, or we-- then the Polar will-- that's upon who you get too. This person's

[unintelligible 03:20:59]

Clay Mitchell: I was just going to say, I think what makes sense is to put a not-to-exceed amount, and then as we get down there, we just adjust it, including both sides of it because I don't think penny-pinching at this point is really what we're looking for. What we're looking for is continuity. That means put something in there, get going, and then we'll adjust as we go if we need to.

David Peterson: Go ahead, Stephanie.

Stephanie Hicks: I like that approach and really, my reasoning for wanting to keep everything in here is that helps us identify what we need the executive assistant to do. Even if we maybe don't get to that final number, if we understand that the scope of work is what you're willing to do, then that helps us identify what that person's scope of work is.

Tom Gray: One thing I was going to take out was the Polar Express manager because it has manage all vendors for Polar Express and the regular season. I think we can do some of that, but I would rather-- I think we might need whether I find one or you find one, we find a Polar Express event manager that can help those duties. It really does depend upon, say, you get a good administrative assistant that gets up to speed, and then whoever takes over the production part. Over the years, we've had different people. Some of them are more focused on the theatrics of it, but not the rest of it. The cleaning of the uniforms, all those little details that take forever. I think as Carla got, she took more of those details over staff, the North Pole staff. Not everybody's going to do that. I think it depends on who you find that's willing to do that. I think that we can

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take over so many of the duties so that the person that's going to do that's not going to be so overwhelmed but will actually enjoy it rather than be just a nightmare for them.

David Peterson: Tom, are you okay where it says for special event trains in Polar Express, the Commission's assistant will procure the food, the beverage, the merchandise?

Tom Gray: Yes, that was for like the-

David Peterson: You're good with that part?

Tom Gray: -canyon trains. Yes.

David Peterson: Perfect. Okay, because we weren't suggesting that you and your team do that. We just called this out in yours, acknowledging that the Executive Assistant would be handling the special event trains in the PEX.

Clay Mitchell: Right. The part before that specifically states providing staffing for train departure and arrival during both general season and Polar.

David Peterson: Oh. Got you. I think that maybe this--

Tom Gray: It says manage all vendors and volunteers. It's like manage all operational system for that. If we do the ticketing, the emails, the phone calls, these are big chunks. Then--

David Peterson: Could we maybe say manage necessary operational systems, manage necessary vendors? That way you're not stuck with having to potentially feel like you're doing all of it. Would you be, okay?

Tom Gray: Maybe that would be better as long as I don't get in trouble.

Stephanie Hicks: No. Because I think where I understand some of the difficulty with Polar is, or I think I understand some of the difficulty of Polar is, with this person, that would be more of an Executive Assistant. They can do that day to day answering emails. They can assist with all of that stuff. I think the hard part is finding somebody in that skill set to then be there Friday, Saturday, Sunday.

Tom Gray: Agree.

Stephanie Hicks: If you're able to cover the on-the-ground Friday, Saturday, Sunday for the most part, then I don't think there's any reason why the Executive Assistant couldn't do more of those administrative-type duties and assist.

Tom Gray: You also put that there be once a week. If you're dealing with your monies, it needs to be-- or another way to do it, there needs to be a nice safety net however we figured that out.

Stephanie Hicks: Agreed.

Tom Gray: It's going to be evolving. We're going to go like, "Wow, that didn't work out."
[laughter]

David Peterson: Tom, do you--

Tom Gray: A lot of it will.

David Peterson: Tom, do you feel that there's something missing at all in here for the amendment, at least to get us started? Do you feel like in the--?

Tom Gray: Just the regular season, it seems pretty simple. Will give us time to develop the Polar. It's not enough information.

Allyson Bolton: Excuse me. If I may, I think again, agreeing with Tom here, as you get closer with determining Polar, who's going to carry. General season, as you said, two people, that's all you really need. For Polar Depot staff, it's anywhere between 6, 9, 10, 12 people on staff at the Depot. Who's taking that liability? Who's going to staff those people? Is that Tom? Is this a new events manager where those staff are going to fall under? Who's making the hot cocoa? All of those things.

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Tom Gray: I won't let Clay down upon the other end either.

Allyson Bolton: That's separate from production. Production is about 40 staff, give or take. All in all, you're looking at about 65 staff.

David Peterson: You uniquely, with the transition last year, you had-

Allyson Bolton: I took that liability.

David Peterson: -all of it then.

Tom Gray: I think a new person couldn't handle it. This is a premier event for Carson City. We're building it back up [unintelligible 03:27:02] I don't know how long the Polar brand is going to be effective, but it's still pretty good. It's worth paying for right now.

Stephanie Hicks: I just think the disadvantage that we have to remember is bringing somebody in. There might be somebody who has that skill set, but they haven't ever been part of Polar before, and so that's going to hurt us. We just got to think about that as we move forward, whoever that--

Tom Gray: We have experienced people. I have a few people I can bring from down the hill to do this and that, but not-- people get so sick during Polar. You think you have enough staff and you don't have half enough.

David Peterson: You need three times-

Tom Gray: On and on.

David Peterson: -people.

Allyson Bolton: That's why the number is so high because we had backups on backups.

David Peterson: Right, okay.

Allyson Bolton: You didn't have 65 people there one night. [laughs]

David Peterson: No. Right. [crosstalk]

Allyson Bolton: It's just in total, we were carrying about 65.

David Peterson: Right. I just want to make sure, and Mihaela, I'm not jumping ahead to any of the future items, but the piece that sits outside of the sound and the production and the design, that's the people at the Depot that are working there.

Allyson Bolton: Correct.

David Peterson: Whereas we were talking about two people run all the general trains. Great. That's the 6 to 10 people. There's another, let's just say four to eight people potentially that would be needed, but it's not--

Allyson Bolton: You have two on parking lot, two on ticketing, two on retail, probably three on hot cocoa. Three or four on hot cocoa. Then we always had a floater in case inevitably one of those people don't show. Then you have that floater person that just fills whatever open spot there is that night.

Tom Gray: It's just the Depot part.

David Peterson: Yes, just on the Depot part.

Tom Gray: Just on the train part or anything.

David Peterson: Perhaps we could figure out a balance maybe with some of your team to help with the gift shop part of it versus the [unintelligible 03:29:07]

Tom Gray: Yes, that's why I figured. I think that--

David Peterson: It might just be the hot cocoa piece that we might have to get some other folks to help with because you would be fine on the parking lot side, the gift shop side, just because you do that already up in VC, moving people around.

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Tom Gray: It'd be easier for me right now to take most of Polar duties out, but we can handle the gift shop stuff.

David Peterson: Got you.

Tom Gray: -ticketing and the calls. That's huge right there.

David Peterson: Okay. No, fair enough.

Tom Gray: Like you said, set to handle all customer questions.

David Peterson: Just saying necessary, yes. Then I think you're right. We can deal with that as we get further along into the summer.

Tom Gray: You might have a super administrator. It depends what skill set that person has and how much.

David Peterson: Absolutely.

Tom Gray: Oh, we'll make it work.

David Peterson: We are grateful for that. Do any of my colleagues have any questions for Tom or anything that you feel we might have missed? Before we do a motion, we're going to go not to exceed 60, we'll put the date to be tomorrow to be effective. Then the "alls" in bullet point number two will say necessary so that way it doesn't look like you're having to handle everything. Tom, did I miss another change? I think that's it. All right. Anybody want to do a motion on this item? Oh, go ahead, Tom.

Tom Gray: Provide staff to monitor security cameras. I don't know how to deal with that one.

David Peterson: Is that just the ring thing but it's through the app? It has to come to somebody's-

-

Tom Gray: You need new cameras there, any rails [unintelligible 03:31:10] different, I don't know, but we could, we'll figure that out. Maybe take it out of the contract, but we could figure it out. Fall between the cracks.

David Peterson: You would like to remove-- provide staff to monitor security cameras, Tom?

Tom Gray: Yes.

David Peterson: We are going to have; we do have a security contract for when the train's down there too.

Allyson Bolton: For Saturday nights? Yes. We may.

David Peterson: Maybe.

Allyson Bolton: [laughs] It's all on the agenda today.

David Peterson: Oh, yes, right.

Allyson Bolton: [laughs]

David Peterson: That's what I mean. Sorry.

Allyson Bolton: For Saturday nights only through general season, the ring camera. I was talking to Tom about this. For the most part it's wild horses, it's Tom, and then on rare occasions it's kids down there that I do sound the alarm. Okay. It goes off frequent. It does require a lot of looking at your phone, but it's not a lot of activity other than sounding an alarm or checking it.

David Peterson: Is it able to be put on more than one phone?

Allyson Bolton: Yes.

David Peterson: One of us have it too, or?

Allyson Bolton: Yes. You can put it on more than phone.

David Peterson: Does everybody have their own login or something or?

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Allyson Bolton: We did that for our former rail bike company. They also had access to the ring cameras. The front camera right now needs to be replaced. It's sandblasted from weather. You can't really see out the lens, but the cameras that are facing the track are very clear.

David Peterson: We'll remove that line, Tom, at your request from the third to last bullet. We feel comfortable then. Tom, are you comfortable if we make those series of edits?

Tom Gray: Yes.

David Peterson: All right. Great. Anybody want to do a motion on this agenda item?

Clay Mitchell: I can do it if you want.

David Peterson: Sure. Go ahead, Clay.

Clay Mitchell: I move to approve the first amendment to the VTRR contract to manage the operational aspects of the Eastgate Depot and operate a gift shop for a not to exceed value increase of \$60,000, with the following amendments to what was included in the agenda. We will make the effective date of the amendment tomorrow, being May 25th. We'll remove under the duties or agreed upon responsibilities for VTRR, we'll remove monitoring of security cameras, and we'll change in the second bullet point all to necessary in reference to vendors and volunteers.

David Peterson: Great. Thank you for that motion. Clay, do I have a second?

Stephanie Hicks: I second.

David Peterson: All right. We have a motion. Second. Any further discussion? Seeing none. All those in favor signify by saying aye.

All: Aye.

David Peterson: Any opposed? Motion carries unanimously. Thank you, Tom. We really appreciate this.

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: All right. That's a first hurdle down and out of the way, so thank you. All right. We will move on to agenda item eleven, for possible action, discussion and possible action regarding a proposed RFP for an executive assistant and direction to staff for publication of the RFP. I want to thank, again, Stephanie for helping get this thing crafted and changed based on what we've worked out with Tom from the operational side of things. Does anybody have any questions about that this particular RFP? Anything you don't see you think we need or vice versa, take anything out based on the conversation we just had with Tom?

Clay Mitchell: I guess my first question would be is monitoring of the security camera something that goes into this or do we find another way to deal with that?

David Peterson: I guess we could have it on this side at least. Somebody is looking at the camera, so I think that's fair to add that back in. Go ahead, Stephanie.

Stephanie Hicks: I'm trying to think of the right way to say this. I think the reality of it is it's going to be used for an after the fact situation because of the remoteness anyway of where we're at. Maybe that can be taken into consideration as we pick our path forward and we may be increasing the actual security patrol, which I think again might change how it could be handled in the future.

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David Peterson: Do you think it's okay? We just let that be the way that-- okay. Allyson, Leah, is there anything, just because you guys are doing this now, is there anything based on Tom taking over several elements that you feel we have missed from this position or this vendor role as an executive assistant?

Allyson Bolton: No, I did read through it. I think Polar is going to be the elephant. [laughs] Because there's really not any clarity here or with Tom's amendment of what Polar will look like. It's hard on both sides to budget and to estimate the hours to do it, not knowing where Polar will go. I think it's pretty inclusive of what we do. I think it looks good.

David Peterson: We've got it, things worked out with Tom, we'll start the transition this weekend with Tom and team with you guys on the operation side, trying to get a person in on the executive assistant, which very well could take the summer. For all we know, right? That we can deal with the Polar toward the end of the summer or are you concerned that somehow, we would have to try to figure that out now? This missing 6 to 10 people or whatever.

Allyson Bolton: I know I'm not doing a formal operations update today, but one of the questions that we had was, which probably leads into the next agenda item, there are things that have to happen for Polar sooner than later. Such as the inventory, as Tom mentioned, the cookies need to be ordered, the Swiss Miss needs to be ordered. We're already getting requests for when are we hiring for Depot staff? When are we hiring for production? Santas need to be secured right now. Polar starts in February. I think for Leah and I, we would need clarity on how much you want us to do and what we want to transition. Because we really can't wait on some of those things to have a full season.

David Peterson: I think Mihaela though, I don't want to get way off because I feel like we should discuss that under thirteen probably. Just so we don't get three items going at the same time. Is that okay if we just, because you're right, I think we do need to have that conversation, but I think that's more suitable for thirteen with the transition in between. Because I also, Tom, I don't want to put you in a weird spot where we're like, "Oh, order 12,000 cookies," and you're like, "From who?" Let's break these. Let's just stay with the executive assistant for now before we get into the PEX, which I understand doesn't include the Depot staff part of it. Go ahead, Stephanie.

Stephanie Hicks: We may, and, Mihaela, correct me if I'm wrong, but we may have the opportunity that once we float this RFP out there and we get some interested people to it, we have a little bit more time to talk about some of these transitional things or where we are with Polar, when we get to actually doing the contract with the individual that we select, there may be the possibility to add some of those duties. Would do you think, is that acceptable, Mihaela?

Mihaela Neagos: Yes, absolutely. This is just an invitation for people to respond to for proposals.

David Peterson: Where you're going with that, if I just make sure I'm on the same page, is through negotiating with whoever it is we decide-- Lovely. Cool. Good.

Allyson Bolton: It might feel like a small item, and I keep scrolling through here trying to find it. Checking the mail, I know that that seems like a small thing, but we're in Reno, and checking the mail in Carson takes logistical coordination on our end. I think it might need to be clear that part of maybe the AP process, is that--

David Peterson: You want that under, do you think, other administrative duties?

Allyson Bolton: Probably.

David Peterson: Excellent.

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Allyson Bolton: Then I think it's already in here. Some of the physicality of it, of going to the bank to depositing checks and going to the mailbox. The actual movement of that, that that is that person's time. I know when I responded, it wasn't clear to me that that time, the time for me to get to the mailbox, the time for me to get to the bank is I wasn't allowed to bill for that. I think that might need to be a little bit more clear. In case someone from Reno or Incline or outside of the Carson City area does respond, I think they need to know.

David Peterson: Do we have checks in there for the banking?

Clay Mitchell: 4.1.2 under the second bullet point.

David Peterson: Checking the mail, we would put that above 4.1.1, but just we can add that at the bottom. Yes. Okay.

Allyson Bolton: It's small. It just adds up, 15 minutes in the mailbox, but it actually took me an hour and a half. [laughs]

David Peterson: To get there, yes. Anybody see anything else that you think needs to be in here or modified at all?

Clay Mitchell: No. I mean, the reality is it's a stab in the dark because we have so many moving pieces at this point. It's really an effort to get some stability, and then we can fine-tune down the road. I don't think it's worth getting too in the weeds on it at this point.

David Peterson: Fair enough. All right. Anybody want to say one more? Yes, go ahead, Stephanie.

Stephanie Hicks: One of the things that I think is important if we move forward to a motion to approve this is to also consider when those responses come in, maybe a subcommittee of the commission can be responsible for reviewing those and then bringing the candidates to the commission for final approval. I mean, in the event we have 30 people that are anxious to do this, we might want to narrow that down and [laughs] bring our top candidates.

David Peterson: There was 30, 3-0.

[laughter]

Clay Mitchell: I want some of what she's having.

[laughter]

David Peterson: "What's in that giant water bottle?" [laughs] It's alkaline water from the Carson River. [laughs] That would certainly be great. I don't mind. I can still get everything to at least come through to the [unintelligible 03:43:27] Carson City office because I've got a team there all day long. Yes, if a couple of people who want to vet these, that would be super.

[unintelligible 03:43:43]

Leah Kruse: I would be happy to review those.

David Peterson: That would be amazing, Leah. Anybody want to join, Leah? No. Only two? Do you want to, Michelle? No.

[laughter]

Clay Mitchell: I can do it. I can take that on.

David Peterson: We'll have Clay and Leah.

Clay Mitchell: We have that in our anticipated schedule. Firms notified of shortlist. Is that sufficient enough, or do we need to spell it out more than that?

David Peterson: It's state RFP language so that when you get to that point where you get down to the top two or three and you want to bring them forward, that they call it a shortlist.

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Clay Mitchell: Right, but I'm just trying to tie together Stephanie's point about pre qual subcommittee. Is that something we need to specifically call out or is that sufficient that the anticipated schedule has a date for a shortlist?

David Peterson: That's a good question. Are we able to mail it? Do we need to do anything differently on page seven? We have a couple of us that are going to review that and bring forward the top two or top three or what they decide. Is that okay with how we have that in the anticipated schedule, or do we need to add something to that?

Leah Kruse: I'm not sure [unintelligible 03:45:13]

[03:45:18] **Clay Mitchell:** Under section seven, we don't have anything that specifically says that in our evaluation process, we will go to a subcommittee and narrow down to finalists, or potentially could. It just says we'll review them; we'll select a finalist.

Leah Kruse: There is also subsection three where it states that there is a subcommittee that is reviewing the procedure. A selection committee will evaluate the proposals submitted, and the selection committee may create a short list of qualified proposals.

David Peterson: Clay, I think it's one and the same. You're probably thinking, you probably at the County Commission, you have subcommittees. We just called it a selection committee.

Clay Mitchell: Totally fine. I'm not even seeing that.

David Peterson: That's on page two.

Clay Mitchell: It's on page three under procedure.

David Peterson: Yes, page two and it's 3.1. Or 3.1 and 3.2 and 3.3 and 3.4. We could call it a subcommittee if you prefer, but we just had as a selection committee. We're comfortable with that one change to get this thing out the door tomorrow. I think we give it a try. My suggestion, if anybody wants to make a motion for the 30-plus submissions coming, Clay and Leah?

Clay Mitchell: I'll block out my week.

[laughter]

Stephanie Hicks: We have sufficient time for all 30.

David Peterson: Yes, you do. I feel good. We got that. Anybody want to do a motion on this one? Anyone? No? Stephanie?

Stephanie Hicks: Do we need to include the selection committee, or do we have to include that in the motion?

Mihaela Neagos: No.

Stephanie Hicks: Then I move to approve the request for proposals for the solicitation of an executive assistant with the change as discussed on the record.

David Peterson: Thank you for that motion, Stephanie. Do I have a second?

Leah Kruse: I'll second.

David Peterson: Thank you. We have a motion and a second. Any further discussion on this item?

Clay Mitchell: Just to be clear, the change was--

David Peterson: Oh, the change was to add checking of the mail of the postal box in Carson City under Section 4.1.1 under other administrative duties. We would just put that at the end.

Clay Mitchell: Fantastic. I still have security cameras floating around in my head, for the record I'm to be reminded.

David Peterson: All right, all those in favor, signify by saying, Aye.

All: Aye.

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David Peterson: Aye. Any opposed? Motion carries unanimously. Thank you, everybody. Thank you for the input on this one.

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: We'll move on to agenda item twelve, for possible action, discussion and possible action regarding a proposed request for proposal for the Polar Express Theater Production Services and direction to staff for publication of the RFP. In the packet is the proposed PEX RFP.

Again, thank you to Stephanie and Mihaela and everybody for helping to get this one ready for the meeting today. Are there any concerns? Thank you, Allyson, too for providing some clarification in some of these items as well. Anybody have any concerns or questions? I know it doesn't include the staffing piece for the-- we just talked about the parking lot and stuff, but we're going to deal with that later.

This is just the production and the design and I think the sound if people choose the optional sound, yes. If there's a couple of people that want to eyeball this one first too. Oh, thank you, Michelle. She couldn't get her hand up fast enough in case you didn't notice that. I'm happy to work with you on this one if you would like. The two of us could maybe do PEX.

Allyson Bolton: I think you might want to add, I don't know, payroll and liability or something along those lines, manage all solicitation, auditioning, casting, and rehearsals for the cast. It's the next step after that.

David Peterson: Where do you think we should-- sorry, where are you?

Allyson Bolton: I'm in 4.1.2. I know. I believe these RFPs reference standard with workers comp and licensing and things like that, but the standard would be in charge of-

David Peterson: The compensation piece.

Participant: -compensation tracking and then when it comes time for taxes, 1099s, things like that.

David Peterson: What would be an easy sentence to add there that would take them from getting them paid the 1099s after the end of the fiscal year? Is there an easy way that we could say that or do we need to spell out all those individual elements? Because they're basically 1099, everybody is a 1099.

Allyson Bolton: For this one, yes.

David Peterson: For this one?

Allyson Bolton: Add 1099 to the cast and the Depot was actually W2. You could probably put it under casting, the optional sound, because those sound people are also, I think add 1099 to them as well.

David Peterson: Maybe we have 4.1.5 that addresses all?

Allyson Bolton: I'm thinking that's administrative [unintelligible 03:50:54] [crosstalk]

Clay Mitchell: Just manage compensation.

David Peterson: Of all sound and cast and theatrical staffing or?

Clay Mitchell: Yes, of all.

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Tom Gray: That's a whole another thing I didn't think of, but we used to have like a finance person at the Depot during Polar. There was a lot to do and then they had to pay the cast too. That's almost a separate duty from an administrator. That's kind of a big deal and I think a production person might not want to handle that.

Allyson Bolton: Prior to me, cast was paid via cash night off. I wasn't comfortable carrying that much cash, so I did checks every two weeks.

Tom Gray: Bob Robertson did it differently, [unintelligible 03:51:44] those guys did it differently.

David Peterson: Regardless, so you're saying that somebody that maybe responds to the RFP might not be comfortable with this part of- [crosstalk]

Tom Gray: It's kind of out of administrative duty.

David Peterson: Go ahead.

Tom Gray: That's why- [crosstalk]

Stephanie Hicks: Could we put it as an optional component so that they don't reply if they feel like they can't do it, but it could be something we could discuss as it moves forward?

Allyson Bolton: I don't know the option if they didn't do it.

David Peterson: Oh, yes, because how is everybody going to get paid? Oh, who would?

Clay Mitchell: The executive assistant.

Allyson Bolton: Can the executive assistant carry it? I don't know. I can tell you my workers' comp went significantly up. [chuckles]

David Peterson: All of your costs because you had 55 extra people or whatever just for PEX on your books.

Allyson Bolton: Yes, about \$30,000 give or take.

David Peterson: Wow.

Allyson Bolton: In liability and workers' comp.

Tom Gray: We get audited, we're really rigorous on the 1099 versus the W2s. It's a big deal.

Stephanie Hicks: If we went the event manager route, that could be a component that the event manager could assist with the help of the executive assistant. I feel it's probably good to put it in there in case somebody replies that is willing to do it all, but if they can't give them an opportunity to opt out because if we're going to need an event manager anyway, that seems like that could be- [crosstalk]

Tom Gray: Something to explore for sure. Something to just make people aware of.

David Peterson: Are we back to this being optional, or do we want to say manage compensation, setup, and manage compensation of cast?

Allyson Bolton: What if you said to discuss capability of managing cast payroll? You're not saying they have to handle it; you're asking them to discuss the capabilities if they're able to.

David Peterson: Say the discuss capabilities of- [crosstalk]

Allyson: Discuss capabilities of cast and director payroll and associated reporting. Make it vague.

[silence]

David Peterson: It's its own item, still be 4.1.5, discuss the capability of cast and director payroll and associated reporting.

Clay Mitchell: Capability to manage?

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David Peterson: Capability to manage, yes. Capability to manage. I like that. Casting director payroll, and associated reporting because that would cover all the way through 1099 or W2, whatever. However, I guess they can do it however they want.

Allyson Bolton: They can staff and then do how they want but, again, they might not have the capability to do the carrying of it.

David Peterson: Yes. Does one negate the need for what you went through with the liability in there? No. Either way, [unintelligible 03:55:03]

Allyson Bolton: No, you do an audit at the end of the year. Mine's due right now of how much I paid out in 1099s, how much I paid out in W2s and they basically look at your current workers' comp and tell you-

David Peterson: You were under.

Allyson Bolton: -you were under or you are over.

David Peterson: That's what happened to Allyson, you guys going from a handful of people to almost 60 or 65 people or however many. You just got hammered after PEX. Are there any other edits or anything anybody wants to see incorporated into this one? Michelle, you and I can navigate our way through this. Good. We'll get our dancing shoes on, lavalier, mics, and roll through the 40 people, Stephanie, that are going to be responding to this one. 1/3 increase over yours. Any other comments that anybody wants to make? Could I get a motion on this particular RFP from anybody [silence] or not? [chuckles]

Clay Mitchell: Oh, this is Clay, I can do it. I move to approve the request for proposal RFP for the Polar Express Theatre Production Services with the noted adjustments and changes and direct staff to publish this RFP.

David Peterson: Thank you for that motion, Clay. Do I have a second?

Leah Kruse: Second.

David Peterson: Thank you, Leah. We have a motion and a second. Any further discussion? Seeing none, all those in agreement signify by saying aye.

All: Aye.

David Peterson: Any opposed? The motion carries unanimously. Thank you very much on this one.

13. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. FY 21-C004 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: Now we are going to move ahead to item thirteen, for possible action, discussion and possible action regarding contract number FY20, or excuse me 21-C004 with Atypical Consulting and Events for Admin Operations Coordinator Services and its amendment for the provision of additional services effective through December 31st, 2025. Just laddering back to last month, I did receive correspondence from Allyson regarding its intent to terminate the contract effective May 31st, 2023.

At our meeting on the 26th of last month, we agreed to bring back the item and talk about maybe a different date and just talking this out between the commission and Allyson and team. I just want to say I hope you guys appreciate it. Obviously, we're in a unique position because the

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season is underway, and you can see we have all these different RFPs and amendments and changes and everything that we're now trying to get out the door to replace the services that you all are rendering, which right now is all of what we've just talked about these last items. The reason I want to say that is we're still in a weird position.

Yes, Tom has agreed to take on some of those items, the others we don't even know what kind of response we're going to get to these two RFPs that we just discussed. I won't hog the floor but speaking as one of the five of us, I just appreciate your understanding too of the position that we are in. You can see we are trying to figure out a way to let you out of the contract right to be able to proceed with other work that you have. At the same time, these two RFPs released tomorrow, we don't know what kind of response, if any, we're going to get to either of them.

As we deliberate and have a discussion about your contract and a potential termination date, I just feel compelled to say that because I want this to be a mutual discussion, but also if you're not there, then stuff isn't getting done. Yes, sure, Tom has some of this that he's taking on, but the rest of everything stops. Anyway, with that, if anybody wants to make any comments or say anything or if you want to say anything to Allyson, I just wanted to get that on the record. I guess, the position I feel we're in as the commission because we don't have staff. Everybody is a vendor.

Anyway, if anybody wants to say anything, or add anything, welcome to chime in if you'd like. Go ahead, Stephanie.

Stephanie Hicks: David, I agree with your thoughts on this. I think it's a great opportunity for this transition of the operational between Tom and Allyson. What I, and I'm just one, what I would like to see is a report back of how the next month goes at the next meeting to give us an update on how that transition is working and if we're at a point where we can say maybe for those duties you don't have to worry about those anymore. At this point, I feel to answer your question, there may be some things as far as hiring staff and stuff like that.

I think everything else that you would normally be doing as if you were going to be here through Polar, those are your responsibilities under contract and we really need to move forward on them. If you have questions, certainly reach out to the Chair, and find out one by one if there's something where it doesn't make sense because that might be something passed off later. As far as merchandise and cookies and all of those other things, we have to pull the trigger on those. We are moving as quickly as we can. I hope you can give us an opportunity to transition and train adequately. Our goal is to get somebody in here as quickly as possible.

David Peterson: I wish it could be faster but obviously, we're stuck with the process that we're in because we're a Commission, so everything is a public meeting process for us. I like what you just said about the next month for Tom. Do you guys feel like over the course of June that that's enough time to help transition Tom and team on the operational side of things? Then obviously, if we have people that we're going to bring forward for the executive assistant and the other PEX person, then we could have some time to transition those services over the summer with you guys so that way it's not just a total stop because anybody else is going to come in.

I fear the situation we'd be in would be almost akin to what happened with you coming on board when Elaine left basically, and I really just selfishly personally like to avoid that happening. I don't know what the transition times look like. I'm thinking maybe a month is okay transition for you, Tom, and your team for the elements we just talked about, but then probably going to need a month with the other executive assistant person. Polar, I'm not really sure what to do because

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that's obviously later on in the fall but I am worried about like you talking about the cookies and things that have to be ordered and everything.

You guys do know that stuff and what would need to be ordered because I know some, I was telling these guys earlier, some of that stuff happens now and then in July and August, there's some deadlines I think on us by Rail Events and some of the vendors and everything, and those are the things I'm concerned about without, because of the top of my head I don't know what all those dates are specifically so we can't have that go off the rails, so to speak, or we've got nothing for Polar. Do you understand our position too and the concerns that we have?

Allyson Bolton: Yes. I'll say, reiterate what I said at the last meeting that it is we love to train and we're not leaving for a lack of us wanting to be here and we definitely want to see this success of the general season and the success of Polar which is the success for Carson City and the success of Storey County. With operations, I think a month is more than enough. Looking at the hours from last year are interesting because we were hired in May of '21 so you're technically going over to fiscal.

Looking at how much you guys actually paid in services for operations and assets, excluding Polar, it was around \$50,000 last year, and then this year, we're only at about \$27,000 because so much of last year was just getting things in place and systems in place, et cetera. I do anticipate that the operations side of it should be a very smooth transition. I worked with Candy in the past, love Candy, a highly capable person, Tom knows how to run a Depot, I see no issues there. I have expressed to you David that with the timing of when we submitted the letter, we were looking at hiring our staff for the general season.

In terms of actually staffing June, there are some dates in there that conflict and so we will hopefully work that out with Tom and his team. If I'm out of town, if he is out of town that his team could step in. We've already talked about this next weekend that they're going to help with bathrooms on the return, et cetera, to keep our hours down because again, my hours and our time invested in the V&T is why we're here and why we're having to make this decision. In terms of all the other things, Stephanie, to answer your question, everything's lined up. It's just a matter, we can pull the trigger on those things.

We will just use the contact of deliveries and there's the admin email which will transition, but having a contact name there and some continuity from when we placed the order to when say the cookies arrive. We would need those items. Beyond that, Leah, correct me if I'm wrong, I don't see any issue. Again, it's not a capacity thing on our part where we're happy to do that and keep things moving through the transition. You have a July 1 date to issue a contract.

I think as expressed in the last meeting, and I'll reiterate today, we just really want to plan, we want something more concrete, something that I can help plan around because I am an event planner. I've got clients coming at me and I'm like, "I don't know if I can take your event," because I'm a little bit in limbo with you guys right now and I want to make sure that I'm right by you guys and that I have time allocated to you. Still concerned about the budget because I am over the allotted budget, but again I want to smooth transition. I would ask if we can at least come up with a date today that would make me feel better.

As much as I can ease you guys that what needs to be done will be done and we'll keep moving forward. I hope that we can mutually agree to that.

David Peterson: If we couldn't come to an agreement on a date and I say this caveating this only because we haven't released the RFP for the executive assistant, which hypothetically next month we have the close and then we would bring forward the top two or three or whatever

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names. I just feel like we'd be in a better position next month if we knew we had somebody from our perspective to take over because otherwise today we don't have anybody I guess, you know what I mean? To take over for everything else that you guys are doing.

I'm trying to be fair, I want to be equitable to you and also to us as the Commission as well, if we could have some latitude where we're bringing back at next month's meeting two or three or one or whatever, whatever Leah and Clay shortlist to bring back, I feel like we personally would be in a better position as the Commission. I know that doesn't help you with a date today, but we would have a person then with a contract that would start on July 1st, and then perhaps that would take a month I guess to maybe get that person or whatever, maybe it's two months I don't know, it depends on how much they know about us and everything.

Then we could have a plan of attack, a transition plan but I'm just worried if we say, "Wow, August 31 is great," or whatever, these guys throw a different date out, but then we don't have a person to take over either.

Allyson Bolton: It's the same worries that I have why I'm trying to protect my company and my team and my staff. I at some point will have to replace the income to keep my staff and if I can't plan for that, it also puts us in a state of uncertainty. I do realize you guys wanting to feel more concrete before putting a date out there, but again, I'm also needing some sort of security as well that I can replace the business. When is that going to be and what happens if no one responds? Will we come back here in a month and you guys say, "Well, you're in a contract. You're doing it, Allyson." Again, I've got to protect myself, my team, my business.

David Peterson: No, I understand. Go ahead, Stephanie.

Stephanie Hicks: Well, and unfortunately, I think the answer to that question, Allyson, is yes because without you and your team we can't function through our season. And I would just add to David's comment about the executive assistant, I think it's as important, if not more to have a Polar production person because if this Commission doesn't have Polar Express, that is very damaging to our revenue and how we move forward. Trust me when I say we're working as hard as we can to make this an easy transition on both sides, but we've got to make sure we can continue to do what we've committed to do through the season. Hopefully we'll get that 30-person response for the executive assistant and more than that for the production. Then we can be having a different conversation next month, but I just hope you understand that is our dilemma is we certainly don't want to not be able to have our season.

Allyson Bolton: I hear you and I get that, but if it is me, I'm over budget, and that's why we're here. I think that's where I'm confused in that-- so much of my termination came forward because there isn't budget left to pay for my team and the services that we bring. You're saying yes, it has to be you, it won't happen without you, but I'm also saying, how are you going to afford me?

Stephanie Hicks: I think those are conversations that we need to have along the way. We just have to talk about that and with some of the things transitioning to Tom that should eliminate some of your responsibilities to allow us to focus on some other things if it gets prolonged. Again, I think if we can have those conversations as if they're needed after next month, we can work on refining that scope. There are some things that have to happen and some-- there's not another way around it.

Tom Gray: Maybe to interject a little bit, I think that as it transitions the critical path activities, which aren't a lot, can be taken care of. I signed the contract with Polar Express, the first one, for the three years. By having their contact information, as Allyson can get some of that stuff off. I think that you probably do need her for some of this other stuff, but a lot of that can-- so she

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could be freed up a little bit, I think. Even on the cookies, hopefully we don't have to order Polar Express cookies this year, we can order-- That's a legitimate question for me, for them, and we used to be-- worked pretty close together with those guys and they change all the time too. Just a little bit. One step at a time.

David Peterson: Yes. Any other comments from anybody on this one?

Clay Mitchell: I guess I have a question. Allyson, you mentioned a concern about being over budget and not having the ability to pay and I don't remember, and I could have missed, but I don't remember having specific conversations about that dilemma and how we were going to address it within this Commission, and I didn't-- was there something that I'm not remembering?

David Peterson: It had to-- there was a conversation between Allyson, myself and Stephanie, and it had everything to do with the construct of the budget that we approved earlier today for Fiscal '24 and looking at the dollars available that we would have based on rates and what we're paying depending on who's doing the work with Allyson. That's how this all-- this part of the conversation came up, there isn't budget. We approved a budget with, I don't know, \$14,000 left with big "ifs" still in that as far as ever getting the Roy Street revenue and some other things. That's where that conversation happened when we were working with Allyson to build the line-item level detail out with regard to the Fiscal '24 tentative budget.

Clay Mitchell: Got it.

Allyson Bolton: To shine a little bit more light on it, I've been over the allocated budget the last two years and was always met with keep moving, we got to do what needs to happen. With this last budget process, there isn't that budget to "keep moving." Again, my scope of work from when I was hired versus to where it is today, Polar had some added budget, but that was passed through the added hours, I had to still do this work for the budget over here. A question was, can I be cheaper? I can't. I have a team to take care of.

Clay Mitchell: Putting aside, so now we're at a different place and the different places, how do we transition? Are there constraints specific to what's left remaining in the budget with Atypical that would not allow Atypical to handle a transition period of the lengths that we're talking about?

David Peterson: No.

Clay Mitchell: Because the reality is our budget is going to be shot this year. There's no way around it with the level of restructuring that we're having to do. I guess I don't-- I'm not as I'm not as concerned if we're not talking about how do we get through the next however many years, we're talking about how do we get through the transition? I don't see the impediment because the money's there within the budget cap of the overall contract, which is not going to be your concern in the future. I do understand the concern about needing to transition to other sources of income and there's lead time. I get that. I understand. As far as in the short term in the transition, I don't see where the money is lacking, whether it takes a month or three months.

David Peterson: I would agree with you because we've done an amendment for Tom plus the executive assistant. Based on what we built in the budget, you're right, there would be because I'm trying to think off the top of my head, I feel like we just up to 60 and then 50 to 60, but we have 129 in there, so yes, Clay, you're exactly right. There is money to get us through the summer transitioning with the amendment and then with a new executive assistant and still Allyson [unintelligible 04:17:16] because you would have a reduced workload yourself. There'd be, there's and that's why we had to set the amounts the way we had to set the amounts because

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we-- of our budget construct. We have that buffer I guess between the 60 and 60 and the one-- or the 50 and the 60, and then 129 was what was in the budget on the line item.

Allyson Bolton: The operation side of it is small compared to everything that we are doing, I think where my head is, there's no assurances for me that I have an exit plan. Right now it's, we're going to see who responds and we might give you a date next month, last month we hope to give you a date next month. Just how long is this going to get prolonged? Again, if I were to be it, I'm not staffed for the weekend because I had a May 31 termination and so I didn't staff up for a general season. I'm thinking the same things for Polar and if you guys come back and say, "No, Allyson, you're doing it." There's no assurance to me that that Atypical is going to be able to get out of this today, which is why I feel I need to be hard on a date.

Clay Mitchell: The thing that frustrates me a little bit about that statement is that it doesn't really acknowledge the work that's been done over the last month, unpaid by the way, to get this stuff transitioned over and I'm frustrated with how we have to operate, it's government. I'm used to the private sector where we can turn on a dime and do what needs to be done. We're constricted. Our hands are tied to some extent. I feel like that substantial progress has been made in multiple different areas and that the timeframes on these RFPs allow us to get them before us potentially with our next month's meeting, get them approved and be done. To not acknowledge that is a little bit frustrating for me because to me, that's real progress. I know we're ways apart on where we see the contract and the responsibility. I get that, I don't feel like anyone's dragging their feet. [silence]

Michelle Schmitter: I feel that this is the exit plan. That we're working on transitioning to these different components of operations and vendors and we're working on the exit plan.

David Peterson: It just takes a different approach, as Clay said, so through public meetings, unfortunately, whether we like it or not. My gut is telling me and just hearing my peers that there's not an appetite to try to give a specific date today to see what happens with the two RFPs, we'll release this tomorrow. I know we have some changes in hopes of then coming here with some shortlisted vendors on the 28th I think. Then I think we'll maybe be in a better position to talk about a potential end date for you guys. Am I kind of hearing what you are all saying?

Clay Mitchell: Yes, if we play the what if game, what if there is no response or we have a set date?

David Peterson: Yes, then what?

Clay Mitchell: Who do you turn the keys over to?

David Peterson: Probably Michelle, I think.

Clay Mitchell: She's new.

David Peterson: Everything goes her way. Thank you, Michelle.

Michelle Schmitter: [inaudible 04:21:48]

[laughter]

David Peterson: Mihaela, just a question for you then. If there's not a decision today or an agreement on the commission side for a date but we look to maybe reagendaize this next month with a date, what's the result? Is it a letter? Are we sending a letter to Allyson or is it a mutual termination letter or how exactly would we approach this, I guess?

Mihaela Neagos: For the purposes of next month's meeting?

David Peterson: Yes.

Mihaela Neagos: I would agendaize it-

David Peterson: The same way.

Mihaela Neagos: -the same way that it is.

David Peterson: That it is? Okay, and if we came to a decision then, then there's just a piece, something.

Mihaela Neagos: Yes.

David Peterson: Okay.

Mihaela Neagos: We can formalize that in the document.

David Peterson: Okay. Based on a motion or a decision next month, okay. All right. Unless somebody feels compelled to make a motion to try to come up with a date, then I think we table this and bring it forward on the 28th again and just based on where we're at in the process.

Clay Mitchell: Yes, I understand that's not satisfactory, but I don't really see another option for us. I don't think we'd be doing our responsibility if we said here, we're going to pull the plug without at least some idea of how the game plan's going to go from there. We have pieces in place, we have progress.

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: Okay. All right, I appreciate everybody's input on this item, so I'm going to go ahead and move us on to agenda item fourteen, for discussion and possible action regarding a proposed amendment with Mendocino Railway for rail bike operations and directing the Chair to enter into negotiations with the Mendocino Railway. Again, just as a reminder, we only had the one bid come in on time and we had requested of Robert and his team to come out and actually do a demonstration of the rail bikes which we had earlier this morning.

The question in front of us or the decision on this particular item is, do we want to move forward with some negotiations I guess allowing me to get into negotiations with them for rail bike operations from the depot? Go ahead, Leah.

Leah Kruse: Can I just state a concern that I have?

David Peterson: Yes, please.

Leah Kruse: The number one concern I have, and this goes back, I've just been thinking on it constantly since he talked about it was the pricing. His pricing was very high, I feel, for our area and I, after riding it today and knowing that two people can get on one and you're paying this amount, I wouldn't pay. I have a family of four and I would not pay that amount that he's looking for. Then also it sounds like he's not really sure about paying us anything. [laughs] Those two things alone, the bike, it was great. I have limited experience and knowledge about rail bikes, but it was a great time, but was it a hundred and-

David Peterson: Forty-nine.

Leah Kruse: -forty-nine or whatever per? I don't see that, so that's my number one main concern.

David Peterson: I would also add that I still feel the quad bikes, that's why we put it in the RFP, that's what our customers are looking for here are the four-seaters. That's our visitor, they're coming with a child or two kids, and so that does become a pricey situation if you're moving from, I don't know, would it be at 55? I don't know if that was inclusive of the taxes and the fees but, the 55 per person, and now you're potentially at three bills plus for the two two-seaters. I still

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have that concern in my head as well and that's putting the tourism hat on and listening to our visitors and what it is they've told us they want and they're interested in.

The other concern I have is just, and I know this question came up, I think you might have asked about the uptime or the lead time, I also am concerned about, okay, if we start in September but then we end seven weeks, six weeks potentially later, that's going to create a marketing issue on my end for sure. Because it's such a short season and we'll have missed the trade shows anyway I guess, but I'm just worried about that and that doesn't even give us a full picture of what a season would look like if we had any fires, smoke. Right out loud, we might get those rail bikes out there for five days in September and October as well.

Anyway there's just a couple of concerns that I have. I appreciated Robert. I just want to say on the record I appreciated him bringing them because until we have a chance to sit on them and observe them and see how they're constructed and made; I wasn't willing to really move forward at all. I don't want to compare the old rail bike against the new rail bike because I'm not an engineer or anything like that, but it definitely was a heavy bike trying to lift that thing as a two-seater. Thank you, Clay, for helping, but it almost seemed like that bike was heavier than our previous quads to be honest with you because I didn't need a second person to help me change the other rail bikes around.

Anyway, that's the comments that I would have on the matter. We put a quad in there for a reason and I get that two-seaters work in California with their specific use cases, but I don't know that we're doing ourselves any favors by trying to shift to this higher price capacity.

Anyway, you had a comment, Michelle?

Michelle Schmitter: Just wondering historically, how many years have we offered the rail bikes?

David Peterson: Just since 2020, it was something basically that was born out of the pandemic. We weren't running the trains and here you could have people outside and not have to worry about everybody you're riding with getting sick. I will tell you; I spent some great time with Tom talking about the impact that rail bikes have had just for us. Rail bikes and the Stewart Indian School Ultra Center Museum, the two things that are brought up everywhere as due from my sales team goes: trade shows, marketplace, you name it. Our influencers, our media people, that's really all-- Not all they talk about so I shouldn't say that, but those are the two hot ticket items. People love it.

I'm all for them and as I mentioned to Tom, I think it's wonderful to bring a new type of visitor to the Depot who may not even know that we have a train that runs out of that same depot when you have all these bicyclist-type people. I think it's a great opportunity. I hear such positive, "Oh my gosh, I had no idea there was a train. Now I need to come back and ride the train" when the train is running and come back for another trip. I definitely love that. It was cool just to be back out on the rail back.

I think it's awesome, but I also don't want to get us going so fast now on something given the situation we're talking about, all these transitions, and now we're trying to start an operation with yet another vendor. I don't know. [laughs] I just feel like that might be too much to deal with at this point.

Michelle Schmitter: I think the one thing that's positive about this vendor is that he will be doing all his marketing and it seemed that way.

Clay Mitchell: Some economy of scale. The other operations.

Michelle Schmitter: Yes.

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David Peterson: I'm not sure because I did talk with Robert about marketing, so I'm not sure. I didn't get if he was going to handle that or there was an expectation that it was shared with either us as the V&T Railway Commission or the DMO is, I guess, probably more maybe on my side of as Carson City. He wasn't sure either. I don't know how much he knows this market from a marketing perspective either. It probably takes some onboarding there, but anyway.

Tom Gray: One thing I noticed about the bikes, there wasn't a dual braking system on it, and for me, that was a must. As far as your feet, where your feet go, if you hit a tire or the crossings, that was--

David Peterson: Yes, and I don't want to seem like I'm nitpicking, the seatbelt thing was a little bit of an issue for me as well. It was different how it connected. Then we were watching the seatbelt, I think, for one of you guys was hanging down below. It was definitely different. I think there still needs to be better bumper design because I know that was a huge issue with the Freedom Rail people and we were chatting about that. I didn't even see that there was a tiny little piece of plastic on the front. I guess I missed that.

Clay Mitchell: It's rubber.

David Peterson: Oh, it's rubber. Oh, okay.

Clay Mitchell: Maybe we could put a pool noodle over the top just a little more.

David Peterson: [laughs] Cut them in half? The dual breaking, you're right. I'm in agreement with you there. I still think you need another person with a break or the throttle. It's still only one person. It was weird. I don't know how you felt, Leah, but it was weird trying to do the break because the handle was one way, and then the break was around the other side. Again, I'm not trying to be critical. I don't even know if those are options. Can you redesign it? Probably not if they have 38 of these already sitting in a shop somewhere.

Anyway, and maybe there's another opportunity for us to explore in-house too, so I don't know. I'm just one of the five of you, but I still am hung up about the quad and the price is an issue, I think.

Leah Kruse: I agree. Yes, but if we even were to entertain that price, I think we have to go with a quad. I just don't see the average consumer in this area spending that much money.

David Peterson: Yes, because per person, if it's one, it's still 149 plus all the fees. I get that it's \$300 or whatever it was, \$295 or \$319 or whatever it was. California, that is a different market for us. Anyway.

Clay Mitchell: I think my take on it is this. I think long term, the more utilization we get on our track the better because it's a fixed asset that needs to be maintained. Anything that we can do to generate income that leverages it is valuable. That being said, I don't know if trying to rush something into the season makes sense. I would not be opposed to just looking towards next year, but I think maybe we make some of these things. I'm not opposed to authorizing Dave to negotiate or at least open that door, but to say these are very real concerns and maybe non-negotiable and throw the ball back into their court and see what they think, getting more specific on these are the things that we're fine with.

David Peterson: If I can jump in for just a second, Clay. I did ask Robert last week, or maybe it was a week and a half ago, I guess, about the quad. He doesn't do quad bikes and wouldn't for us either because their whole production and their whole patent, I guess, is predicated on the two-seater only.

Clay Mitchell: I guess the question is this. Other than the opportunity cost of potentially losing out on what else might be available, not that we got a ton of responses to the RFP, but there may

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be other things available, what are the downsides? We're making assumptions about marketability and what people are willing to pay, but we've had 9% inflation over the last year consistently. Maybe we don't know what we don't know and I guess the question is what are the downsides to letting someone operate with a different structure?

David Peterson: Please, Leah.

Leah Kruse: I think that the number one downside is just what we keep going back to and that's the timing of everything. With everything else we have going on, is this something we want to try while we're trying to get our feet firmly planted?

David Peterson: Yes, potentially for only six, maybe seven weeks in September and October. It's a hard lift for us on the DMO side as well, to say, "Oh, yes, we're going to do rail bikes, but only for this condensed period of time." The pricing Clay, we've had complaints by people at the Visitor Center in Carson City that 55 is too high, believe it or not, which I don't think that's too high. Personally, I think that's a good, sweet spot. Maybe it should be 50, I don't know, whatever, but we've had people say that that's high because it's like, "This is going to cost me \$220 plus taxes for my wife and two kids to come on." My fear is now we're at three-something. Another \$100 and we price ourselves right out of the rail bike business, but it's what you guys feel. Since we have a lot going on and I know this is just bad timing. I think we have a bunch of things that we've got to get squared up in the next couple of months before we can entertain just personally outside a third-party vendor to come in, and then do that onboarding. I was telling Robert it is not easy. You guys can attest to this, to hire staff here and good people, and then stay on, and then what happens if they have a staffing issue like the predecessor? Now we're not even running a couple of days a week because there's no staff to even be up at the Depot to run the rail bikes.

If we start investing marketing money and it turns into a boondoggle, then I'll have separate issues on my end as well. I don't know. My thought is, personally, I will thank Robert, but I think just with everything we have going, let's figure everything else out first. I don't know that we're going to have a huge loss to us, especially, again, if we're only talking about six weeks of a season or seven maybe. I guess through the third week of October is my thought, but just my thought.

Leah Kruse: I 100% agree with just apologies to him and his team for spending the time to come out here and show us everything. It needed to happen, we needed to see it. It's just our timing was not quite on point for this whole process.

David Peterson: Any other thoughts? All right, great. Again, thank you, Robert, to you and your team for coming up.

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: With that, I'm going to go ahead and move us on to agenda item fifteen, for discussing a possible action regarding a proposed special patrol service agreement with the High Sierra Patrol to provide security at the Eastgate Depot during general season operations for a total not to exceed amount of \$1,620. Any questions? I think this one's pretty straightforward

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covering the dates. Allyson indicated that before the Saturday night, leaving the train down at the Depot. Any concerns or questions on this one?

Tom Gray: I have one. Maybe they could look at that security camera or at least have access to it.

David Peterson: Oh yes. Which one? Is that the one that doesn't work?

Tom Gray: Depot.

David Peterson: On the east side?

Clay Mitchell: He's not talking about the specific camera, but maybe potentially giving them access to check the cameras.

David Peterson: Oh, yes. That's not a bad idea. I'm sorry, Tom, I misunderstood. We can do that. They could have their own login to the ring thing or--?

Allyson Bolton: I'm not sure if it's a service that they offer, but yes, it's something that we can propose.

David Peterson: Okay, cool. That's a good idea, yes. I like that, okay. Yes, let's at least throw it out there, Tom. Good. All right, anybody want to do a motion on this contract?

Clay Mitchell: The only other thing I saw was on Exhibit A, they listed is the 2023 Polar Express summer schedule which I thought was cute.

David Peterson: Oh.

[laughter]

Clay Mitchell: Probably because maybe we use them more for Polar and so that's what they're used to.

David Peterson: Oh, yes.

Clay Mitchell: They're just using that as their point of reference.

David Peterson: Should we just say 2023 general season schedule?

Clay Mitchell: V&T and whatever.

David Peterson: Okay, V&T schedule I like that. Easy. This is theirs though, right? We just need to get that back from them with an update then I can sign it. Okay, cool. We'll say 2023 V&T schedule. Perfect. Keep it simple. Good catch. Thank you, Clay.

Clay Mitchell: Our V&T summer schedule or-

David Peterson: Yes, V&T.

Clay Mitchell: -regular schedule, whatever, something.

David Peterson: Yes, general season schedule, okay. V&T general season schedule. Okay.

Allyson, you could talk to them if everybody agrees to change that. Okay, cool. Anybody want to make a motion on the security contract with High Sierra Patrol?

Clay Mitchell: Yes, this is Clay, I move to approve the 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: Great. Thank you for that motion, Clay. Do I have a second?

Stephanie Hicks: I second.

David Peterson: Thank you, Stephanie, for the second. We have a motion and a second. Any further discussion? Seeing none, all of those in favor signify by saying aye, please.

All: Aye.

David Peterson: Aye. Any opposed? Motion carries unanimously.

16. FOR DISCUSSION ONLY:

MONTHLY NON-ACTION ITEMS:

A. OPERATIONS REPORT – ALLYON BOLTON, ATYPICAL CONSULTING AND EVENTS

David Peterson: We are onto agenda item 16 for discussion only and these are our monthly non-action items. We'll go ahead. Allyson, 16A, operations report, please. You're just going to do some highlights?

Allyson Bolton: Yes, it's a little off the cuff today. I had some personal things come up this last week which I actually wasn't supposed to be here today, but it was a little bit quiet and so here I am. I just have a few quick things that I want to bring to the Commission's attention under operations. We had a sold-out Mother's Day, beyond sold out.

David Peterson: Wow.

Allyson Bolton: Lots of happy faces. We did do a new flower bar this year that went over very well. Not as many sales of flowers. It was a make your own bouquet type of scenario, but every mother got to pick a flower from the flower bar, and then our VIPs got an actual bouquet themselves. We had some sales for additional bouquets. Not as many as I would've hoped, but it still was a very nice addition. Previously, we just handed one red rose to each mom, and so this was a little bit different and fun. We did offer the VIP car as well this year.

At the VIP table, you got a little thing of grandma's fudge as well as a split of champagne at your table, and then the VIP room got a full bottle of champagne to split among 15 people in that room. The only thing we didn't sell out was Saturday private room. We didn't sell it that day, however, we did sell on Sunday and that group just absolutely loved that offering. We did have just over 300 people each day for Mother's Day. One thing that we did run into is for Polar, we do bench seating, and for general season, we do by the seat.

For Mother's Day, we had an awfully large amount of odd-numbered groups, and so what happens is, even though I say, "Hey, this one ticket you're going to make a buddy today," which is how I say it, what ended up happening was we had about 10 to 12 open seats throughout the entirety of the train, but then what that did is it displaced the groups that were in the back of the line so they couldn't actually sit together. Moving forward for these larger events and maybe even as a whole with general season, I think Tom does this as well, moving to just offering the bench.

We could potentially get some pushback on party of three, party of five, I don't want to pay for that extra seat, but what that does do is it ensures that groups are able to stay together. We did that with Polar this last year with overwhelming success and I do think that it is something that we should consider moving forward. The one other thing is due to staffing issues, the shuttle up in Storey County is unavailable until further notice. I'm in the process of updating that on the website and we'll be sending out an email to those that have purchased tickets for this weekend's train. For discussion only, do we look at a shuttle service?

The last time we brought in a shuttle service is about a thousand dollars for the weekend through Amador. It's not that it's a far walk from the Depot to C Street, but it is all uphill. If any elderly, wheelchair, walker, et cetera, it's really not doable. It's not something that we promise, but I do think it's something because it's been there in the past, it's a little bit expected. For Mother's Day, at one point I had to say we didn't have a shuttle, but we ended up having a shuttle. People are

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not happy when I have to be the bearer of bad news on that one. Just a plan there. I don't know if we need to come up with a plan, but definitely an area of discussion of how we want to handle the shuttle situation up at the Depot there.

David Peterson: I know it's discussion only, I'm just wondering in light of what you mentioned earlier, Clay, is that something since it's technically the shuttle is running in Storey County, I'm wondering if we could tap into that funding to help?

Clay Mitchell: It's not a funding issue, it's a staffing issue, but I think that's because of a poor decision to buy a Class B shuttle. I think you open up your doors a lot more if you're running regular Class C vans or something because then you have a lot more people that could be driving those, including people that already work for the senior center giving rides to seniors who potentially could MOU with them and pull them in to help out with that. Let me have some conversations.

David Peterson: Yes. Clay, not that I meant that about the staffing situation, I just meant the dollars if we had to pay an Amador or someone else, is that something that we could utilize those extra monies that are sitting there in Storey County from the sales tax? Could we use those since the shuttle is running inside Storey County?

Clay Mitchell: Yes, we can ask for the money for anything. I think, to me, what's preferable is getting better utilization out of assets that already exist because you get better bang for your buck in the town because there's need for transportation beyond just what we're doing, and so if there's a way to leverage existing structures, fund it with that as needed and see what we can do there. Let me just work on it again.

David Peterson: Yes, and maybe we could impact the June trains perhaps because our next train will run the 10th, right?

Allyson Bolton: No, we do run the first weekend. We actually just booked within the last two weeks here, a private group on the 2nd, and then I do believe we run the 3rd and the 4th, don't we? No, we don't.

David Peterson: No.

Allyson Bolton: Unless we wanted to do a shuttle for the private group on the 2nd, I don't know that we promised that to them. Then, yes, it would be the 9th to 10th, I think. 10th to 11th, that's close.

Clay Mitchell: Sorry, I was just looking at--

David Peterson: Wait, the 3rd.

Clay Mitchell: I was going back to the patrol services contract and maybe we need to check those dates. [laughs]

Allyson Bolton: Let me jump on the website really quick.

Clay Mitchell: Because they're showing needing patrol on June 10th, 17th, and 24th.

Allyson Bolton: That's correct because it's only Saturday night that we need. Yes.

David Peterson: Hang on. We just talked about that we're running on the 3rd, though?

Allyson Bolton: No.

David Peterson: No, we're not.

Allyson Bolton: We're running a private group on the 2nd.

David Peterson: Oh, on Friday the 2nd.

Allyson Bolton: Yes.

David Peterson: Who is that group? Do we know?

Allyson Bolton: A private corporation that they're going to do a team-building activity.

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David Peterson: Oh, okay. I'm sorry if you said that earlier, I apologize. There's not a train on the 3rd and the 4th.

Allyson Bolton: There is not.

David Peterson: The next one is the 10th.

Allyson Bolton: Correct.

Clay Mitchell: Is that something we should ask VCTC if they can accommodate with a shuttle?

Allyson Bolton: I was told by VCTC that until further notice.

David Peterson: Leah did send an email to that effect, so I was wondering.

Clay Mitchell: The problem is I think they're thinking that shuttle and I don't think that shuttle is the solution, so let's talk.

David Peterson: Okay, that's great.

Allyson Bolton: We'll get an email out to the group this weekend. I do anticipate some refunds there. I would argue that we should waive the \$25 refund fee if we are refunding people due to the shuttle. We're going to get that out.

David Peterson: Seems fine. I guess under the circumstances, yes, because I think we thought we were going to be okay.

Allyson Bolton: It's nowhere listed on our website. We pulled that off last year when we started to run into shuttle issues. It's not in our ticketing. Nowhere is it really included that we offer the shuttle service, but I think because of the long-standing-

Clay Mitchell: Tradition.

Allyson Bolton: -tradition, thank you.

Leah St. Marie: Repeat riders.

Allyson: -and repeat riders.

Leah St. Marie: They come back.

Allyson Bolton: -they anticipate and it tends to be the riders that need the shuttle that ride our train over and over again.

Tom Gray: It should be noted that there is no shuttle when they buy the ticket. That would help them out for sure.

Allyson Bolton: Yes, and we've added that.

Tom Gray: Okay. Oh, cool.

David Peterson: Yes, Allyson and Leah did put that on, Tom just because we were still trying to figure out the short bus version, whether or not it could be used or not. Sorry for interrupting, but please continue.

Allyson Bolton: That was really just the major updates that I had. It was a busy month and sales are coming in. This is across the board with all of the events that we've had, not just with the V&T, but we used to think that it was a last-minute town. It is now really a last-minute town. We're talking day of, we had several walk-ups from Mother's Day, so we had a standby list that day we were able to get most of them on. It's hard to know by Wednesday what Saturday will look like more so even than years past.

Clay Mitchell: Did Saturday of that weekend perform better than in the past?

Allyson Bolton: For Mother's Day or for last weekend?

Clay Mitchell: Mother's Day.

Allyson Bolton: I only have one year to go off. I don't think I have the access to the year prior, so I know that we had more offerings than we've ever had and we sold that out. We did not sell out last year mainly because of the timing from when we went on sale to when Mother's Day

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occurred. The window was actually similar this year. However, we had a massive advertising campaign that launched as soon as we launched tickets, and so I do think that that helped. I can't confidently say yes, but I can say that we offered more than we've ever offered and we sold that out.

Clay Mitchell: Yes, because I just vaguely remember when we were at the retreat or whatever looking back, that that was a fairly low occupancy day last year. A potential revenue bump. I was looking at it going, "Oh, there's one that--" It sounds like we moved in the right direction.

Allyson Bolton: Yes.

David Peterson: Agreed. You guys did a great job with the Depot. I love the flowers. I'm sorry people weren't buying them from those nice folks, but it looked lovely up there.

Allyson Bolton: We did have vendors. Thank you. We did have vendors this year.

David Peterson: Oh, yes, craft artisans, yes.

Allyson Bolton: We did. We had artisans where the rail bikes were formally where you would load for Polar. It was an experiment, we tried it. I don't know that sales were high enough for them to make it worth it in the future. We did. I was on KOLO, we did advertise it, we had our vendors up on the website. I don't know that I would offer it again. There was a lot of coordination to get the vendors, get them there, get them situated, et cetera. I had to be there extra early. I was hoping that vendor artisans would be a draw, but I think people wanted to do their shopping in Virginia City and they did.

David Peterson: Cool. Thank you. Any questions for Allyson or Leah? Thank you.

Allyson Bolton: I do want to mention one other thing we did. We did run last weekend as well. We ran diesel and our numbers were okay. They were better on Saturday than they were on Sunday, so we had about 101 on Saturday, which is about a break even. Then we were 79 on Sunday, so the diesel was a little bit lower, and then going into this next weekend, I've got 148 on Saturday and 137 on Sunday. I do anticipate those numbers to bump up as we get closer to the weekend.

David Peterson: That's for this Memorial Day?

Allyson Bolton: Yes.

David Peterson: Okay. 148, 137, okay. Great. Thank you.

B. TRAIN OPERATIONS REPORT – THOMAS GRAY, VTRR

David Peterson: If there are no questions for Allyson, let's move on to 16B, train operations report. Tom, do you have anything you want to add in?

Tom: I think it's been pretty much covered. The wheelchairs we get every once in a while. Most people will walk up if they don't have a jitney, but most people like to use the jitney if they're there. Our 48th season, we're just doing our steam again. We're hoping to get the extension for the 29th for the rest of the season. It's been a great meeting. Thanks.

David Peterson: Good. Thank you, Tom. Wonderful. Any questions for Tom?

C. ENGINEER'S REPORT – KEN DORR

David Peterson: 16C is the engineer's report from Ken. This is, just for the record, late material. It was on the website yesterday and it's in the back of the room. You see Tom's-- Tom, Ken's report. Sorry, I'm looking at you, Tom. Ken's report, and then there was a supplemental

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document that was added as late material too which does address the water situation, which I think we call our hot chocolate room, I think. I can try to answer any questions if anybody has any questions. Also, I think, Mihaela, if there's any direct questions, certainly, I can collect them and send them to Ken for a response as well.

Oh, do you have anything, Gabe you want to throw in there from his supplemental doc or anything? You want to come up? Because it sounds like we're going to have to get a plumber or something involved.

Gabe Willaman: Hello. Gabe was digging and I asked him to find the water. He found the spigot, the shut-off valve. Found the shut-off valve and the standpipe, the shut-offs valves in didn't really have a cover on it, and so I sucked out all the dirt and the pipe broke when I was digging it out. ARMAC did drop off a six-foot piece of pipe we could replace it with.

Somebody's going to have to dig that down and put it in there, replace, and put a cap on it. The water dead-ends inside the building right behind that little mini tiny fridge, it's there and if you want it to go to the sink, you're going to have to hire a plumber and run it 20 feet.

David Peterson: It's not just digging down six feet to connect the broken pipe; we still need to get a section that goes--

Gabe Willaman: Oh, the water pipe's not broken. It's the pipe to reach a shut-off valve. It's like the standpipe.

David Peterson: Oh.

Gabe Willaman: Just the plastic pipe that makes sure the rocks--

David Peterson: Oh, like if you have a sprinkler system, you have to drop a key down there.

Gabe Willaman: Yes.

David Peterson: Oh, I see.

Gabe Willaman: That's the pipe that needs to be replaced. Not the water pipe itself. The water pipe is fine. It's just dead heads inside the building. In fact, the water's turned on right now, so somebody's going to have to replace that little standpipe.

David Peterson: You keep looking at Clay to replace the standpipe.

Gabe Willaman: You like picks and shovels around, right?

David Peterson: All right, so that's something that we'll just have to figure out and deal with then I guess because now we cannot turn the water off if I understand correctly because nobody can get the key.

Gabe Willaman: No, you could turn off the water. I just left it on because why not? It's got a little ball valve on the very end of the deadhead inside the building. Not a problem.

David Peterson: All right, good. Thank you. Yes, go ahead, Michelle.

Michelle Schmitter: We don't have a bid yet on this project. There's no bid from a plumber?

Gabe Willaman: No.

David Peterson: No, only because you just uncovered the situation last week, right?

Gabe Willaman: Last month.

David Peterson: Yes, okay. We'll probably have to get a quote, I guess, from a plumbing company.

Gabe Willaman: Yes.

David Peterson: Okay, cool. We'll get 'er done, though. All right. Yes, go ahead, Stephanie.

Stephanie Hicks: I was just going to note on Ken's report. I know he's retiring, but I noticed the last paragraph on the first page is that he said he would be available to assist the Commission on an on-call basis. I know we can't act on anything, but with the upcoming parking lot project, that

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might be a great way to utilize him on an on-call basis is to help us get through that project's completion. Just a thought.

David Peterson: Okay. We'd have to bring something forward next month and figure out what that means with him.

D. UPCOMING MEETINGS

1. COMMISSION MEETING ON MAY 24, 2023, @ 9:00 AM.

David Peterson: Let's move on to 16D, which is our upcoming meeting, June 28th, 9:00 AM. We'll probably be done before 5:00 PM on that day. That much I know. No field trips unless you want one.

17. COMMISSIONER COMMENTS, ANNOUNCEMENTS, AND REQUESTS FOR INFORMATION

David Peterson: We'll move on to seventeen, Commissioner comments or announcements, and requests for information. Anybody have anything they want to bring up?

18. PUBLIC COMMENT

David Peterson: All right, seeing none, we'll move on to agenda item eighteen, public comment. Anybody wish to make public comment at this time?

19. FOR POSSIBLE ACTION: TO ADJOURN

David Peterson: Seeing none, if I could get a motion to adjourn. Unless you guys want to stay.

Michelle Schmitter: So moved.

David Peterson: We're adjourned. Thank you, everybody seriously for your time and patience today.