



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: October 23, 2024
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.

- 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 September 26, 2024, meeting.

6. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the V&T Commission’s statement of accounts payable checks paid August 1-31, 2024 and September 1-30, 2024. – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review the invoice listing for accounts payable checks totaling \$118,279.83 paid August 1-31, 2024 and accounts payable checks totaling \$72,521.85 paid September 1-30, 2024.*
7. **FOR POSSIBLE ACTION:** Discussion and possible action regarding the adjusted V&T Commission’s Fiscal Year (“FY”) 2024/2025 budget reports, period ended August 31,2024 and September 30, 2024 – **Leah Kruse** (admin@vtrailway.com) **Staff Summary:** *The V&T Commission will review a comparative statement of adjusted revenue totaling \$106,336.52 and expenses totaling \$151,917.09 for August a comparative statement of adjusted revenue totaling \$934,538.05 and expenses totaling \$224,438.94 for September and make a determination whether to approve the report.*
8. **FOR DISCUSSION ONLY:** Discussion and presentation by KPS3 of the V&T Commission’s new website redesign. – **David Peterson** (admin@vtrailway.com) **Staff Summary:** *KPS3 was contracted by the Commission to design, develop, launch, manage and maintain the Commission’s new website. During this meeting, KPS3 will present the progress it has made on the website redesign so far.*
9. **FOR POSSIBLE ACTION:** Discussion and possible action regarding proposed Amendment #1 to Contract FY23-001 with Coons Construction, LLC exercising the option to renew the original contract for three additional years, through December 31, 2027, and modifying the scope of work to include additional necessary services for the setup, teardown and maintenance of the North Pole for the POLAR EXPRESS Train Ride, for an additional amount of \$11,857 in 2024, and for the amount of \$62,485 years 2025 through 2027, and a total contract amount not to exceed \$339,312.00.– **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The North Pole scenes utilized for the POLAR EXPRESS Train Ride have experienced significant wear and tear over the years. Coons Construction was requested to submit a proposal for upgrading these scenes at the North Pole over a three-year period, thereby extending their contract, which is set to expire December 31, 2024. The initial phase of this project includes building 10-12 arches and replacing the bottom half of the Bell Tower with a cost of \$11,857 in 2024.*
10. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed agreement with Celadon Events, for Christmas decorations at the Eastgate Depot during the 2024 POLAR EXPRESS Train Ride event, for a total amount not to exceed \$7,800.00.- **David Peterson** (admin@vtrailway.com) **Staff Summary:** *The parties entered into a similar agreement in 2023.*

11. FOR DISCUSSION ONLY:

MONTHLY NON-ACTION ITEMS:

- a. Executive Assistant Update – Cherrie Bailey
- b. POLAR EXPRESS Production Update – Carla Wilson
- c. Operations/Trains Report – Thomas Gray, VTRR
- d. Upcoming Meeting:

V&T Commission Meeting on Wednesday, November 20, 2024 @ 9:00 am.

12. 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.

13. 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.

14. 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.

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 Cherrie Bailey at 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 A, 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 A <https://vtrailway.com/about/vt-commission/>
<http://notice.nv.gov>