

**NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY**

**THURSDAY, March 28, 2019 @ 1:00pm**

**Carson City Community Center – SIERRA ROOM**

**851 East William Street (Highway 50 and South Roop Street) Carson City, Nevada 89701**

**AGENDA**

**1:00 PM CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

**2. FOR POSSIBLE ACTION: APPROVAL OF THE AGENDA**

*This is the tentative schedule for the meeting. The Commission reserves the right to take items in a different order to accomplish business in the most efficient manner. The Commission may combine two or more items for consideration and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.*

**3. PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

*Discussion may be limited to three minutes per person at the discretion of the Chairman. No action may be taken on a matter raised under this portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

**4. FOR POSSIBLE ACTION: APPROVAL OF MEETING MINUTES FOR**

*A. February 28, 2019*

**5. FOR POSSIBLE ACTION: REVIEW AND POSSIBLE APPROVAL OF THE 2017-2018 FY AUDIT FOR THE NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY.**

*A. Copies of the audit will be made available to the public at the meeting or by request.*

**6. FOR DISCUSSION ONLY: FINANCIAL REPORT**

*Current (non-audited) revenue and expense report for the V&T reported by General Manager*

**7. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND POSSIBLE APPROVAL OF THE 2019-2020 FY FINAL BUDGET FOR THE NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY.**

*A. Copies of the budget will be made available to the public at the meeting and online.*

**8. FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION TO ENTER INTO A CONTRACT WITH ARMAC CONSTRUCTION, LLC AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE 2019 EASTGATE STATION SITE IMPROVEMENT PROJECT INCLUDING THE *BASE BID* IN THE AMOUNT OF \$149,896.00 IN ADDITION TO AUTHORIZATION THAT A CHANGE ORDER BE ISSUED AND TO AUTHORIZE UP TO A 5% CONTINGENCY PAYMENT IF NECESSARY AS APPROVED BY THE GENERAL MANAGER AND AUTHORIZATION FOR THE V&T COMMISSION CHAIRMAN TO SIGN A CONTRACT REFLECTING THIS AGREEMENT.**

**9. FOR DISCUSSION ONLY: MARKETING PRESENTATION OF THE 2020 FY MARKETING PLAN AND NEW WEBSITE, ARGENTUM PARTNERS**

**10. FOR DISCUSSION AND POSSIBLE ACTION: ENGINE 18 OVERHAUL REPORT**

**11. FOR DISCUSSION ONLY: ENGINEERING REPORT**

*A. Maintenance and projects update*

**12. FOR DISCUSSION ONLY: ATTORNEY'S REPORT**

**13. FOR DISCUSSION ONLY: NEXT MEETING DATE(S) & AGENDA ITEMS**

**V&T Railway Commission Meeting, April 25, 2019, 1:00pm, at Carson City Community Center – Sierra Room**

**14. COMMISSIONER COMMENTS**

**ADJOURNMENT OF COMMISSION BOARD MEETING**

TITLES OF AGENDA ITEMS ARE INTENDED TO IDENTIFY SPECIFIC MATTERS. IF YOU DESIRE DETAILED INFORMATION CONCERNING ANY SUBJECT MATTER ITEMIZED WITHIN THIS AGENDA, YOU ARE ENCOURAGED TO CALL THE COMMISSION'S OFFICE AT 775-291-0208.

NOTICE TO PERSONS WITH DISABILITIES: MEMBERS OF THE PUBLIC WHO ARE DISABLED AND REQUIRE SPECIAL ASSISTANCE OR ACCOMMODATIONS AT THE MEETING ARE REQUESTED TO NOTIFY THE COMMISSION'S OFFICE AT 1711 CARSON CITY, NEVADA OR BY CALLING 775-291-0208 AT LEAST 24 HOURS IN ADVANCE.

NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY RECOGNIZES THE NEEDS AND CIVIL RIGHTS OF ALL PERSONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILY STATUS OR ORIGIN.

NOTICE: THIS NOTICE IS POSTED PURSUANT TO NRS 241 AT THE FOLLOWING LOCATIONS: STOREY COUNTY COURTHOUSE, 26 SOUTH B STREET, VIRGINIA CITY, NEVADA; CARSON CITY EXECUTIVE OFFICES, 201 N. CARSON ST. CARSON CITY, NEVADA; CARSON CITY CULTURAL & TOURISM OFFICE, 716 NORTH CARSON STREET, CARSON CITY, NEVADA; CARSON CITY COMMUNITY CENTER, 851 EAST WILLIAM STREET, CARSON CITY, NEVADA; [WWW.VTCOMMISSION.COM](http://WWW.VTCOMMISSION.COM); [HTTPS://NOTICE.NV.GOV](https://NOTICE.NV.GOV)

**Certificate of Posting**

I, Elaine Barkdull-Spencer, General Manager, V&T Railway, do hereby certify that I posted, or caused to be posted, a copy of this agenda at the following locations in compliance with NRS 241.020(3): Storey County Courthouse, Carson City Executive Offices, Carson City Cultural & Tourism Office, and Carson City Community Center. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at [www.vtcommission.com](http://www.vtcommission.com), and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting or supporting materials, please contact Elaine Spencer, General Manager, V&T Railway Commission at (775) 340-2045, [vandtrailway@gmail.com](mailto:vandtrailway@gmail.com).

**NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY**

**THURSDAY, February 28, 2019 1:00 p.m.**

**Carson City Community Center – SIERRA ROOM  
851 East William Street (Highway 50 and South Roop Street) Carson City, Nevada 89701**

**MEETING MINUTES**

---

Notice: Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time. This is the tentative schedule for the meeting. The Commission reserves the right to take items in a different order to accomplish business in the most efficient manner.

---

The following minutes are a summarized explanation of the topics discussed. A taped recording of these proceedings will be kept for review.

---

**CALL TO ORDER**

Chairman Dotson called the meeting of the Nevada Commission for the Reconstruction of the V&T Railway to order at 1:00 p.m. and called for the Pledge of Allegiance.

**Pledge of Allegiance**

**1. ROLL CALL**

Elaine Spencer called roll.

**Chairperson:** Deny Dotson - Present  
**Vice Chair:** Nick Marano - Present  
**Treasurer:** Mike Santos - Present  
**Board Members:** Marshal McBride – Absent  
Stan Jones - Present

**Others:** Ken Dorr, Engineer  
Michael Smiley Rowe, Legal Counsel  
Molly Ellery, Argentum Partners  
Elaine Barkdull-Spencer, General Manager

**Public Attendance:**

**2. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: APPROVAL OF THE AGENDA**

*This is the tentative schedule for the meeting. The Commission reserves the right to take items in a different order to accomplish business in the most efficient manner. The Commission may combine two or more items for consideration and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.*

N. Marano made a motion to approve the agenda.

Second – S. Jones

Approved – Unanimously

**3. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

*Discussion may be limited to three minutes per person at the discretion of the Chairman. No action may be taken on a matter raised under this portion of the agenda until the matter itself has been specifically included on an agenda as*

*an item upon which action may be taken.*

No Public Comment.

**4. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: APPROVAL OF MEETING MINUTES**

a. *January 31, 2019*

M. Santos made a motion to approve the minutes from the January 31, 2019 meeting.

Second – N. Marano

Approved – Unanimously

**5. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION ONLY: FINANCIAL REPORT**

H. Gallagher, Storey County Comptroller, explained they are still trying to get the agency reporting set up in the new accounting system. He stated E. Spencer has ordered check stock and V&T will be getting their own checks which will be processed through the Storey County system. He explained this is on the front burner for Storey County so they can get reports to the Commission by the end of the quarter and get the budget done. He states there are not a lot of receipts to be taken care of, but the expenditures are being taken care of. He states he has not seen any issues with anything, they just don't have a reporting tool available yet.

E. Spencer states she does track all the expenditures and income at the moment. The Polar Express program ended at approximately \$250,000.00 in the black and the non-polar express revenue, which includes license plate income and grant income, still had more revenue to collect. As for expenses, she states that number also includes the septic tank and additional unplanned expenses. She states those extra expenditures were not train-related. She explained they are approximately \$67,000.00 in the red, however, they have not received all the "non-train related" revenue yet either. She states when that is received everything should balance out. She states as far as cash available, they expect to be approximately \$180,466.00 in the black at the end of the fiscal year. She explained Polar Express has always lifted the organization at this time of year, and that is the same this year. She stated the interlocal contributions, grant funding and license plate funding are still coming in but have not been received yet. There is also additional ticketing sales revenue for May and June.

N. Marano stated this is such a big difference in a year and a half and he thanked E. Spencer for keeping the organization in the black. He asked if the license plate revenue was being deposited directly to Storey County now.

E. Spencer stated everything is being deposited with Storey County at this time.

D. Dotson asked if the preliminary budget will be available for the planning meeting next week.

E. Spencer explained they have a yearend trial balance running now and that is what will be used to create the budget. She stated they are able to have a better understanding of the expenses and revenue at this point and they will use that information to create the budget for next year. She stated the budget will be available at the planning meeting.

D. Dotson states he echoes N. Marano's comments and the organization has come a long way to be able to end the year in the positive.

M. Santos asked if there have been any large expenses in the last month that the Commission has needed to pay.

E. Spencer states the North Pole set up & teardown expense was large and included a lot of labor. She states one of the recent train service invoices for \$24,000.00 was just paid. She states there was also an electrician's bill that hadn't been received. Otherwise, everything has been paid.

**6. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR POSSIBLE ACTION: APPROVAL OF THE SELECTION COMMITTEE'S RECOMMENDATION FOR THE NEW TICKETING SERVICE/CALL CENTER PROVIDER.**

E. Spencer explained the service being requested is a unique service and they invited five companies to submit for the RFP. She states four were received on time and complete. She states the committee included M. Santos, S. Jones, Molly Ellery, David Peterson, Katie Demuth and herself. She states they went through the proposals and evaluated each according to the spreadsheet provided to the board and the public. E. Spencer discussed the requirements included in the proposal. She provided the names of the companies who submitted responses and explained why Fareharbor is the agency they selected. She explained they were unanimously selected by the committee for their presentation and the features available with their service. She requested each of the committee members explain why they chose Fareharbor. David Peterson, Executive Director, Carson City Culture and Tourism Authority, states he thought it was a great process and he appreciated that Fareharbor came here in person. He believes the V&T Railway will be able to grow and develop with a high-tech ticketing service and a marketing savvy partner. He stated in addition to being able to extend the marketing reach, he believes it will make it simple for the Commission to cross promote the region and to work directly with the marketing team and website designers. In addition, he thought they had fantastic web usability, functionality, testing and experience in terms of what they do to push people through the purchasing funnel. He stated their analytics

was amazing and he is excited that the CTA will have the ability to push a button and order tickets and the same will be available for VCTC. He states it will be right on the V&T website instead of having the two websites going on. He stated he likes the customized reporting and believes it will assist E. Spencer and the marketing staff. He stated he also likes the google reserve option that was presented and explained how it works. He states he loves the idea of being able to promote the V&T regionally and have the analytics to support that.

Molly Ellery, Argentum Partners, stated that on the marketing end, Fareharbor is very useful, especially since they have experience working with them in the past. She believes with the previous ticketing service, there were issues with analytical tracking due to the inability of the site to place tags on the site. She states Fareharbor will allow them to place those tags and Fareharbor does their own tracking as well. She states that will allow the marketing team to track and stay on point and change gears whenever they see it is necessary.

S. Jones states he was impressed that they really wanted to work with the marketing team. He explained they have a twenty-four-hour service center available in Denver, Colorado that would be very useful. He states he always really liked that they only had one fee. There were no additional charges, there was the one fee and that was it. He states when compared to others, the additional fees start to add up quickly.

M. Santos states he had family members go onto the different websites and book a ride for a family of five. He stated the people he asked, unanimously chose Fareharbor. He also enjoyed the fact that the Fareharbor team traveled so far to be here. Fareharbor also stated they have shown an average increase of 20% for their clients and they said they want to help build our business. He states they had an account management team that helps to build the railway so when we are successful, they are successful. He states the fact that Booking.com purchased them says something. He like the back end and the usability for booking large groups, the ability to use multiple credit cards on a single reservation, the 100% mobile platform. He did explain the mobile platform is available for iPhone but is available by internet browser for Android devices. He stated the call center was nice and he enjoyed that they were willing to do training with all of the departments online live.

E. Spencer stated Fareharbor did a very good job positioning themselves and that is attributed to the growth they have had. She states they did not have the Rail Events experience, but they have added a lot of trains to their portfolio. She states they have gone from nineteen employees to two hundred employees. She states she did do reference checks and provided some of the feedback she received. All the feedback provided was extremely positive. She explained they did not just go with the cheapest option, but rather looked at the required criteria and the regional marketing available. She explained the fee system and how V&T Railway would pay for the ticketing service. E. Spencer also explained V&T will have the ability to sell Tom Gray's tickets in addition to their own. Riders will also be able to make multiple reservations at the same time on the new site. She explained the twenty-four-hour call service is free to the organization.

D. Dotson states this is the way an RFP committee should be run and he believes they came up with the right candidate.

N. Marano asks if the approval is made today, will a contact come back to the Commission?

E. Spencer states she originally hoped to get the contract and have it here today. She states when the agreement was sent over, there were concerns with some of the terms in the agreement and she requested more time to get that agreement together to bring before the Commission for approval.

N. Marano made a motion to approve the selection committee's recommendation.

Second – M. Santos

Approved – Unanimously

**7. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR POSSIBLE ACTION: APPROVAL OF THE NEW TICKETING SERVICE/CALL CENTER'S ONE YEAR AGREEMENT – ASSUMING COMMISSION'S CONSENT OF THE SELECTION COMMITTEE'S RECOMMENDATION.**

E. Spencer requested this item be moved to the next scheduled meeting on March 8, 2019.

The Commissioners discussed the requirements for posting the agenda with that item and agreed to move the item to the March 8, 2019 meeting.

**8. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: MARKETING REPORT, ARGENTUM PARTNERS**

Molly Ellery, Argentum Partners, states they are not resting during the off season. She states they are diving into a new marketing campaign to sell tickets and gather a new set of riders to grow the rider base. She explained they are trying to grow the recognition of the V&T Railway outside of Polar Express. Molly states they have two different marketing plan ideas for consideration, and they will be available for the marketing planning session and the Commission planning session. She states both of those campaigns will include asset creation, media buys, social media, journalists, bloggers and influencers. She states they are focusing this year on the 150<sup>th</sup> anniversary of the V&T. They are currently in the process of building a new website and the structure and architecture of the website is completed. She states the website is scheduled to go live in mid-April. She explained the vision of V&T was discussed at a meeting earlier in the week to make sure the website reflects this vision. They are working with regional organizations like Get Away Tahoe and local

radio stations to do remote broadcasts for large events. She explained they have put together a list of influencers who can help to promote V&T. She states the list includes bloggers in several areas. She explained Mike Draper and Matt Robinson are also working on a bill in the legislature that may allow them to secure some substantial funding for the V&T. She states they are not sure when that will take effect and have limited information on it now but will provide more information when it is available.

M. Santos asked about the possibility of setting up tables at some of the other events in the area to target the new groups of riders Molly spoke about. He stated he believes some of the local golf tournaments and other events bring families in and that may be a great opportunity to set something up to reach those audiences.

Molly states they agree, and they are including in the website a link to all of the regional visitor authorities to include their calendar of events and will also flag the events that match the demographic for the V&T's ridership. She states they will also be meeting with the visitor authorities so make sure they are also promoting V&T, so it is not just a one-way street. She explained E. Spencer has also made herself available to attend events and set up booths to ensure the local community knows about the V&T as well.

E. Spencer states the booths have been part of the discussion. She states that with the new ticketing service, we will be able to go to those events and sell tickets on sight with our phones. She explained there will be money in the budget for banners and other items needed for those types of events. She states we need to be at those events and reminding people we are here.

D. Dotson states the most important thing for him is the branding. He states the brand identity has not been great. He asks how much the brand identity is being focused on with the new website and if that would be part of the discussion at the marketing retreat.

Molly explained that is being considered, however, with the rights to the trademark, there are guidelines that have to be followed. E. Spencer is providing guidance on what can and cannot be used. Molly explained they are focusing on making sure everyone in the community knows what the V&T Railway Commission is and that we do have all of these adventures. She states she will do her best to have something for the Commission to look at for the marketing retreat. She explained there is nothing clickable at this time, but they did have a discussion earlier in the week to make sure everyone was on the same page about what the V&T messaging is.

D. Dotson states he believes it is important to keep the board abreast of the overall concept on the website. He states he understands the functionality will not be there, but he would like to see it and see what the feel of the site is.

E. Spencer states there is a meeting scheduled for March 15, 2019 and asks if something can be made available for viewing at that meeting.

Molly states she can get something for them to look at to try to show the look and feel they are reaching for, however, with the lack of new assets, they will have to use photos for a mock up that will not match the assets they hope to attain.

D. Dotson states he understands that and is ok with that. He would just like to see the mock ups to make sure it is matching the brand identity they are going for.

E. Spencer provided some additional information regarding the branding and logo. She provided the Commission with the current logo that she received permission to use going forward. She also explained that the social media handles have been changed and everything has been approved by Tom Gray in accordance with the agreement regarding the trademark that Tom Gray owns.

Molly states they are in the process of changing the social media handles to something that can be used across the board.

## **9. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ENGINE 18 OVERHAUL REPORT**

E. Spencer states she received a text from Tom Gray, and he will not be able to make it to the meeting today. She states they do have a meeting on March 6, 2019 with him where they will be discussing the Engine 18 and the track maintenance. She states she discussed the Engine 18 and the timeline for getting it back. She explained she reaffirmed the Commission is willing to pay to have additional labor brought in to work on the Engine 18 to get it back on the tracks if that was what was necessary. She states the Engine 18 will be included in the budget. She states she would like to keep this item on the agenda and perhaps have an additional meeting with Tom to discuss the Engine 18.

S. Jones states it is really frustrating since we have a new marketing plan and a new ticketing service and there is no leverage to get the Engine 18 back on the tracks. He asked H. Gallagher if Storey County still had the money set aside and available for the Engine 18 to be repaired.

H. Gallagher states Storey County has already paid \$226,000.00 for the repairs on the Engine 18. He states that is just an estimate, but the train should be completed.

N. Marano states he does not believe it is a monetary issue, but more of a shop capacity and available labor issue. He states he believes it is to the point where the Commission would fund additional employees and capability if he can define what that is and determine a date when the engine would be back on the tracks.

H. Gallagher states he knows there were problems in the past due to a limited number of people who are capable of working on these engines.

N. Marano states that is correct and the number of people who are qualified to work on these steam engines is dwindling

and it is more a reflection of that than an issue of money.

E. Spencer states every passenger car was not full every weekend. She states toward the end of the season they were filling every car. She states this year they are at a much better advantage since they have already started their marketing. She states they have already started selling tickets. She states they are in a better position now to fill the third car. She explained there is a lot of benefit to having the third car. She states with the Engine 18 coming back, the engine itself will create new ridership. She states she believes the Engine 18 will be part of the big draw this year.

N. Marano states the points made are important because from our point of view and marketing point of view, and for the long-term viability of the organization it is necessary to get the Engine 18 back. He believes the more we can demonstrate that we can fill all of these seats and we are going to need them, that is important to make the case to get more people or more assets working on the Engine 18. He states he believes a date needs to be set for the Engine 18 is going to be completed for the Commission to work on a plan for the upcoming year.

S. Jones states he agrees, there needs to be a date. He states we will not make any money with two cars and we need the Engine 18 to be able to turn things around.

## **10. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ENGINEERING REPORT**

### *A. Maintenance and projects update*

E. Spencer states Ken Dorr is not available but did send a report. She provided a summary of the report Ken provided. A bid has gone out to have the parking lot work done at the East Gate Depot. She states the bid opening will be March 12, 2019.

N. Marano asked if the concrete work included in the report was for the shade structure.

E. Spencer states it is and includes some concrete work near the ticketing office where there is a walking hazard. E. Spencer explained it is not all aesthetics, some of the work is for safety.

S. Jones stated he went before the Carson Visitor's Authority and they approved \$90,000.00 for the asphalt work.

E. Spencer states she will be going before Storey County to request a matching \$90,000.00 to do the additional work listed.

H. Gallagher states it will not be necessary for E. Spencer to request that funding from Storey County. The checks to provide that funding will be available tomorrow. He states it has been night and day with the turn-around of the organization. He states his comfortability with the organization has improved drastically. He spoke with Marshal McBride before he left and together, they approved the funding of the interlocal agreement amount of \$125,000.00 and the additional \$90,000.00. He states the checks will be available for pickup at his office.

E. Spencer stated the rest of the Engineering Report is available for the board to review.

## **11. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ATTORNEY'S REPORT**

M. Rowe provided an update on the work he has been doing for the Commission. He states he reviewed the ad for the bids for work to be done at the East Gate depot. He also reviewed the Fair Harbor agreements and has a few issues with it. He stated an example of one of the issues was that it would have venue in the Netherlands applying Dutch law to any dispute that came up between V&T Railway and Fareharbor. E. Spencer explained bookings.com is out of the Netherlands.

## **12. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: NEXT MEETING DATE(S) & AGENDA ITEMS**

### *A. V&T Railway Commission Meeting, March 28, 2019, at Carson City Community Center – Sierra Room*

D. Dotson states we'll need to add the March 8, 2019 meeting and the following marketing meeting will not be a meeting with an agenda. He asked E. Spencer if the budget will be available at the planning meeting.

E. Spencer stated it will be available for discussion and review and then she will bring the final document to the regular board meeting on March 28, 2019 for approval. She also stated the March 8, 2019 meeting will have to move to another venue, the Virginia City Conference Center is not available. She states the meeting may be held at the Carson City Chamber of Commerce, depending upon availability, but she will make everyone aware when the location has been set.

## **13. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: COMMISSIONER COMMENTS**

S. Jones thanked H. Gallagher and M. McBride for the financial contribution. He states he is excited for the way the organization is heading. He believes the marketing team is going to do an excellent job and he is optimistic that the new

ticketing agency will fill a void and take a lot of stress off of the staff. He would like to also get the Engine 18 running again.

M. Santos thanked Storey County for their contributions and thanked E. Spencer for including him in the RFP selection committee. He states he learned a lot and he is looking forward to where the organization is heading.

N. Marano states on Friday he will sit down with M. McBride and come up with a plan for demonstrating to Tom Gray that it is necessary to get the Engine 18 back in service and he states he will push to get a date.

D. Dotson states he is looking forward to the workshop and marketing meeting in the next couple of weeks.

D. Dotson adjourned the meeting.

DRAFT



## Proposed Budget

V&T Railway  
FY 2019- 2020

### Revenue

		w/o Engine 18	w/Engine 18
Steam & Diesel Ticket Sales	120 x \$45 =5400 x 62	\$ 334,800	\$ 94,500
150 Pkg	50 x \$150	\$ 7,500	
Toast of the Canyon Ticket Sales	75 x \$35 = 2625 x 9	\$ 23,625	
Mothers Day Weekend	Same as last yr.	\$ 16,000	
Snack Bar Income		\$ 12,000	
License Plates Commission		\$ 20,000	
Interlocal Support	\$125,000 + \$65,000	\$ 190,000	
Retail Lease	V&T R.R.	\$ 2,500	
Engine 18 Lease		\$ -	\$ 24,500
Marketing Grant		\$ 1,500	
Donations		\$ 2,000	
Sponsorships	6 X \$500	\$ 3,000	
Property Payment - Drako		\$ 34,000	
<b>Total Revenue</b>		<b>\$ 646,925</b>	<b>\$ 119,000</b>
PEX Ticket Sales	Less Trains-More Seats \$	\$ 770,000	
PEX Retail Sales		\$ 38,000	
PEX Photo Commission	New Service Provider	\$ 2,500	
<b>Total PEX Revenue</b>		<b>\$ 810,500</b>	
<b>Total FY Revenue</b>		<b>\$ 1,457,425</b>	

### Expenses

Casual Labor		\$ 1,000	
Staffing Services		\$ 64,785	
Postage		\$ 105	
COGS - Snack Bar		\$4,000	
Office Supplies		\$ 850	
Telephones		\$ 2,900	
Utilities		\$ 20,000	
Travel		\$ 1,775	
Fees, Dues & Subscriptions		\$ 2,000	
Bank/CC Charges		\$ 10,100	
Event Expenses - MD Train, Canyon Trains		\$ 13,000	
Buildings/Grounds Maintenance		\$ 4,500	
Professional Services - GM, Mktg, Enging, Trk Maint, & Legal		\$ 245,000	
Train Services - Virginia & Truckee R.R.		\$ 350,000	\$5650 x 57 & \$4500 x 5 & \$630 x 9
Track Repairs/Maint.		\$ 60,000	
Furniture & Fixtures - Snack Bar & Museum		\$ 5,975	
Annual Audit		\$ 10,000	
Traditional Advertising - Print & Radio		\$ 15,000	Increase w/Engine 18
Promotions & Signage		\$ 5,500	
Online/Social Media Advertising		\$ 91,000	Increase w/Engine 18
Booth Fees		\$ 2,000	
Capital Outlay		\$ 5,000	
Insurance Premiums		\$ 10,000	
Meeting Expenses		\$ 750	
<b>Total Expenses</b>		<b>\$ 925,240</b>	
<b>PEX Expenses</b>			
Casual Labor		\$ 2,000	
Staffing Service		\$ 11,835	
Postage/Shipping - Merchandise		\$ 3,000	
Event Supplies - Bells, Mugs, Cups etc.		\$ 34,000	
Travel - PEX Camp		\$ 2,400	
Utilities - Propane		\$ 3,500	
Bank - CC Charges		\$ 17,650	
COGS - PEX Merchandise		\$ 20,000	
Train Services- Virginia & Truckee R.R.		\$ 138,000	
Track-Related Services		\$ 3,200	
Traditional Marketing - Print & Radio		\$ 12,500	
Online/Social Media Advertising		\$ 15,000	
Misc. Expenses		\$ 2,500	
Depot Décor		\$ 1,500	
Props/Costumes		\$ 1,500	
Hot Choc. & Cookies		\$ 10,000	
Rental Equipment - Cords/Container/Toilets		\$ 11,000	
North Expenses/Set-up & Tear Down		\$ 40,000	
Production (All Costs)		\$ 32,000	
Meals - Depot Staff		\$ 600	
Rail Events Royalties		\$ 170,000	
<b>Total PEX Expenses</b>		<b>\$ 532,185</b>	
<b>Total FY Expenses</b>		<b>\$ 1,457,425</b>	



Providing Quality Excavating Services

P: 775-884-3053 F: 775-546-6015

NV LIC #74381 Limit \$150,000

PO Box 4616, Carson City, NV 89702

<b>To:</b>	Nevada Commission For The Reconstruction Of The V&T Railway	<b>Contact:</b>	Elaine Barkdull-Spencer
<b>Address:</b>	C/O KL Dorr Consulting, LLC, PO Box 20112 Carson City, NV 89721	<b>Phone:</b>	775-340-2045
<b>Project Name:</b>	V&T Additive Bid Items	<b>Bid Number:</b>	
<b>Project Location:</b>		<b>Bid Date:</b>	3/12/2019

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Alternate 1- Shade Shelter, HDPE Culvert</b>					
A-1	Remove, Salvage And Reuse Existing Rip-Rap And Aggregate Surfaces. Provide Excavation And Embankment For Pad And Walkway. Provide 60LF 18" HDPE Culvert. Provide 6" PCC Pad Over 6" Base (264 SF), Provide 4" PCC Sidewalk Over 4" Base (84 SF), Provide 10' X 20' Gable End Shade Shelter	1.00	LS	\$51,630.00	\$51,630.00
<b>Total Price for above Alternate 1- Shade Shelter, HDPE Culvert Items:</b>					<b>\$51,630.00</b>
<b>Alternate 2- RARP 5" With Surface Treatment</b>					
A-2	Provide 5" Minimum Compacted Thickness Recycled Asphalt Pavement - Roadmix With Chip Seal And Fog Seal	19,800.00	SF	\$1.97	\$39,006.00
<b>Total Price for above Alternate 2- RARP 5" With Surface Treatment Items:</b>					<b>\$39,006.00</b>
<b>Alternate 3- Additive Parking Lot Striping</b>					
A-3	Provide 4" Wide White Waterbourne Traffic Paint Striping For 23 Stalls	1.00	LS	\$140.00	\$140.00
<b>Total Price for above Alternate 3- Additive Parking Lot Striping Items:</b>					<b>\$140.00</b>
<b>Total Bid Price:</b>					<b>\$90,776.00</b>


**Notes:**

- Exclusions:  
Permits, Fees, De-Watering  
Soils Testing, Surveying, Soil Stabilization  
Processing or Handling any hazardous Materials that may exist in the work areas
- This Proposal May Be Withdrawn If Not Accepted Within Thirty (30) Days Of The Date Hereon.

**Payment Terms:**

NET 30 Days

1.5% Monthly Finance charges on all amounts past 30 days

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>ARMAC Construction, LLC NV License #74381</b></p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Ron Kipp 775-546-3124 ronkipp@armacconstruction.com</p>
---	--



State of Nevada  
**COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY**  
P.O. Box 1711  
Carson City, Nevada 89702

Steve Sisolak  
Governor

Deny Dotson  
Chairman

March 13, 2019

Mr. Deny Dotson – Chairman  
Nevada Commission for Reconstruction of the V&T Railway  
P.O. Box 1700  
Carson City, Nevada 89702

**RE: V&T Railway Reconstruction – 2019 Eastgate Station Site Improvements:  
Bid Summary/Recommendation for Contract Award**

Dear Deny:

As you are aware, bids for the referenced project were opened at 11:10 a.m., March 12, 2019 at the Eastgate Depot in Carson City. One Bid was received from ARMAC Construction LLC with a Base Bid of \$149,896.00 and a total Additive Bid of \$90,776.00. The Engineer's Estimate for the Base Bid was \$98,207.50. The Engineer's Estimate for all the Additive Bid items was \$68,470.00.

Based on my discussion with Elaine Barkdull-Spencer, I would like to recommend that the Commission Award the Contract for the Base Bid of the 2019 Eastgate Site Improvements to ARMAC Construction LLC with a Contract Amount of \$149,896.00.

I would further recommend that a Change Order be authorized by the Commission to include Additive Bid Item #2 (*Additive Place & Compact Recycled Asphalt Pavement - Roadmix (RAPR), 5-Inch Minimum Thickness, including Chip Seal and Fog Seal Surface Treatment*), and Additive Bid Item #3 (*Additive Parking Lot Striping - Additive Bid Paving Area*) for a total Change Order Amount of \$39,146.00 to include this work in the Project.

Last, I would recommend the Commission authorize solicitation of Bids for the *20-Foot x 10-Foot Shade Structure, including Excavation, Embankment, HDPE Culvert Installation, PC Concrete Shade Structure Pad, PC Sidewalk and Engineered Shade Structure Drawings and Foundation Design* to be provided under a separate contract.

If you have any questions, please don't hesitate to call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth L. Dorr".

Kenneth L. Dorr, P.E.  
KL Dorr Consulting LLC

cc: Ron Kipp – ARMAC Construction LLC  
Mike Rowe – Rowe & Hales

**NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY  
2019 Eastgate Station Site Improvements  
CHANGE ORDER #1**

Carson City, Nevada  
Project No. BID #7  
(PWP # N/A)

Sheet 1 of 1  
Contract Change Order No. 1  
Date: March 28, 2019

To: ARMAC Construction LLC, Contractor. You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the original contract for this project.

Change requested by: Kenneth L. Dorr, PE

This Contract Change Order is initiated by The Nevada Commission for the Reconstruction of the V&T Railway to include additional work in the referenced Contract as described below.

**ADDITIVE WORK**

Additive Bid Item #2: Place & Compact Recycled Asphalt Pavement - Roadmix (RAPR), 5-Inch Minimum Thickness, including Chip Seal and Fog Seal Surface Treatment

19,800 SF @ \$1.97 + \$39,006.00

Additive Bid Item #3: Additive Parking Lot Striping - Additive Bid Paving Area

Lump Sum @ \$140.00 + \$ 140.00

**CHANGE TO CONTRACT**

Total estimated cost of change by \$39,146.00

Total contract time will increase by 0 working days.

**The REVISED CONTRACT PRICE including this CHANGE ORDER will be \$ 189,042.00**

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

**Accepted by:** \_\_\_\_\_  
Contractor

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommended by:** \_\_\_\_\_  
VTRW

Title: Engineer Date: 03/28/2019

**Approved by:** \_\_\_\_\_  
Commission

Title: \_\_\_\_\_ Date: \_\_\_\_\_