



## Commission Members

Stephanie Hicks  
Leah Kruse  
Clay Mitchell  
David Peterson  
Michelle Schmitter

## NOTICE OF PUBLIC MEETING

of the

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

**DAY:** Wednesday  
**DATE:** July 26, 2023  
**TIME:** Beginning at 9:00 am  
**LOCATION:** Carson City Community Center Robert "Bob" Crowell Board Room  
851 E. William St.  
Carson City, NV 89701

### AGENDA

#### NOTICE TO THE PUBLIC

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

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

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

1. CALL TO ORDER
2. ROLL CALL AND DETERMINATION OF A QUORUM

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENT:** \*\* The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
5. **FOR POSSIBLE ACTION:** Approval of Minutes of the June 28, 2023, meeting.
6. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T statement of accounts payable checks paid June 1-30, 2023. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review the invoice listing for accounts payable checks totaling \$176,773.57, paid June 1-30, 2023.*
7. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the adjusted V&T Fiscal Year (“FY”) 2022/2023 budget reports, period ended June 30, 2023. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review a comparative statement of adjusted revenue totaling \$1,612,219.39, expenses totaling \$1,362,897.82, and make a determination whether they approve of the report.*
8. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a determination that Sierra Nevada Construction, Inc. (“SNC”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. FY23-C005 to SNC to repair potholes and resurface the Eastgate Station parking area and the Eastgate Siding Road (“Project”) for a total amount not to exceed \$206,857.35 through December 31, 2023. – **David Peterson** (admin@vtrailway.com) **Staff summary:** *The Project includes the resurfacing of the Eastgate Station parking area and Eastgate Siding Road from the parking area to Flint Drive. The not to exceed amount of \$206,857.35 comprises the base amount of \$168,157.00 for the Eastgate Station parking area and an additive amount of \$28,850.00 for the Eastgate Siding Road, for a total amount of \$197,007.00 and a 5% contingency of \$9,850.35. The V&T Commission discussed this item at the June 2023 meeting and requested that the item be brought back for consideration at the July 2023 meeting.*
9. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the applications for the Executive Assistant contract position and possible authorization of the Chair to enter into an agreement to be ratified by the V&T Commission at its next meeting. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *A request for proposals for an Executive Assistant position was posted and no responses were received by the deadline of June 15, 2023. The V&T Commission let the contract without a competitive solicitation, in accordance with NRS 332.148, and will be entertaining any applications received on or before July 25, 2023, at 5 p.m.*
10. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the applications for The Polar Express Theater Production Services contract position and possible authorization of the Chair to enter into an agreement to be ratified by the V&T Commission at its next meeting. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *A request for proposals for the Polar Express Theater Production*

*Services position was posted and no responses were received by the deadline of June 15, 2023. The V&T Commission let the contract without a competitive solicitation, in accordance with NRS 332.148, and will be entertaining any applications received on or before July 25, 2023, at 5 p.m.*

- 11. FOR POSSIBLE ACTION:** Discussion and possible action regarding authorizing one or more members of the V&T Commission to engage in discussions with State of Nevada agencies with common goals and objectives regarding the long-term viability and sustainability of the V&T Commission. – **David Peterson** (admin@vtrailway.com)

**12. FOR DISCUSSION ONLY:**

**MONTHLY NON-ACTION ITEMS:**

- a. Operations Report – Allyson Bolton, Atypical Consulting and Events
- b. Train Operations Report – Thomas Gray, VTRR
- c. Upcoming Meeting:
  1. *Commission Meeting on August 23, 2023, @ 9:00 am.*

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

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

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

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

- 15. FOR POSSIBLE ACTION:** To Adjourn.

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

provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Chair in order to facilitate the meeting.

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

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

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

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

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

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

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