

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

THURSDAY, April 30, 2020 @ 1:00pm

Due to the Governor's mandate steps to protect against the spread of COVID-19, the V&T Railway Commission is hosting a teleconference meeting this month. Members of the public who wish to attend the meeting remotely, may do so by accessing the following meeting on Zoom.com. Public comment may be made by communication through zoom.

<https://zoom.us/j/97826119483>

Meeting ID: 978 2611 9483

For dial in see the phone numbers listed on the last page of this agenda.

### 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 27, 2020

5. FOR POSSIBLE ACTION: UPDATE ON FY20 FINANCIAL REPORTS

A. FY20 Financial Report by Jennifer McCain, Storey County Comptroller and Elaine Spencer, V&T GM

6. FOR POSSIBLE ACTION: DISCUSS AND APPROVE AGREEMENT WITH STEELE & ASSOCIATES TO PERFORM FY20 AUDIT AND SPECIFY A DEADLINE OF FRIDAY, JULY 31, 2020 TO HAVE RECORDS SUBMITTED TO THE FIRM IN ORDER TO BE MEET SPECIAL LICENSE PLATE REPORTING OBLIGATIONS.

7. FOR POSSIBLE ACTION: DISCUSS OPTIONS FOR 2020 REGULAR TRAIN AND POLAR EXPRESS SEASONS, PLUS REVIEW PROJECTED REVENUE AND EXPENSES RELATING TO THE ABBREVIATED SEASONS

8. FOR POSSIBLE ACTION: DISCUSS AND POSSIBLY APPROVE A REIMBURSEMENT REQUEST TO STOREY COUNTY AS PER V&T'S CURRENT INTERLOCAL AGREEMENT
9. FOR POSSIBLE ACTION: CONSIDERATION AND POSSIBLE APPROVAL OF A REVISED INTERLOCAL AGREEMENT BETWEEN V&T RAILWAY AND STOREY COUNTY TO COMMENCE JULY 1, 2020.
10. FOR POSSIBLE ACTION: PROGRESS REPORT ON THE ENGINE #18 OVERHAUL AND APPROVE ADDITIONAL EXPENDITURES OVER \$5,000.
11. FOR POSSIBLE ACTION: CONSIDERATION AND POSSIBLE APPROVAL TO PUT CERTAIN CONTRACTS ON A MONTH TO MONTH BASIS.
12. FOR DISCUSSION ONLY: UPDATE ON PROPOSED RAILBIKE OPERATION
13. FOR DISCUSSION ONLY: MARKETING UPDATE
14. FOR DISCUSSION ONLY: GENERAL MANAGER'S REPORT
15. FOR DISCUSSION ONLY: ATTORNEY'S REPORT
16. FOR DISCUSSION AND POSSIBLE ACTION: NEXT MEETING DATE(S) & AGENDA ITEMS

The May V&T Railway Commission meeting is cancelled and replaced with the V&T FY21 Budget Hearing.

- Scheduled for Thursday, May 28, 2020

**17. 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)

**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.vtrailway.com](http://www.vtrailway.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).

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Find your local number: <https://zoom.us/j/abX839Kg7S>

# NEVADA COMMISSION for the RECONSTRUCTION of the V&T Railway

THURSDAY, FEBRUARY 27, 2020 @ 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

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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.

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

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### CALL TO ORDER

Chairman Jones called the meeting of the Nevada Commission for the Reconstruction of the V&T Railway to order at 1:02 p.m. and called for the Pledge of Allegiance.

### Pledge of Allegiance

#### 1. ROLL CALL

Elaine Spencer called roll.

Chairperson:	Stan Jones – Present
Vice Chair:	Marshall McBride – Present
Treasurer:	Mike Santos - Present
Board Members:	Deny Dotson – Present
	Nick Marano – Via Conference Call

Others: Elaine Barkdull-Spencer, Angie Hoeger, Michael Smiley Rowe, Tom Gray, Molly Ellery, Jacquelyn Nader, Ken Dorr, Gabe Willaman, David Peterson, Jennifer McCain, Vanessa Stevens, Austin Osborne via Cellular

Public Attendance: There were people present from the public.

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

Chairman Jones wanted to Table Items 7, 8, 11 until next month and asked for Approval of the Agenda.

D. Dotson made a motion to Table Items 7, 8, 11, until next month and to approve the Agenda.

Second – M. McBride

Approved – Unanimously

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

No Public Comment.

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

M. Santos made a motion to approve the minutes from the January 30, 2020 meeting minutes as presented with the change brought up by M. Smiley-Rowe that "Store" County be changed to "Storey" County on a line 5.

Second – M. McBride

Approved – Unanimously

**5. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION AND POSSIBLE ACTION: FINANCIAL REPORTS**

*a. FY2020 FINANCIALS report by Jennifer McCain, Storey County Comptroller*

E. Spencer introduced Storey County Interim Comptroller, Jennifer McCain and Storey County Clerk, Vanessa Stevens. E. Spencer said she has been meeting with them on her request and they have been helping with the books, however, it will take a little longer to combine everything and reconcile plus to make sure everything is categorized correctly ensuring the records coincide. She requested the board allow Jennifer to submit the January and February financials at the March meeting along with the March financials.

Mike Santos asked if this would backup anything needed reporting wise.

E. Spencer said that it would not. She added that this is the closest they have come to a full set of financials through the Tyler System and there are just a few tweaks needed.

M. Santos made a motion to table the financial report until next month at which time they can see the reports.

Second - D. Dotson

Approved – Unanimously

*b. Discussion relating to shared employee with Storey County's Comptroller's office*

E. Spencer had a list of financial service duties/needs and many that can be met by Vanessa Stevens and Jennifer McCain, but others that require a part time employee. She introduced Austin Osborne, Storey County Manager, whom via cellular, reported the position has been posted. It is believed it is in accordance with the M.O.U. and this person would work both in the Comptroller's Office serving Storey County's needs with payroll, etcetera, and fifty percent would be allocated for V&T books and other financial matters outlined in the M.O.U.

E. Spencer passed out a job description of areas that were needed to be covered and contained the following: Monthly record keeping, weekly, bill paying and banking reconciliation, monthly financial reports and monthly attendance to the V&T Railway Commission meetings. Annually, help with compiling reports for government entities such as the Nevada Department of Taxation, Nevada Special License Plate Commission and others, budget report preparation, Polar Express royalty reports, and assistance with the audit.

A. Osborne replied that was correct, and he would defer to Jennifer and Vanessa regarding specific duties, but it is believed an Admin II position would be a capable person for these duties.

E. Spencer directed a question to Jennifer and Vanessa asking as far as the bank reconciliation if the new part time employee would do that task and then bring the information to Vanessa to approve?

V. Stevens responded that to make sure the checks and balances are met; she would be doing the reconciliation. The new part time employee would be doing the accounts payable and make sure the revenue is in the right account.

J. McCain added that in talking amongst themselves, they wanted to keep the checks and balances in place and not have one person responsible for all the duties. She said this negates the way a government operates and sharing this one person, technically the duties will be spread out. As far as the budget and the audits, they would fall more on her shoulders as a higher-level county employee, where the back up work and those things would be by the new employee. E. Spencer would also take part and would supply the information and edit the reports.

Chairman Jones asked Austin when the position would close and when does he anticipate it being filled.

A. Osborne stated the closing date is March 5<sup>th</sup>, 2020. Basing this on good applicants from prior years, he is pretty confident they will get someone competent and qualified to do the job, that they will hit the ground running from day one and need minimal training. There will be some Tyler training and of course things specific to the job, but they will not be hiring anyone that is learning to do the job. He said it would be another one to two weeks after that and they could complete the orientation and get the person up and running. As a reminder he said when they hire someone, they usually have to give two weeks' notice to their current employer.

Chairman Jones asked that E. Spencer be allowed to be part of the interviewing selection process.

A. Osborne said, 'absolutely'. He also wanted to make a fiscal note that they account for all benefits, PERS, other insurance, and everything else, it be split 50/50 and lands to about \$31,000 and change each cycle.

E. Spencer asked if she would have access to the Tyler system to pull up reports, gather numbers quickly, and work on the budget or would they prefer she go to Storey County and work with someone there.

J. McCain said it would require a web access, training, and a set up by their IT. She stated Tiffany had that ability but did not like it. She preferred to go to Storey County,

E. Spencer said she was sure she would like it; if someone was to call and see if they had been paid she could look it up and say, 'yes, you have' rather than leaning on Storey County for answers.

D. Dotson made a motion to share an employee with the Storey County Comptrollers' Office to be effective approximately April 1, 2020.

M. McBride seconded.

Approved – Unanimously

**6. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVAL FOR A CHECK TO BE CUT FROM THE V&T RAILWAY COMMISSION'S WELLS FARGO ACCOUNT FOR THE AMOUNT OF \$535,739.80 TO STOREY COUNTY FOR FY19 VOUCHURES PAID DURING STOREY COUNTY'S ACCOUNTING SYSTEMS TRANSITION**

E. Spencer explained since the request is for over \$5,000 the Commission needs to approve it. She further explained these were the funds used until the systems were merged and they were able to use the Wells Fargo Bank account. E. Spencer relayed there is plenty of money in the account to make the payment right away and it would be good to clean up the books for FY19 now that the audit is finished.

M. McBride made a motion for the commission to make payment to Storey County in the amount of \$535,739.80

D. Dotson seconded

Approved - Unanimously

E. Spencer added for the Board's information they will have to do this again for FY20 in the amount of approximately \$200,000 since there was approximately six weeks that they were using Storey County's General Fund. She then asked J. McCain if an invoice would be sent or how did she want the money transferred.

J. McCain said she could write up an invoice and she was almost finished matching the numbers. That might be something they do in March or April.

**7. FOR DISCUSSION AND POSSIBLE ACTION: DISCUSS THE EXISTING PLEDGE TO STOREY COUNTY FOR \$250,000 TO HELP PAY FOR THE HISTORIC FREIGHT DEPOT AND APPROVE A LETTER TO STOREY COUNTY FOR THE TRANSFER OF THESE FUNDS FROM THE STOREY COUNTY QUARTER CENT SALES TAX FUND TO STOREY COUNTY (TABLED)**

**8. FOR DISCUSSION AND POSSIBLE ACTION: DISCUSS A REQUEST FOR FUNDS SENT TO STOREY COUNTY REQUESTING \$198,630.49 TO COVER TRACK REPAIRS AND MAINTENANCE BETWEEN EASTGATE DEPOT AND GOLD HILL DURING FY19 & FY20 AND THE COST OF ADDITIONAL ADMINISTRATIVE AND FINANCIAL SERVICES (TABLED)**

**9. CHAIRMAN JONES BROUGHT UP THE NEXT ITEM FOR DISCUSSION AND POSSIBLE ACTION: EXPENDITURE REPORT FOR REPAIRS ON THE #18 STEAM ENGINE AND PROGRESS REPORT ON ITS RETURN TO USE**

Tom Gray with Virginia & Truckee Railroad spoke about a photo shoot he had a couple of weeks back, firing up the #29 and the #18. He said people come from all over the world to the Western United States for these shoots every few years. He said since they had crews there, they de-winterized the #18 and had it tested. They have taken it back apart and are doing some work to it. They have a potential to have a tour on April 29<sup>th</sup>, it would be great to test the locomotive out with cars but right now they are just doing some minor things, the oil system was not working well. They still have to adjust the safety valves and the boiler seems to be doing fine, the air pump lubrication failed on us, so once they have those problems solved they are ready to fire it up and try it one more time. This time he would like to try it

with a load and take it some distance. He feels comfortable with it. He said that is where he is with the #18. He said it is only one part of what he does to keep the trains running for the Commission and for the Virginia & Truckee Railroad. He said this is his 45<sup>th</sup> season of operations and he wanted to put it into perspective. He said today there are eight people working on the railroad, they are upgrading rails at the portal of tunnel no. 4 , they usually have 4 months of downtime and due to the drought/beautiful weather they are able to get on their track structure and get a good head start on it, replacing ties. Just last month, they finished putting away the Polar Express Village and decorations, packaging it up. He said it takes quite a while. They did the winter work to Engine #29 and he feels pretty comfortable about that. They did the Federal Inspections, it has been drained, and ready to go. They used a new boiler treatment in it and he feels comfortable with it and they will use the same system in the #18 once they get going. They have done winter work on the coaches with some of the restrooms, PA's. He said the seats take a beating and are slow to get done. The upholsterers are working on the wicker seating. Tom has purchased the wicker from China. It takes many months to get it and he may not be able to get it anymore. He has some left and there are at least two big runs to do on the coaches. The carpets are now old and brown so they will be replacing them. The big thing to do on the coaches is the wheelwork on the Silver City car, he does not know if he can go one more season with the current wheel sets but he has new wheels for it and he plans on getting it done before May.

E. Spencer asked Tom how soon he would like to do a test load.

T. Gray said April 29<sup>th</sup> unless there is another opportunity.

E. Spencer said they have another opportunity; they could put together a VIP/stakeholders' train and use them as the test group. She said she would rather test it with guests than have paid clientele on it and have something happen.

Chairman Jones said E. Spencer and T. Gray could work something out, that it sounded good to him as a good way to try it out. He then asked T. Gray if he was confident with the #18 now.

T. Gray answered, yes, he was getting more confident the more he tests it out, as he has done five thermal cycles on it. He was a little disappointed on this last run, but the work he had done previously was fine. There were some things he did not know about the Engine that he discovered the last couple of weeks, so he would like to get them done. He thinks it would be prudent for the future. He says not a lot of people know how to fix those and sometimes when he gets into it he makes a decision to take on some tasks that haven't been fixed for a century. He then added that yes, he does feel confident with it so far, very much so.

M. Santos thanked T. Gray for all his work. He said he has been up there a few times and realizes he has a lot going on and he really appreciates that. Additionally, M. Santos made a motion to approve Tom's report as read.

D. Dotson seconded

Approved - Unanimously

**10. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION FOR DISCUSSION AND POSSIBLE ACTION: DISCUSS AND APPROVE A WORK MODIFICATION AGREEMENT WITH ENGINEER KEN DORR**

E. Spencer reminded everyone they have been going over the Boards' contracts. She said she met with M. Santos and Chairman Jones to review some of the contracts. One being with Ken Dorr, secondly, Gabe Willaman, in addition with Manhard. Knowing K. Dorr wanted more spare time for himself and not to worry about the train, E. Spencer asked if he



would be willing to be an on-call consultant since his expertise is still needed. She said K. Dorr has been very valuable when it comes to major capital improvement projects, bidding projects, and finding the best contractors for various jobs. She said he has a wealth of information and there are other projects that are forecasted that he has agreed to be an on-call consultant. He is still a licensed engineer and will be for some time.

K. Dorr said he would be stepping down from the Maintenance Away Supervision and Management of the Maintenance Away work that has been done on the Railroad. He will no longer be responsible for the bridge inspections, tunnel inspections, nor reviewing the track inspection reports, coordination with the FRA making sure the safety reports are done. These will be taken up by E. Spencer and G. Willaman. He said he never took the job to be a permanent full-time job. He said he and M. Smiley-Rowe have both been working on this project for nearly thirty years. K. Dorr went on to discuss when he first started his career, he went to work with Union Pacific Railroad. His position was Maintenance Supervisor, he had two positions, a manager of track maintenance; back in the day it was Road Master. He was Road Master in Portland, Oregon and Green River, Wyoming. Green River being one of the hottest spots in the entire nation for train traffic. At the time in the early 1980s if there was a derailment, UP estimated it was costing them \$1,000 a minute if that mainline was shut down. This project came about in the early nineties. He volunteered to work on the project. Over the years he worked for approximately thirteen years and basically, did not really charge anything but a little bit here and there, for the most part it was all volunteer work. When they actually received funding from Carson City and the Federal Highway Administration, and Storey County to move forward, then he had to start actually billing for most of his time. He said he never actually billed for all the time he worked on the project, he always tried to slide a couple hours thanks to Loomis and Associates, Capital Engineering, Manhard, and Ken Dorr Consulting. He was not able to charge full rate. He said it has been an honor to work on the project, it has been wonderful to work with the various board members, with Bob Gray, T. Gray, M. Smiley-Rowe, and G. Willaman all these years.

K. Dorr reflected on a conversation he had with Bob Gray early on before they ever built phase one of the project. He said Bob said if he could possibly build this railroad to minimize the amount of day to day nuisance maintenance on the project that would be a wonderful thing. K. Dorr said that is what they did; the commission has heavier rail sections and new ties throughout the project. As a consequence, they do not have a lot of nuisance work. They do not have to fix a spot here and 100 feet later fix another one. Ken explained further they have a big investment out there that does not require a lot of day to day maintenance. That being said it is a railroad track, it is on a side of a hill, and it does go haywire at some point in time and you need to fix things. K. Dorr said he will still be around to help out with some of those projects working the Commission, with Tom, or Gabe. He said internally it will have to be figured out who the person is that says "I'm going to jail" if there is a problem with the FRA. Those are assignments that have to be done, who will put on slow orders, who is going to take them off. Right now, we have one slow order which is the Chinese Wall. Nothing wrong with the track there, but per Tom's recommendation it is a scary spot, so it has been 5 miles per hour forever. There will be more slow orders, who is going to put those on, who will be responsible for taking those off. He said he would talk about it later in the Engineer's Report but wanted to say this is a real Railroad and it is subject to real Railroad regulations and real liabilities and real problems. This is not a hobby train. It has been an honor working on the project. He will be around if anyone wants to pick his brain.

E. Spencer said they want to thank him properly and they will be seeing him again at an upcoming Commission meeting. She says it has been great working with Ken especially on the capital improvement projects, the repairs and improvements performed at the Eastgate Depot, the parking lot, and everything around there. He has been our lands guy and a wealth of information and it has been great working with him for nearly two years. In the packet passed out earlier, E. Spencer directed everyone's attention to K. Dorr's proposal for engineering services. The first page stating he

would be on-call for engineering support for the V&T Railway and his fee schedule behind that. E. Spencer thanked him for understanding they are on a tight budget and being so extremely reasonable with his rates.

Chairman Jones wanted to personally thank K. Dorr for his support and wealth of knowledge. Chairman Jones also said he was amazed at how much Ken Dorr could recall.

M. Santos said it has been great getting to know Ken. He appreciated the fact that he is willing to provide on-call services stating he is a wealth of knowledge and information, ending with wishing him much luck in his future endeavors.

D. Dotson thanked Ken Dorr for all his guidance, support, and advice.

M. McBride made a motion to approve the work modification agreement with Ken Dorr.

D. Dotson seconded

Approved - Unanimously

**11. FOR DISCUSSION AND POSSIBLE ACTION: DISCUSS AND APPROVE A NEW AND REVISED CONTRACT WITH GABE WILLAMAN RAILROAD CONSTRUCTION (TABLED)**

**12. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION FOR DISCUSSION ONLY: UPDATE ON THE PROPOSED RAILBIKE OPERATION**

M. Santos advised that Jim Adamski and E. Spencer will be appearing before the Carson City Tourism Authority on March 9, 2020, with the railbike business plan and possibly securing money from the CTA. Currently, J. Adamski is busy building fifteen railbikes. When he finishes up on that project then he will be able to move on to ours. They want to get a prototype built so they can get it on the tracks. They are looking at a quad bike right now so when J. Adamski comes up on the 9<sup>th</sup>, they can hopefully get some answers from him, get the prototype built and get it on the track testing so we can possibly get the bikes going this season.

E. Spencer added that when David Peterson with CCCTA, brought up possibly sponsoring some of our bikes. We requested the amount of \$42,000. We will be asking for another \$36,000 from the State of Nevada through a projects grant. As far as costs to start the railbikes, we have plenty of startup covered with our two sponsorships. E. Spencer has an updated cost estimation that will be presented to the CCCTA board. The main change from the prior business plan is that there is no consultant's fee. J. Adamski is not charging us to consult. She said he will build the bikes and charge us but will not charge us as a consultant. The committee will keep the commission posted in relation to the funding commitments.

**13. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: MARKETING UPDATE BY ARGENTUM PARTNERS**

M. Ellery with Argentum Partners said they have been using their downtime during the season to put together different plans for upcoming events and proposed projects. The first one is an overall 2020 plan. The way they tried to position this is trying to rely on outreach, pitching to media, and relationships since they are not sure what the marketing budget will be. They pinpointed different segments for different tv stations that they deemed would be appropriate,

incorporated the launch of railbikes, and the Engine #18 coming back and ideas around that. She referenced her second document on an Engine #18 plan that are cost effective but have high impact. Largely, focusing on social media. She said they are getting a lot of engagement on the Engine #18, so they want to be able to capitalize on that, also unveiling the new name on a social media campaign, Facebook Live, and things like that. They also chalked out a VIP Media night type of event, either on the train or at the depot when people can see the train. The third document she referenced was for railbikes promotions. She said it was made as generic as they could because they were not sure when they would be on the track and what the season would look like. It has a lot of similar pieces. One thing they want to push is doing influencer outreach. Doing an Influencer Day with them going down into the canyon and getting some of that content. Again, some type of VIP Media/mixer event. They also came up with themed railbike rides i.e., a midsummer nights' ride where you can see the stars as you go into the canyon (she said the train in Ely does something similar), capitalizing on the Toast of the Canyon Trains, doing a brewery ride where they have beer available to them after their ride into the canyon, and maybe something like a railbike race to encourage families to attend. The last thing put together was the social content calendar. It is a very generic posting for social media if there is nothing pressing coming up.

Chairman Jones asked if Argentum could gear up for the April VIP train.

M. Ellery responded if it worked out and the train was operational, that is something they would love to capitalize on.

**14. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION FOR DISCUSSION ONLY:  
THE GENERAL MANAGER'S REPORT:**

E. Spencer stated that it has been a busy offseason. Pulling the financials together, working with the auditor, working with Storey County to catch up their FY20 finances and reports. She said there are some marketing grants coming up and she will work with Argentum for their input. She advised that V&T's promotional materials have been updated to include the new schedule and it has a new look. There have been some staff changes. Tina Klapac is taking an extended leave of absence as her mother is not doing well. Angie Hoeger is going to pick up her duties and will be working to reach out and attract groups. She explained that we are getting quite a few groups who are purchasing tickets for the train season, but this year she put together a marketing campaign that would include a salesperson calling on groups and educating them about the train and providing them informational materials. We are running lean during the offseason with just two part-time people and we will stay that way until she feels we need the additional staff.

D. Dotson asked E. Spencer in regard to presenting to Storey County if there was a timeline and if they were working on a tentative budget and a final budget.

E. Spencer confirmed, yes, but that their budget is presented to the V&T Commission in May.

D. Dotson then asked if it would be next month.

E. Spencer said she would, along with the tabled items from today's agenda.

**15. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION ONLY:  
ENGINEER'S REPORT:**

Ken Dorr passed out a memo done by the FRA Council in 2011. He said it lists the applicable sections of the Federal Railroad Requirements that are applicable to this railroad. He wanted the Commission to be aware that those are the rules and regulations we are guided by (and Tom is also subject to) as a historic railroad.

There is not a lot of maintenance being conducted. He said Gabe is waiting for it to rain before he does any welding and grinding so they do not cause any fires. He said he did not know of any big issues. No slow orders except for the Chinese Wall. He said it has been really dry. He says when you have a wet year, like everything else, the track goes downhill. He thinks we are basically in good shape. He said E. Spencer asked what is there on a long-term basis that they need to be aware of. He said the biggest item is the Overman Embankment. He said it was constructed using approximately 400,000 cubic yards of fill material to take place of the track bed that had been excavated in the late 1940s when the Overman Pit was mined. As part of the original geotechnical report they knew an embankment was going to settle, but they still would rather have an embankment that settles a little every year versus a trestle. Ken Dorr said he was not in favor of a trestle because if you had a failure because of the unstable ground all throughout the Comstock, you could have a catastrophic failure if a trestle were to go down on a load. They decided to deal with the fact that it would settle. The first run of problems were on the easterly/uphill land of the embankment. They had to do a rehabilitation project 2012 which involved taking the rail up, reconstructing sub grade, putting some fabric down, and rebuilding track. That is holding up pretty well, but the rest of the embankment, the southern half, or westerly half, will ultimately need to have the same work done to it. They set some rebar pins in that embankment so they could record how much of the embankment is settling. Up until 2017 it did not settle very much; 2017 the middle of the embankment settled about 8 inches and Gabe had to of course raise the track up 8 inches. The problem is to hold that ballast in place we are using temporary timber tie curbs to keep that ballast from rolling down the hill. They are pretty ugly, but they work. Ultimately, that is an expense the Commission is going to keep in the back of their mind. If we keep having winters like this, maybe it's further down the road.

The only other item that is a big-ticket item right now but could change, is a culvert needs to be installed at Milepost 5.2. We did not think it was needed when the work was done. That is between Eastgate and Eureka. Right there on the alignment there is a 36 inch corrugated pipe, some type of steel pipe, that was installed in 1869. It should have been replaced. We did not know there was a problem there until 2017 and then what happened was the water backed up on the embankment and tunneled or channeled through the opening made by the culvert and the embankment settled. Right now, it is stable, ultimately, it needs to be replaced. That is probably about a \$50,000 dollar bill. Ken Dorr's suggestion was to wait until it fails and then go fix it. He said it is not a big deal since it would tend to be a winter type failure when you have heavy run off and not during railbikes or when you are in the canyon.

K. Dorr further commented there will always be problems or little issues that will come up that Gabe and input from Tom and his Engineers can get up and fix those. Slow orders will have to be issued as required. There are all kinds of proactive and reactive work by its nature; joint oiling, trying to put ballast down ahead of time. Trying to fix issues before they become issues. The good thing is it is a real good facility. There are problem spots, about a half dozen of them, none are earth shattering. The Overman embankment is the biggest future cost and the Commission will have to do some proactive work there sometime in the future.

M. McBride asked in regard to the Overman Pit, what Ken Dorr would use as an educated guess as far as time frame for repair work and estimated cost.

Ken Dorr said the 2012 work was about \$225,000 for pulling the track up. Danny Coons did the earth work and Gabe pulled the rail up and put it back. Probably similar cost to do the other side. There are a couple of options that could be

looked at, he said, besides pulling up the tracks, he said you possibly stabilize it with a pressure grouting operation. A lot of railroads use that procedure. It is \$225,000 - \$250,000 approximately and the timeframe depends on the weather. During wet years things tend to settle.

**16. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ATTORNEY'S REPORT.**

M. Smiley-Rowe reported he and E. Spencer have been going through older files to find records she needs to check on budget matters. For instance, the Drako Building will be paid off at the end of this calendar year. He said they had to dig around for that stuff. He asked if E. Spencer found what she was looking for.

E. Spencer said her research did not provide a lot of board packets, just various older minutes. She said the minutes he gave her today might help, and she could maybe still track down the archived agenda to find out when it was discussed. She said if she could not find the agreement for the Drako building, she would go to Dwight Millard or maybe Bruce Kitress.

M. Smiley-Rowe said that if the monthly payments end this year and there is a lump sum payoff it could put a constraint on the operating budget. M. Smiley -Rowe says other than that it has been quiet which is a good thing.

**17. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION ONLY:  
NEXT MEETING DATE(S) AND AGENDA ITEMS:**

A. V&T Railway Commission Meeting to be 1:00 p.m. on Thursday, March 26, 2020, at the Community Center.

E. Spencer said agenda items for the March meeting will include discussing current finances and a projected budget for FY21, but also an augmented budget for FY20. An augmented budget would be due in April and according to state guidelines they will have to have a budget hearing meeting in late May to approve the FY21 budget. She explained that the auditor had told her that we needed to provide an FY20 augmented budget for items that would be overbudget in FY20. She wants to get in front of both.

Also, the contracts that will be reviewed and brought back to the board for review and comment are 1) the General Manager's contract, 2) the Marketing Agency's contract 3) Train Services contract and 4) Track Maintenance since G. Willaman's contract was tabled today for track maintenance.

**CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: COMMISSIONER'S COMMENTS:  
(Chairman Jones Included Public Comment)**

D. Dotson said he was very much looking forward to next month's meeting. He said it is a very important meeting and hopefully there will be transparent financial reports, discussion of a budget, augmented items, and some contracts. He went on to acknowledge how much work E. Spencer does, and then he asked if the Board could receive the material a little earlier, when it is posted specifically to the public so he has a chance to review it and honor the work that is being done and can listen to the presentations.

E. Spencer agreed.

M. McBride said it might be prudent for this board going forward with budgeting to do a couple line items for putting money aside for track maintenance in one account and another for locomotive maintenance. We know how expensive these projects are as K. Dorr just said it cost \$225,000 to work on the Overman it could cost us that or more in the future. We know how the expenses are for repairs on the locomotive; it runs in the hundreds of thousands of dollars. If we could budget to put away X amount of dollars away each year going forward, then when we do have something to do on a grand scale like that then it does not hit us so hard all at once. Just a suggestion going forward.

**18. CHAIRMAN JONES BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ADJOURNMENT OF THE MEETING.**

S. Jones adjourned the meeting at 2:03 p.m.



# Budget Report Account Summary

For Fiscal: V&T 2019-2020 Period Ending: 03/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>ExpRptGroup1: 510 - SALARY DIRECT EXPENSE</b>							
<b>Expense</b>							
<a href="#">221-221-51021-000</a>	CASUAL LABOR	65785	65785	2234.93	48594.23	17190.77	26.13
<a href="#">221-221-51021-232</a>	CASUAL LABOR-POLAR	13835	13835	2538.18	31084.03	-17249.03	-124.68
	<b>Expense Total:</b>	<b>79620</b>	<b>79620</b>	<b>4773.11</b>	<b>79678.26</b>	<b>-58.26</b>	<b>-0.000732</b>
<b>ExpRptGroup1: 510 - SALARY DIRECT EXPENSE Total:</b>		<b>79620</b>	<b>79620</b>	<b>4773.11</b>	<b>79678.26</b>	<b>-58.26</b>	<b>-0.000732</b>
<b>ExpRptGroup1: 530 - OPERATIONAL EXPENSES</b>							
<b>Expense</b>							
<a href="#">221-221-53010-232</a>	POSTAGE - POLAR	3105	3105	0	4763.36	-1658.36	-53.41
<a href="#">221-221-53011-000</a>	OFFICE SUPPLIES	850	850	363.29	2770.81	-1920.81	-225.98
<a href="#">221-221-53012-000</a>	TELEPHONE	2900	2900	227.3	2179.5	720.5	24.84
<a href="#">221-221-53013-000</a>	TRAVEL	4175	4175	0	2068.68	2106.32	50.45
<a href="#">221-221-53014-000</a>	DUES & SUBSCRIPTIONS	2000	2000	789	3012.36	-1012.36	-50.62
<a href="#">221-221-53022-000</a>	UTILITIES	23500	23500	1049.7	17108.4	6391.6	27.2
<a href="#">221-221-53026-233</a>	REPAIRS-ENGINE #18	0	0	0	108728.99	-108728.99	0
<a href="#">221-221-53031-000</a>	BANK CHARGES	0	0	0	604.52	-604.52	0
<a href="#">221-221-53032-000</a>	BANK CREDIT CARD FEES	27750	27750	122.33	970.28	26779.72	96.5
<a href="#">221-221-53055-000</a>	TRACK MAINT	60000	60000	0	39662.51	20337.49	33.9
<a href="#">221-221-53057-000</a>	BLDG MAINT	4500	4500	0	3562.8	937.2	20.83
<a href="#">221-221-53060-000</a>	SPECIAL EVENT EXPENSES	13000	13000	39.96	16440.19	-3440.19	-26.46
<a href="#">221-221-53060-232</a>	SPECIAL EVENT EXPENSES - POLAR	57100	57100	-28977.07	62652.21	-5552.21	-9.72
<a href="#">221-221-53061-000</a>	MERCHANDISE EXPENSE	4000	4000	498.14	12482.49	-8482.49	-212.06
<a href="#">221-221-53061-232</a>	MECHANDISE EXPENSE- POLAR	54000	54000	0	45565.63	8434.37	15.62
<a href="#">221-221-53065-000</a>	EVENT ENTERTAINMENT	0	0	0	62.59	-62.59	0
<a href="#">221-221-53070-000</a>	PROFESSIONAL SERVICES	595000	595000	15415.48	423438.73	171561.27	28.83
<a href="#">221-221-53070-232</a>	PROFESSIONAL SERVICES-POLAR	168200	168200	35830.17	188968.67	-20768.67	-12.35
<a href="#">221-221-53072-000</a>	FURNITURE & FIXTURES	5975	5975	0	4769.79	1205.21	20.17
<a href="#">221-221-53076-000</a>	CHARGE FOR SERVICES	0	0	-3662.18	800	-800	0
<a href="#">221-221-53090-000</a>	AUDIT/BUDGET	10000	10000	13000	22000	-12000	-120
<a href="#">221-221-53305-232</a>	ROYALTIES	170000	170000	173686.9	173686.9	-3686.9	-2.17
<a href="#">221-221-53601-000</a>	ADVERTISING/PROMOTION	7500	7500	0	51719.93	-44219.93	-589.6
<a href="#">221-221-53601-232</a>	ADVERTISING/PROMOTION-POLAR	12500	12500	0	14667.21	-2167.21	-17.34
<a href="#">221-221-53602-000</a>	TRADITIONAL ADVERTISING	27500	27500	0	11289.44	16210.56	58.95
<a href="#">221-221-53602-232</a>	TRADITIONAL ADVERTISING	0	0	0	37.5	-37.5	0
<a href="#">221-221-53609-000</a>	SOCIAL MEDIA/INTERNET	91000	91000	0	49052	41948	46.1
<a href="#">221-221-53609-232</a>	SOCIAL MEDIA ADVERTISING-POLA	15000	15000	0	16478.27	-1478.27	-9.86
	<b>Expense Total:</b>	<b>1359555</b>	<b>1359555</b>	<b>208383.02</b>	<b>1279543.76</b>	<b>80011.24</b>	<b>0.058851</b>
<b>ExpRptGroup1: 530 - OPERATIONAL EXPENSES Total:</b>		<b>1359555</b>	<b>1359555</b>	<b>208383.02</b>	<b>1279543.76</b>	<b>80011.24</b>	<b>0.058851</b>
<b>ExpRptGroup1: 560 - MISCELLANEOUS</b>							
<b>Expense</b>							
<a href="#">221-221-56500-000</a>	MISCELLANEOUS	2500	2500	-173845.24	7395.18	-4895.18	-195.81
<a href="#">221-221-56500-232</a>	MISCELLANEOUS POLAR	0	0	0	2100	-2100	0
<a href="#">221-221-56504-000</a>	MEETING EXPENSE	750	750	0	507.2	242.8	32.37
<a href="#">221-221-56530-000</a>	TICKET REFUNDS	0	0	2017.32	2739.32	-2739.32	0
<a href="#">221-221-56600-000</a>	INSURANCE PREMIUM	10000	10000	1049	11545.01	-1545.01	-15.45
	<b>Expense Total:</b>	<b>13250</b>	<b>13250</b>	<b>-170778.92</b>	<b>24286.71</b>	<b>-11036.71</b>	<b>-0.832959</b>
<b>ExpRptGroup1: 560 - MISCELLANEOUS Total:</b>		<b>13250</b>	<b>13250</b>	<b>-170778.92</b>	<b>24286.71</b>	<b>-11036.71</b>	<b>-0.832959</b>

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
ExpRptGroup1: 640 - 640 Expense <a href="#">221-221-64010-000</a>						
CAPITAL OUTLAY	5000	5000	0	14918.05	-9918.05	-198.36
Expense Total:	5000	5000	0	14918.05	-9918.05	-1.98361
ExpRptGroup1: 640 - 640 Total:	5000	5000	0	14918.05	-9918.05	-1.98361
Report Total:	1457425	1457425	42377.21	1398426.78	58998.22	0.040481



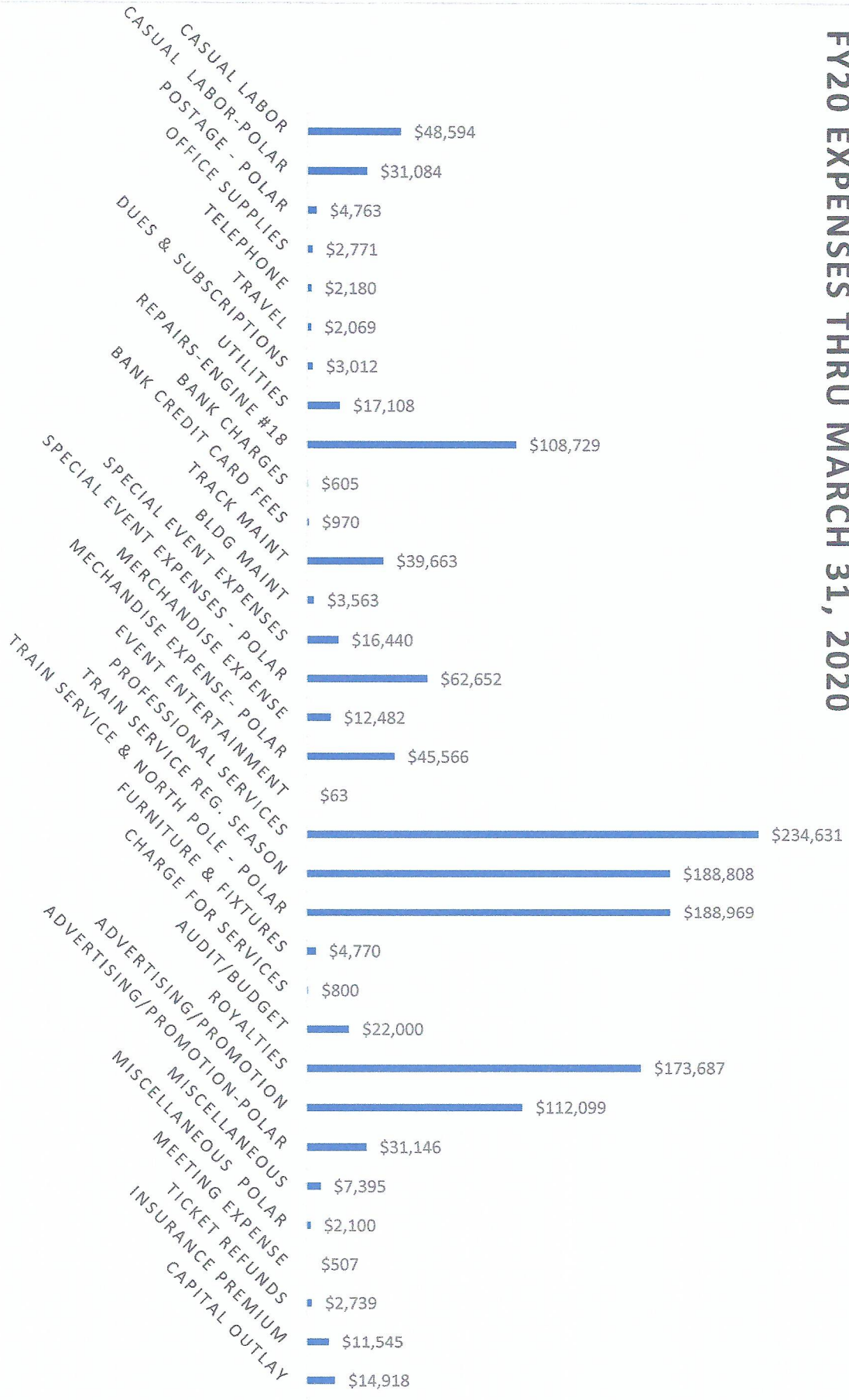
## Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
<b>ExpRptGroup1: 510 - SALARY DIRECT EXPENSE</b>						
Expense	79620	79620	4773.11	79678.26	-58.26	-0.000732
<b>ExpRptGroup1: 510 - SALARY DIRECT EXPENSE Total:</b>	<b>79620</b>	<b>79620</b>	<b>4773.11</b>	<b>79678.26</b>	<b>-58.26</b>	<b>-0.000732</b>
<b>ExpRptGroup1: 530 - OPERATIONAL EXPENSES</b>						
Expense	1359555	1359555	208383.02	1279543.76	80011.24	0.058851
<b>ExpRptGroup1: 530 - OPERATIONAL EXPENSES Total:</b>	<b>1359555</b>	<b>1359555</b>	<b>208383.02</b>	<b>1279543.76</b>	<b>80011.24</b>	<b>0.058851</b>
<b>ExpRptGroup1: 560 - MISCELLANEOUS</b>						
Expense	13250	13250	-170778.92	24286.71	-11036.71	-0.832959
<b>ExpRptGroup1: 560 - MISCELLANEOUS Total:</b>	<b>13250</b>	<b>13250</b>	<b>-170778.92</b>	<b>24286.71</b>	<b>-11036.71</b>	<b>-0.832959</b>
<b>ExpRptGroup1: 640 - 640</b>						
Expense	5000	5000	0	14918.05	-9918.05	-1.98361
<b>ExpRptGroup1: 640 - 640 Total:</b>	<b>5000</b>	<b>5000</b>	<b>0</b>	<b>14918.05</b>	<b>-9918.05</b>	<b>-1.98361</b>
<b>Report Total:</b>	<b>1457425</b>	<b>1457425</b>	<b>42377.21</b>	<b>1398426.78</b>	<b>58998.22</b>	<b>0.040481</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
221 - V&T COMMISSION	1457425	1457425	42377.21	1398426.78	58998.22	0.040481
<b>Report Total:</b>	<b>1457425</b>	<b>1457425</b>	<b>42377.21</b>	<b>1398426.78</b>	<b>58998.22</b>	<b>0.040481</b>

# FY20 EXPENSES THRU MARCH 31, 2020



# V&T Railway 2020 Regular & Special Event Trains

Best case scenario...We will run every Sat. & Sun. July 4<sup>th</sup> - Sept. 27<sup>th</sup>  
Limiting trains to 120 passengers with 3 cars and sanitizing between rides

## July, August, & Sept. – Local's One Way Special

- Storey, Lyon, Douglas & Carson counties' residents only
- Saturdays & Sundays
- \$25 One-Way tickets to VC. Must have their own transportation back to CC
- 10 a.m. train departure
- Call to book or walk-ups only. No online bookings.

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## ➤ July 4<sup>th</sup> & 5<sup>th</sup> – Fourth of July Weekend Train

- 9 a.m. event starts (10 a.m. train departure to VC)
- This will be our season kick off. Our train and facilities will be dressed up in red, white and blue and we will handout red, white & blue beads and small flags. We will have recorded patriot music playing in the depot
- Price \$55 Adult, \$52 Senior & Vet, \$35 Child

## ➤ July 18<sup>th</sup> & 19<sup>th</sup> - Journey Back in Time & Engine 18's Return to Service Celebration

- 9 a.m. event starts (10 a.m. train departure to VC)
- 20 reenactors in 1800 costumes. Live folk music
- Train will arrive early giving passengers a photo op and a meet & greet with the crew.
- Will serve free pastries, coffee, mimosas and juice to the passengers
- Price \$55 Adult, \$52 Senior & Vet, \$35 Child

## ➤ August 8<sup>th</sup> – Tropical Express - canyon train ride for the family

- 4 p.m. event starts (5 p.m. train departs to Canyon. Returns by 6 p.m.)
- Ukulele players and hula dancers entertain before the train ride
- Passengers encouraged to wear Hawaiian shirts, shorts and sundresses
- BBQ box dinner, Hawaiian beverages & paper leis for guests
- \$45 Adult & \$35 Child

## ➤ September 12<sup>th</sup> – V&T Wild West Train Robbery in the Canyon - Wine & Beer Train

- 4 p.m. event starts (5 p.m. train departs to Canyon. Returns by 6 p.m.)
- Live western guitar music & saloon girls
- Onboard train robbery reenactment
- Passengers encouraged to wear old time western attire
- Boxed dinner, beer and wine served onboard
- \$45 Adults Only

REVENUE	Tentative Budget	Reduced Rides	W/O Season & PEX	May & June Only
STATE GRANTS	-	no grants	-	
LICENSE PLATES	19,200.00	averaged	19,200.00	
SC TOURISM TAX	125,000.00	full rate	125,000.00	
GEN GOVT OTHER	-	none from CCCTA	-	
TICKET SALES	174,000.00	July - Oct 20/May& June 21	88,000.00	May & June only
TICKET SALES - PEX	429,270.00	less rides	5,110.00	gift certificates promotion
INTERST EARNINGS	-	included in Drako pymt	-	
STORE LEASE	2,100.00	Less months	600.00	
PHOTO COMM - PEX	4,000.00	decreased rides	-	
DONATIONS	200.00	wine donations	-	
MISC - OTHER	-		20,000.00	RB track lease
#18 Train Lease	12,500.00	train & track lease	8,000.00	train & track lease
DRAKO PAYMENT	34,020.00	continue taking pymts	34,020.00	
SALES OF GOODS	2,800.00	#18 products + limited food	1,460.00	
SALES OF GOODS - PEX	23,580.00	decreased rides	-	
	826,670.00		301,390.00	

EXPENSES	ANNUAL	Reduced Rides	W/O Season & PEX	
Labor	(57,000.00)	shared employee & VT temp	(45,000.00)	shared employee & VT temp
Labor - PEX	(12,000.00)		-	
Shipping	(300.00)		(300.00)	
Shipping - PEX	(3,900.00)		-	
Office Supplies	(1,000.00)		(800.00)	
Telephone	(1,800.00)		(1,600.00)	
Travel	-		-	
Travel - PEX	(1,500.00)		-	
Dues/Subscriptions/Fees	(4,000.00)		(4,000.00)	
Utilities	(18,000.00)		(9,000.00)	
Repairs - Engine 18	(50,000.00)		-	
Bank Charges	(400.00)		(400.00)	
Credit Card Fees	(3,040.00)		(2,000.00)	
Credit Card Fees - PEX	(8,585.00)		-	
Track Maint	(9,245.00)		(5,000.00)	in lieu of
Bldg Maint	(2,000.00)		(500.00)	
Special Events Exp	(5,000.00)		(1,800.00)	
Special Events Exp - PEX	(45,000.00)		-	
COGS	(1,400.00)		(740.00)	
COGS - PEX	(24,000.00)		-	
Proff/Contract Services	(297,000.00)	includes train service	(184,000.00)	includes train service
Proff/Contract Services - PEX	(125,000.00)	includes train & cast cost	-	
Furniture & Fixtures	(500.00)		(500.00)	signage
Charge for Services	(2,500.00)		-	
Audit/Budget	(14,000.00)		(14,000.00)	
Advertising/Promo	(12,500.00)		(3,500.00)	
Advertising/Promo - PEX	(5,000.00)		-	
Social Media	(10,000.00)		(10,000.00)	mothers day & June promotion
Social Media - PEX	(5,000.00)		(3,500.00)	gift certificates promotion
Misc.	-		(2,500.00)	
Royalties - PEX	(90,000.00)		-	
Misc. - PEX	-		(250.00)	
Insurance	(12,000.00)		(12,000.00)	
Capital Outlay	(5,000.00)		-	
	(826,670.00)		(301,390.00)	



# IV. Phase 1:

## Federal Criteria & Recommendations



NEVADA  
HEALTH  
RESPONSE

# PHASE 1: INDIVIDUALS

White House Recommendations	Nevada Medical Advisory Team Recommendation	Status
Vulnerable populations should continue to shelter in place	Vulnerable populations (older residents & those with underlying immunocompromising conditions) should remain home until the outbreak has subsided	<b>APPROVED</b>
Avoid socializing in groups of 10 or more	Extend Nevada Emergency Directive restricting large in-person gatherings of 10 or more people	<b>APPROVED</b>
Minimize non-essential travel	Maintain Governor's Travel Advisory	<b>APPROVED</b>
Strongly consider using face coverings while in public	Extend Governor's guidance on face coverings for public use AND review strengthening current guidelines	Guidance extension - <b>APPROVED</b> Strengthening guidelines - <i>UNDER REVIEW</i>



# PHASE 1: EMPLOYERS

White House Recommendations
Encourage telework
Return to work in phases
Close common areas
Minimize non-essential business travel
Special accommodation for vulnerable populations

## STATE ECONOMIC RECOVERY LEAD:

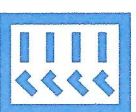
**Michael Brown**

*Executive Director, Governor's Office of Economic Development*



### IMMEDIATE RECOVERY

*Help provide strategic reopening guidance to businesses on the protocols and practices required to operate under these new conditions*



*Develop and share a standard set of science-based protocols for all businesses, adapted to the needs of different sectors*



### LONGER-TERM RESILIENCE

*Support businesses once reopening has occurred by working together to design and pursue strong economic recovery strategies*





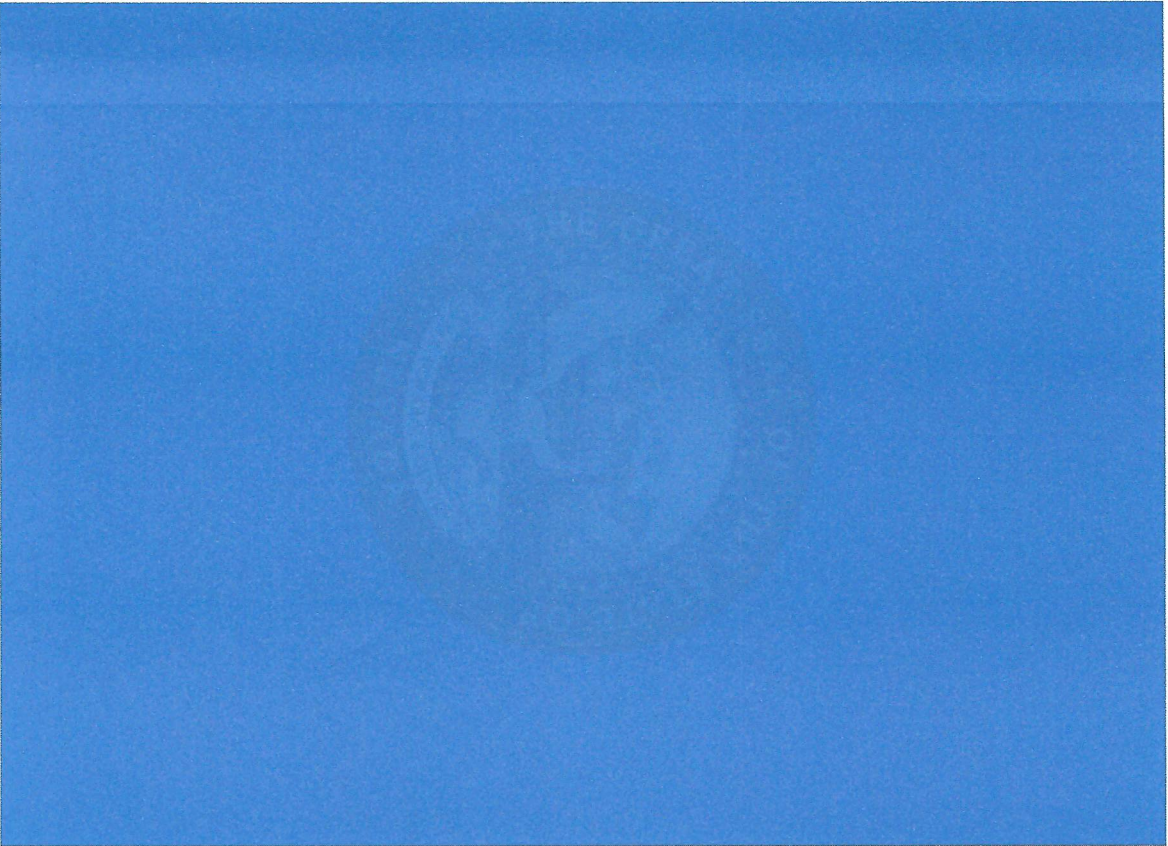
# PHASE 1: SPECIFIC EMPLOYERS

White House Recommendations	Nevada Medical Advisory Team Recommendation	Status
In-person visitors to senior living facilities and hospitals should be prohibited	In-person visitors to senior living facilities and hospitals should be prohibited with strong encouragement of video conferencing capabilities	<b>APPROVED</b>
Bars should remain closed	Bars remain closed	<b>APPROVED</b>
Elective surgeries can resume on an outpatient basis	<i>UNDER REVIEW*</i>	<i>UNDER REVIEW*</i>
Gyms can open if they adhere to strict protocols	<i>UNDER REVIEW</i>	<i>UNDER REVIEW</i>
Large venues (dining, movies, sporting, places of worship) can operate under strict physical distancing protocols	<i>UNDER REVIEW</i>	<i>UNDER REVIEW</i>

\*No directive was issued regarding elective surgeries

# PHASE 1: SPECIFIC EMPLOYERS

White House Recommendations	Nevada Medical Advisory Team Recommendation	Status
Schools that are currently closed should remain closed	Close school buildings for the remainder of the academic year	<b>APPROVED</b>



## V. Next Steps



NEVADA  
HEALTH  
RESPONSE

# NEXT STEPS

- Continue to develop guidance for Phase 1 implementation
- Continue reviewing Phase 2 and Phase 3 recommendations from The White House
- Begin sector-specific discussions on reopening plans (Director Brown)
- Complete details of planning framework, including regional reopening
- Continued coordination with Western States



NEVADA  
HEALTH  
RESPONSE





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

**Steve Sisolak**  
Governor

**Stan Jones**  
FY20 & FY21 Chairman

February 16, 2020

**Requests for Funds**

Dear Ms. McCain,

As per our meeting on Friday, February 7, 2020, the V&T Railway Commission requests reimbursement of track maintenance and track repair costs between Eastgate Depot and Gold Hill accumulated during FY19 and for reimbursement and projected expenses for FY20. These expenses are directly related to the costs of the Carson City to Virginia City excursion train, and as stipulated in the V&T Interlocal Agreement with Storey County are reimbursable by way of proceeds of the ¼ of 1 cent sales tax for this purpose and in specific circumstances.

In addition to these cost reimbursements, we request \$50,000 to offset the cost of administrative assistance and financial services occurred in FY19.

Please see attached summaries. Thank you for your time on February 7th and for Storey County's continued support for the V&T Railway. Please feel free to call me at 775-340-2045 with any questions.

FY19 Cost: \$73,026.73  
FY20 Cost: \$75,603.76  
Admin. Support: \$50,000.00

Total Request: \$198,630.49

Regards,

Elaine Barkdull-Spencer  
General Manager  
V&T Railway

Cc: Stan Jones, V&T Railway Commission, Chairman  
Marshall McBride, Storey County Commission, Chairman  
Austin Osborne, Storey County Manager

**V&T Interlocal Agreement, item 16: Storey County Quarter Cent Sales Tax.** Storey County voters approved a ballot measure in 2010 (ST-1) extending the 1/4 of 1 cent sales tax upon retailers in Storey County for a period of 30 years. In 2010 the Commission and Storey County agreed that if the Storey County voters approved the ballot measure, that the Commission would refund to Storey County on a monthly basis sales taxes as are collected by the Commission under any renewed or extended sales tax ordinance for the entire length of time that such additional 1/4 of 1 percent sales tax is approved by the Storey County electorate. That obligation continues. Storey County will annually attribute \$125,000.00 from the proceeds of the tax in the V & T Railway Fund for the operation and maintenance of the railroad within Storey County. These funds are subject to being utilized by the Commission in preparing its annual budget. In any year in which proceeds from ticket sales and the annual amount provided above are insufficient to cover the costs of the train operation and track maintenance of the railroad or, in an emergency, the V & T Commission may request that additional tax revenues be allocated to cover those expenses.

V & T INTERLOCAL AGREEMENT

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This Agreement is entered into as of the date of the last signature affixed hereto and is by and between the County of Storey, (County) a political subdivision of the State of Nevada, ~~the Virginia City Tourism Commission (VCTC)~~ and the Nevada Commission for the Reconstruction of the V & T Railway (Commission), a body corporate and politic of the State of Nevada.

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BACKGROUND

The Commission was created by an Act passed in the 1993 Nevada Legislative Session. See Chapter 566, 1993 Stats. of Nev. pg. 2326. Initially the commission was known as the Tricounty Railway Commission and consisted of members from Carson City, Storey County and Lyon County. In the Legislative Session of 2001, the Commission was given its present name and expanded to include members from Douglas County and Washoe County. See Chapter 42, 2001 Stats. of Nev. pg. 400. In the Legislative session of 2017, the makeup of the Commission was again amended to reduce the number of commissioners and its jurisdiction was reduced to Carson City and Storey County. See Chapter 62, 2017 Stats. of Nev. pg. 239. The purpose of reducing the size of the Commission was to increase the effectiveness of the Commission, reduce the costs of the Commission and to limit the representatives on the Commission to those with a substantial interest in the successful operation of the historic V & T Railroad.

The Commission has the authority to enter into an agreement with the ~~Treasurer~~ Comptroller of Storey County to create a fund for the Commission and to pay all claims against the fund that are properly approved by the Commission. 1993 Stats of Nev., chapter 566 , section 8(2). It also has the authority to take such actions necessary to accomplish the purposes of the act creating the Commission. Further, pursuant to NRS Chapter 277.180 any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform. By this Agreement the parties desire to establish a process for handling the finances and budgets of the Commission through the use of the services of the Storey County Treasurer with assistance from the Storey County Comptroller ~~and with the use of personnel from the VCTC~~ to provide administrative accounting services. Accordingly, the parties hereto agree as follows:

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- Budget Preparation.** Each year, the Storey County Comptroller shall prepare tentative and final budgets with the assistance of the Executive Director in accordance with the Local Government Budget and Finance Act (NRS 354.470 – 354.626, inclusive) on behalf of the Commission, subject to the approval of the Commission.
- Budget Augmentation.** The Storey County Comptroller shall also prepare ~~any~~ the Nevada Department of Taxation documentation necessary for budget augmentations which are approved by the Commission.

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3. **Comptroller Processing of Bills.** Bills to pay the expenses of the Commission will be first submitted to the Commission. ~~If the bills are Bills~~ approved for payment, they must be delivered to the Storey County Comptroller for processing and for the issuance of vouchers. Vouchers prepared by the Comptroller shall be delivered to the Storey County Treasurer for payment. Processing of payables will follow Storey County policies and established processes.

4. **Creation of Fund.** The Commission shall approve by resolution, the creation of a ~~special revenue~~ Enterprise fund to be known as the V & T Railway Fund. It is agreed that this fund shall be under the control of the Storey County — Comptroller.

5. **Location of Account.** The account containing the V & T Railway Fund shall be maintained at the Wells Fargo Bank. All balances in other accounts maintained by or on behalf of the Commission shall be consolidated into the V & T Railway Fund account.

6. **Deposits into the V & T Railway Fund.** There shall be deposited into the V & T Railway Fund the revenues from the operation of the Railway, funds appropriated by either Carson City or Storey County for the benefit of the operations of the Railway, funds generated through the sale of license plates pursuant to NRS 482.37945, grants received, and donations received, and any remaining balance in the Nevada Commission for the Restoration of the V & T Railway Fund under the control of Carson City.

7. **Use of Revenues from License Plate Sales.** To the extent that funds are received from the sales of license plates pursuant to NRS 482.37945, they must only be used for the reconstruction, maintenance, improvement and promotion of the Virginia & Truckee Railroad. Commission will advise the Department of Motor Vehicles that revenues from the sale of license plates should now be directed to the Storey County Treasurer for deposit in the Fund authorized by 1993 Stats. of Nev. chapter 42 section 8(2).

8. **Reimbursement of Storey County.** Approved vouchers for the payment of Commission expenses will be forwarded to the Storey County Comptroller who will audit and authorize payment of approved vouchers from Storey County funds by the Storey County Treasurer. County will be reimbursed for its expenditures from the V & T Railway Fund. The Storey County Treasurer and Comptroller will have signing authority over the V & T Railway Fund and need not await the approval of the reimbursement for the payment of vouchers authorizing the payment of bills which have been approved by the Commission.

9. **Records.** Storey County will maintain complete accounting records for the Commission, which records will be public records available for inspection by the Commission, Carson City, the independent auditor and the public. Commission will endeavor to obtain all existing accounting records and turn them over to the Storey County Comptroller.

10. **Reports.** The Storey County Comptroller will prepare timely monthly, quarterly and annual accounting reports and perform or prepare analyses and special reports as requested by the Commission.

11. **Accounting.** In addition to the other duties provided above, the Storey County

**Commented [VS2]:** Is this the process that is currently followed?

**Commented [EB3]:** Any thing over \$5,000 and is a non-budgeted item must be approved by the V&T Commission, but the GM has the authority to approve items under \$5,000 and any amount already budgeted for.

**Commented [EB4]:** It can read like this.

**Commented [VS5]:** Update language, no longer use vouchers, talk to Comptroller

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**Commented [EB6]:** All revenues will already directed to the V&T Railway Fund at the time of the signing of the MOU.

**Commented [EB7]:**

**Commented [VS8]:** What funds are under the control of Carson City?

**Commented [EB9R8]:** This relates to an old MOU. All funds were transferred to V&T in June of 2018.

**Commented [VS10]:** Should be sent directly to the V&T Checking Account

**Commented [EB11R10]:** Agreed.

**Commented [VS12]:** Currently the checks are signed by the V&T and Comptroller, I would recommend that it remains that way

**Commented [EB13]:** Agreed

Comptroller and Treasurer shall reconcile the account containing the V & T Railway

Fund, balance the check book for the fund against the bank statements produced and provide for the proper account classifications for voucher payments.

~~12. Administrative Services Provided by VCTC. Personnel of the VCTC will provide administrative services on behalf of the VCTC. These services include preparation of agendas and agenda packages, posting of agendas, creating and retaining the minutes of the meetings of the Commission, and be the depository for the records of the Commission.~~

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13. Payment for Services of County. County is entitled to have the costs incurred in handling the financial and budgeting matters for Commission paid to County. These costs include a portion of the salaries, wages and benefit costs incurred by County in providing the services. County will submit invoices for the cost of the services provided to Commission for approval. Commission shall promptly review each invoice on a monthly basis, and process each invoice as the Commission processes other monthly invoices.

~~Storey County will share an admin 2 position with the V&T, half of this salary including wages and benefits will split 50/50. This position is under the direction of the Storey County Comptroller's office and an employee of Storey County. All merit increases and promotions will be processed in accordance with Storey County policy and the AFSCME contract. I would suggest that this be worded in a way that is billed by the hourly rate...not a 50/50 split. There is a real chance that the V&T will only run part time this year. For the first 24 months of this agreement, the County and Commission on an hourly basis will share an administrative assistant, accountant, or like position to perform accounting, bookkeeping, and other administrative functions of the Commission as specified in this Agreement. The subject position will be equivalent to that of an Administrative Assistant II in the Storey County Classification Plan. All merit increases, promotions, transfers, overtime, incentive pay, differential, etc. will be administered in accordance with Storey County policies and/or the applicable collective bargaining agreement. Written timesheets shall reflect the hours spent on Commission work by the staff of the Comptroller's office. Following this 24-month period the County and Commission will share the cost of this like position on a 50/50 basis.~~

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~~14. Payment for Services of VCTC. VCTC is entitled to have the costs incurred by the VCTC in handling administrative matters for the Commission, reimbursed to the VCTC. These costs include a portion of the salaries, wages and benefits costs incurred by the VCTC in providing the services. The VCTC will submit invoices for the cost of the services provided to the Commission for approval. Commission shall promptly review each invoice on a monthly basis, and process each invoice as the Commission processes other monthly invoices. The County Treasurer upon payment of a voucher issued to reimburse the VCTC for its costs shall transfer the sum approved to the County general fund for allocation to the VCTC.~~

15. Status of Interlocal Contract with Carson City. The Commission and Carson City entered into an Interlocal Contract on the 31<sup>st</sup> day of August, 2005, by which the Carson City Finance Department would provide financial services on behalf of the Commission. That Agreement is superseded by this Agreement as Storey County will now be

providing the financial and budgeting services.

16. **Storey County Quarter Cent Sales Tax** . Storey County voters approved a ballot measure in 2010 (ST-1) extending the 1/4 of 1 cent sales tax upon retailers in Storey County for a period of 30 years. In 2010 the Commission and Storey County agreed that if the Storey County voters approved the ballot measure, that the Commission would refund to Storey County on a monthly basis sales taxes as are collected by the Commission under any renewed or extended sales tax ordinance for the entire length of time that such additional 1/4 of 1 percent sales tax is approved by the Storey County electorate. That obligation continues. Storey County will annually attribute ~~\$125,000.00~~ \$250,000 from the proceeds of the tax in the V & T Railway Fund for the operation and maintenance of the railroad within Storey County. These funds are subject to being utilized by the Commission in preparing its annual budget. In any year in which proceeds from ticket sales and the annual amount provided above are insufficient to cover the costs

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of the train operation and track maintenance of the railroad, or, in an emergency situation, the V & T Commission may request that additional tax revenues be allocated to cover those expenses.

17. The Agreement between Storey County and the Commission dated May 20, 2010 is superseded by this Agreement.
18. **Termination.** Either party may terminate this Agreement for any reason or even for no reason at all upon giving 60 days notice to the other party of the termination. Notice shall be in writing and mailed by certified mail, return receipt requested to:

Storey County Manager  
P. O. Box 176  
Virginia City, NV. 89440

Nevada Commission for the Restoration of the V & T Railway  
Post Office Box 1711  
Carson City, NV 89702-1711

Upon termination of this Agreement, the Storey County Treasurer will turn over control of the account containing the V & T Railway Fund to the Commission. The Storey County Comptroller will turn over all financial and budgeting records to the Commission.

19. **Limitation of Liability.** The parties do not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any breach by a party shall never exceed the amount of funds which have been identified for payment under the Agreement for each month.
20. **Governing Law.** This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada.
21. **Severability.** If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.
22. **Status of Parties.** The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each party is and shall be a public agency separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or except as provided herein, otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities and obligations of the other agency or any other party.
23. **Assignment/Delegation.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

24. **Waiver of Breach.** Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
25. **No Interpretation Against Drafter.** Each party recognizes that this Agreement is a legally binding contract and acknowledges that such party has had the opportunity to consult with legal counsel of choice. In any construction of the terms of this Agreement, the same shall not be construed against either party on the basis of that party being the drafter of such terms.
26. **Force Majeure.** Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.
27. **Entire Agreement; Modifications.** This Agreement constitutes the entire agreement of the parties and is intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.
28. **Third-Party Beneficiaries.** Unless otherwise specifically provided herein, nothing in this Agreement shall be construed to create any third party beneficiaries.
29. **Counterparts and Facsimile Signatures.** This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each party and delivered to the other party, it being understood that all parties need not sign the same counterpart. This Agreement may be executed by facsimile signatures.

**IN WITNESS WHEREOF**, the above-named parties have set their hands and executed this Agreement on the date(s) set forth below.

(Dates and Signatures appear on next page.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Board of County Commissioners of Storey County

By: \_\_\_\_\_  
Marshal McBride, Chairman

Attest:

Vanessa Stephens Storey County Clerk  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Vanessa Stephens, Storey County Clerk/Treasurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Nevada Commission for the Reconstruction of the V & T Railway

By \_\_\_\_\_  
~~Deny Dotson, Stan Jones~~ Chairman

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Attest:

\_\_\_\_\_  
Commission Secretary

~~(Signatures of VCTC on next page)~~

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Virginia City Tourism Commission

By:    Ron Gallagher, Chairman

Attest:

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Commission Secretary