



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: September 27, 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 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. 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 August 23, 2023, meeting.
6. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T Commission's statement of accounts payable checks paid August 1-31, 2023. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review the invoice listing for accounts payable checks totaling \$48,272.31, paid August 1-31, 2023.*
7. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T Commission's adjusted Fiscal Year ("FY") 2023/2024 budget reports, period ended August 31, 2023. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review a comparative statement of adjusted revenue totaling \$192,110.14 and expenses totaling \$159,731.09 and make a determination whether to approve the report.*
8. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed agreement for on-call inspection services and reports for the US 50 bridge crossing, all culverts along the alignment, Tunnel No. 2, slopes and ditches and the Overman Embankment with Wood Rodgers, Inc., for a not to exceed amount of \$5,030, effective through June 30, 2024. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *If this Agreement is approved, Wood Rodgers, Inc. will perform inspections and reports at the following cost: the US bridge crossing up to \$1,400; all culverts along the alignment up to \$1,500; Tunnel No. 2 up to \$1,200; slopes and ditches and the Overman embankment up to \$500; and one V&T Commission meeting per year for a lump sum of \$500.*
9. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed revenue sharing agreement with Storytime Photography or Boo-Bug Creations & Photography, for photos with Santa at the Eastgate Depot during the 2023 POLAR EXPRESS Train Ride event. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will discuss and make a determination regarding two proposals that were submitted: one from Storytime Photography who is proposing the V&T Commission receive 30 percent of the gross sales and provide no staff; and one from Boo-Bug Creations & Photography, who is proposing the V&T Commission receive 25 percent of the gross sales and provide a crowd assistant. The value of the revenue sharing agreement is estimated to be under \$50,000 based on the revenue the V&T Commission received for the same event in the Fiscal Years 2019 through 2022.*
10. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed agreement for decoration services at the Eastgate Depot with Celadon Events, for a not to exceed amount of \$11,400, during the 2023 POLAR EXPRESS Train Ride event. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission has received a proposal that includes the materials, labor and*

transportation.

11. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed agreement for social media services with Aumada Marketing, for a not to exceed amount of \$13,500, at a rate of either \$1,000 per month for social media management or \$1,500 per month for the full marketing package, effective October 1, 2023, through June 30, 2024. – **David Peterson** (admin@vtrailway.com) *Aumada Marketing has provided the V&T Commission a proposal with two different options to be addressed during the V&T Commission meeting: 1) social medial management, which includes comprehensive social media management, content creation and platform monitoring, at a cost of \$1,000 per month; and 2) full marketing, which covers social media management, public relations efforts and email marketing campaigns, at a cost of \$1,500 per month.*
12. **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 7-month delinquency in payment, on August 21, 2023, Chair Peterson sent Roy L. Street a notice that payment is immediately due and payable and asking that the balance be paid within 7 days. Payment was not received during the required timeframe. The V&T Commission will be updated on the communications with Mr. Street and a recommendation will be made regarding foreclosure.*
13. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a draft Records Retention Policy and strategy for digitizing the V&T Commission’s documents. – **Allyson Bolton** (admin@vtrailway.com) **Staff Summary:** *In an effort to digitize historical documents of the V&T Commission, staff was directed to draft and drafted a Records Retention Policy which will be presented to the V&T Commission for consideration and approval. Staff will also address possible next steps in the process of digitization, which include hiring an outside vendor and selecting documents to be shredded.*
14. **FOR POSSIBLE ACTION:** Discussion and possible action regarding proposed revisions and updates to the 2021-2023 Strategic Plan of the V&T Commission. **Allyson Bolton** (admin@vtrailway.com) **Staff Summary:** *Due to the possible early termination of the contract with ATypical Consulting and Events, staff was directed to prepare an update to the 2021-2023 Strategic Plan through September 2023 and propose revised deliverables and deadlines.*
15. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed mutual termination agreement of Contract No. FY21-C004 dated May 18, 2021, entitled “Contract for Services of Independent Contractor” with Atypical Consulting and Events and its Amendment #1 dated November 3, 2022 (“the Contract”), effective September 30, 2023. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *In April 2023, Atypical Consulting and Events expressed a desire to terminate the Contract and*

the parties, through their legal counsel, have worked on reaching a mutual agreement to terminate. The proposed mutual termination agreement is being brought to the V&T Commission for consideration.

16. 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. Board Relations Report – Cherri Bailey
- c. THE POLAR EXPRESS Train Ride Production Report – Carla Wilson
- d. Eastgate Depo and Train Operations Report – Thomas Gray and Candy Duncan, VTRR
- e. Upcoming Meeting:
 1. *Commission Meeting on October 25, 2023, @ 9:00 am.*

- 17. 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.

- 18. 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.

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

****PUBLIC COMMENT LIMITATIONS –** The V&T 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.

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 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 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 or call (775) 686-9037.

The agenda and supporting material are available on the V&T 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).

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>