



## 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:** August 23, 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 July 26, 2023, meeting.
6. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T statement of accounts payable checks paid July 1-31, 2023. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review the invoice listing for accounts payable checks totaling \$69,976.29, paid July 1-31, 2023. Of this amount, \$39,268.95 is allocated for FY23.*
7. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the adjusted V&T Fiscal Year (“FY”) 2023/2024 budget reports, period ended July 31, 2023. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review a comparative statement of adjusted revenue totaling \$1,000.00, expenses totaling \$31,707.34, and make a determination whether they approve of the report.*
8. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed Agreement for On-Call Engineering Services between the V&T Commission and KL Dorr Consulting, LLC, for a not to exceed amount of \$15,000 at a rate of \$150.00 per hour for engineering services and \$90 per hour for drafting services, for Fiscal Year 2023-2024. – **Stephanie Hicks** (admin@vtrailway.com) **Staff Summary:** *KL Dorr Consulting, LLC has proposed to assist the V&T Commission with on-call general engineering services including: 1) for the Eastgate Station Parking Area Resurfacing Project, construction management, contractor coordination, construction monitoring, pay request review, certified payroll review and preparation of necessary Notice of Award and Notice of Completion documentation, for an amount not to exceed \$5,000; and 2) other general engineering and track maintenance of way coordination as the V&T Commission may require, including the annual US 50 bridge inspection, the annual structure inspection of tunnel #2, culverts, slopes, crossings, signs and drainages, for an amount not to exceed \$10,000. KL Dorr Consulting, LLC has proposed certain revisions to the V&T Commission’s standard contract, which are attached and will be discussed on the record.*
9. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed contract for services of independent contractor with Cheryl Bailey for Executive Assistant services, for a not to exceed amount of \$50,000 for Fiscal Year 2023-2024, at a rate of \$5,000 per month, with the option to renew for three additional years if agreed upon by both parties and the renewal is in the best interest of the Commission. – **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 reviewed applications at the July 26, 2023, Commission meeting. At such time, direction was given to Chair Peterson to enter contract negotiations with Cheryl Bailey and to bring a proposed contract to the next V&T Commission meeting for consideration.*

**10. FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed contract with CJ Wilson, LLC for The Polar Express Theater Production Services, for a not to exceed amount of \$115,775, effective to January 31, 2024. - **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 directed Chair Peterson and Commissioner Schmitter to entertain additional avenues. Chair Peterson and Commissioner Schmitter are proposing a contract with CJ Wilson, LLC for The Polar Express Theater Production Services.*

**11. FOR POSSIBLE ACTION:** Discussion and possible action regarding a declaration of default of Roy Street Properties, LLC for failure to pay certain installments provided in the Promissory Note dated November 30, 2021, related to a certain property with APN 008-522-15, located in Carson City, Nevada and authorizing the Chair to deliver a Declaration of Default to the trustee or otherwise initiate the foreclosure proceedings. - **David Peterson** (admin@vtrailway.com) ***Staff summary:** Following a 6-month delinquency in payment, Chair Peterson is asking for direction from the V&T Commission whether to send Roy L. Street a notice that payment is immediately due and payable asking that the balance be paid within 7 days. The V&T Commission will need to declare that Roy Street Properties, LLC is in default, and authorize the Chair to deliver a declaration of default to the trustee in order for the foreclosure proceedings to be initiated.*

**12. FOR DISCUSSION ONLY:**

**MONTHLY NON-ACTION ITEMS:**

- a. Chair update on engagement with State of Nevada agencies with common goals and objectives regarding the long-term viability and sustainability of the V&T Commission – David Peterson
- b. Operations Report – Thomas Gray, VTRR
- c. Train Operations Report – Thomas Gray, VTRR
- d. Upcoming Meeting:
  1. Commission Meeting on September 27, 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>