

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

**THURSDAY, 30 August 2018 @ 1:00pm**

**Carson City Community Center – SIERRA ROOM**

**851 East William Street (Highway 50 and South Roop Street) Carson City, Nevada 89701**

**AGENDA**

**1:00 PM CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**A. ROLL CALL**

**B. 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.*

**C. 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.*

**D. FOR POSSIBLE ACTION: APPROVAL OF MEETING MINUTES FOR**

*A. 26 July 2018*

**E. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW PROPOSALS FOR AN ADDITIONAL SEPTIC TANK NEEDED FOR EXTRA CAPACITY AT THE V&T RAILWAY FACILITY.**

**F. FOR DISCUSSION AND POSSIBLE ACTION: AUGUST 2018 FINANCIAL REPORT INCLUDING REVENUE AND EXPENSE TOTALS FOR THE MONTH OF AUGUST.**

**G. FOR DISCUSSION ONLY: ENGINE #18 STATUS UPDATE BY TOM GRAY**

**H. FOR DISCUSSION ONLY: MARKETING REPORT BY ARGENTUM PARTNERS**

**I. FOR DISCUSSION ONLY: GENERAL MANAGER REPORT**

**J. FOR DISCUSSION ONLY: TICKET SALES REPORT**

**K. FOR DISCUSSION ONLY: ATTORNEY'S REPORT**

**L. FOR DISCUSSION ONLY: ENGINEERING REPORT**

## **M. COMMISSIONERS REPORTS & COMMENTS**

## **N. FOR DISCUSSION ONLY: NEXT MEETING DATE & AGENDA ITEMS**

A. **28 September 2018 meeting @ 1:00pm**

## **O. 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.

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### **Certificate of Posting**

I, Elaine Barkdull Spencer, General Manager, V&T Railway Commission, 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.vtcommission.com](http://www.vtcommission.com), and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting or supporting materials, please contact Elaine Barkdull Spencer, General Manager, V&T Railway Commission at (775) 340-2045, [vandtrailway@gmail.com](mailto:vandtrailway@gmail.com).

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

Thursday July 26, 2018 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 Dotson called the meeting of the Nevada Commission for the Reconstruction of the V&T Railway to order at 1:00 p.m. and called for the roll.

### Pledge of Allegiance

#### A. ROLL CALL

Tiffany Dubois called roll.

**Chairperson:**

Deny Dotson

**Vice Chair:**

Nick Marano

**Treasurer:**

Joel Dunn - Absent

**Board Members:**

Jack McGuffey - Absent

Stan Jones

Tiffany noted there was a quorum present.

### Others:

Elaine Burkdull-Spencer, General Manager

Candy Duncan, Project Coordinator

Ken Dorr, Engineer

Michael Smiley Rowe, Legal Counsel

Tiffany Dubois, Administrative Assistant, Virginia City Tourism Commission

Molly Ellery & Mike Draper, Argentum Partners, Marketing Team

### Public Attendance:

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

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D. Dotson stated they will move Item E to the front of the agenda.

N. Marano made the motion to approve the agenda with stated changes.

Second – S. Jones

Approved – Unanimously

**E. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION ONLY, UPDATED 2018-19 FISCAL YEAR MARKETING PLAN POWERPOINT PRESENTATION BY ARGENTUM PARTNERS PLUS MARKETING REPORT**

Mike Draper discussed the last ninety days of marketing and communications and a preview and plan for the remainder of the year. He discussed the focus of their marketing in April was earned media, which he explained is news coverage or other media that is not paid for. He stated they received pretty significant coverage on all of the local stations for Mother's Day and kickoff for the year. He discussed the VIP event in and some of the feedback they have received. He states RSCVA and NV Tourism will be looking at working the trains into the FAM tours. He spoke about the teams putting up posters and the areas they are posterizing. He discussed the current standing of the email distribution list and states they are in the beginning stages of building the eblast program. He explained the statistics included in the eblast program and stated it is quite high compared to the industry standard. He provided some of the template emails that have been sent out in the eblast program. He explained the process they are using to track their digital marketing dollars and what the return on those dollars is. He explained some of the issues they have had with Activity Tickets and stated he believes it is new stuff for Activity Tickets and states they are currently working through it. He provided an update on the current adwords and website statistics which are fairly high compared to industry standards. He discussed the paid social media ads that have been run. He states they have significant responses to sponsored ads on Facebook. He stated the Click Through Rate on Facebook is slightly below industry average. He states the cost per click is still very reasonable. He provided statistics for engagement changes from May 1, 2018 to July 24, 2018, which is up significantly. He discussed the growth with Instagram and shared some of the top Instagram posts. He states this is a look back at what has been done over the previous ninety days. He states they have spent approximately \$3,000 on paid advertising which is minimal and will be changing going forward.

D. Dotson states it takes time to develop social identity and asks what Argentum's thoughts are with posts and finding and following a pattern.

M. Draper states in the beginning it was more of a, "let's get something going" or "we need ticket sales" approach, they were not sure what was and was not available as far as pictures and those types of assets. He states it has been an evolving process and they have developed a grasp of what is working what isn't and now they are developing new content or a specific campaign that will capture that engagement and build on it. He continued with the presentation explaining their plan going forward. He states they have captured testimonials and will be putting together quarterly testimonials to use on social media and on the website. He states he will share the PowerPoint presentation with everyone so they can get the colors and the feel for the new templates. He shared the new eblast template and explained each eblast will be very tailored. He states they will continue to engage their street team who does the posterizing and places the event on community calendars. He states Polar Express is an event that does not need a lot of explaining and simply needs a nudge from time to time. He states it does not need a lot of targeting marketing, but states it would be foolish to ignore it. He states they plan to use as much earned media and create some partnerships for it and then leverage the attention over the Polar Express season and carry it over into the next season. He states they would like to convert the Polar Express riders into regular riders for the next season. Next he presented the budget they are proposing. He states the budget does include some grant money they have received. The overall budget he says is about \$45,000 and about \$10,000 of that is grant funding which leaves a cost to the commission of about \$35,000. He states the budget includes the following items: Search Engine Optimization; geo-targeted Ads; increase social media ads; a direct mail piece guided by demographics that meet our target audience in Northern Nevada; traditional media including print (to include the smaller rural newspapers); sponsored radio ads; street teams; and the eblast program to include weekly and special event information. He states they would also like to do a photoshoot with a local photographer who would give them a break on the pricing. He addresses the website saying it needs to be optimized. He states it needs to be redone, but for now, it would be best to just optimize since they are in the middle of the season. included in the budget as well. He provided an example of the direct mail idea and the posters the street team have been placing around town. He also provided an example of the banner ads. He provided an example of the pay per click ads they have been running and explained they would like to continue with them and increase their use. Next he spoke about the radio advertising they would like to add and the interest they have received from local radio stations. He states the next thing they are working on is putting together a campaign. He states they are putting together a campaign that can be used this year but also be built upon next year so they are not reinventing the wheel. He shared two of the concept ideas they have for the campaign. One of those concepts is an "All Aboard" concept that he states will be based on the idea that you never know who you could see on the train because it is for anybody. He elaborated on some of the ideas that would go into this campaign and how they would be used. Next he shared the second idea which was a "Train of Plot" idea. He states the idea is based on people choosing their own adventure type of theme. He states it offers a bit more opportunity to engage, but may be a little difficult to translate. He elaborated again of how they plan to build this campaign and move forward with it. He shared some of the elements that could be used in this campaign and how they would work. He states he believes the All Aboard idea will be the easiest to translate and the easiest to get going quickly. He states some of the stuff he has discussed they already have some stuff ready to go with it. He states that is where they are standing right now with marketing.

S. Jones asked to see the budget again. He states that he has been involved in political campaigns and it is his

experience that direct mailers are not always the best and suggests that money may be better spent somewhere else. M. Draper states that even if 5% of people engage and the rest get thrown away, that is still only a cost of about \$.60 per engagement which is a fairly decent return on investment. He states the fact that we are in an election season means they'll have to work hard on the direct mail, however, he also believes that may work well since it is not something speaking to the elections. He states it is a very affordable means of advertising.

D. Dotson asks if they'll use a code to track it.

M. Draper states they will.

D. Dotson asks what the plan is with video. He states it is used a lot in Virginia City and asks for M. Draper's thoughts on video.

M. Drapers states it is not on the budget. He states they would like to include video, however, they tried to maximize the budget to be the most effective now. He states they were concerned with what was effective for this year and to get video edited can take time. He states the video assets that are already available to the organization are good but there are things that can be done that would be better. He states they planned to address the video after the season. He explained the photographer they are using also has the capability of doing video, however, he is not a videography company. He states they will be using him to create thirty second snippets of video that can be used.

D. Dotson states that is something to focus on for the second cycle grants from Travel Nevada because he believes that should be raised to the top for this year and to start next year.

M. Draper states he agrees because people need to feel it. He states they would also like to get drone footage of the train as well.

D. Dotson asked if the 10,000 names on the database is what was left after it was cleaned up.

M. Draper states it is actually closer to 9,500 after cleanup. He states that database is one of the most important pieces of information and valuable assets.

D. Dotson asks what the rate is for eblasts.

M. Draper states it is currently \$95 and can go up to \$110 per blast. He states they are nowhere near jumping up to the tier where the price will increase. He states another thing they have discussed is getting some additional lists that have been volunteered, however, they have not worked out how that is going to happen yet. He states he believes that the next additional tier is an additional \$25 per blast that is sent out. He states he believes the next number they have to hit for an increase to happen is 12,500 emails on the list.

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

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There was no public comment, D. Dotson moved to the next item.

#### **D. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: APPROVAL OF MEETING MINUTES**

A. 28 JUNE 2018

S. Jones made the motion to approve the minutes from the June 28, 2018 meeting.

Second – N. Marano

Approved – Unanimously

#### **F. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR DISCUSSION AND POSSIBLE ACTION: JULY 2018 FINANCIAL REPORT INCLUDING REVENUE RECEIVED AND VOUCHERS PAID**

E. Barkdull-Spencer stated she stopped by the bank before the meeting to get the current account totals. She states those are all credit card receipts since the beginning of the season. She states there is just over \$350,000.00 in the Bank of America account. She states she is working with Hugh Gallagher at Storey County to move that money to Storey County. She explained that Mr. Gallagher was working with Vanessa Stephens the Storey County Treasurer to come up with a plan for moving that money over. She explained that in the meantime, this is just being used as a holding account for ticket sales that are accumulating. There are no checks being written or money being withdrawn from this account right now. She provided a copy of what was picked up from the bank today. She spoke regarding the vouchers report included. She states these are the payables since the last meeting. She shared that she is not currently using a debit card. She explained she and Mr. Gallagher have been speaking about moving from Bank of America to Wells Fargo since Storey County is currently using Wells Fargo, she believes it will make things easier. She states total expenditures since the last board meeting have been \$87,940. She states that Mr. Gallagher does not believe that they are ready to provide updated audited account numbers or to do the final merging the finances.

D. Dotson states this is a process and will take some time. He states he has done this move with VCTC to move from the private accounting system and going to the government accounting system.

E. Spencer states when Hugh Gallagher is comfortable, he will do the final merge and then there will only be one account. She states there has been about \$10,000 deposited into the Storey County accounts. She shared that they made about \$1,000 in the "yard sale" they had with the leftover Polar Express merchandise from previous years.

N. Marano made a motion to approve the July 2018 financial report to include the revenue received and the vouchers paid.

Second – S. Jones

Approved – Unanimously

**G. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: FOR CONSIDERATION AND POSSIBLE ACTION: REVIEW AND APPROVAL OF SIX-MONTH AUDIT (JUNE 30 – DECEMBER 31, 2017) PERFORMED BY STEELE AND ASSOCIATES**

E. Barkdull-Spencer states she met with Mr. Gallagher to go over the audit on Monday. She states the only thing that really stood out on the audit was that this is a board in the middle of transition. She states there were a few checks where things were not paid at first but had been entered. She states all of those have been found and paid correctly at this point. She states some of these things were simply because checks were being cut from different places. She states it was during the busiest times of the year. She states there will be some adjustments according to what Mr. Gallagher has seen.

M. Rowe states the significant practices piece of the audit should be edited for the next audit since the composition has changed.

E. Spencer asks him to clarify if he is saying this should be changed to reflect both boards or something else.

M. Rowe states the note is accurate for the first half of the fiscal year. He states going forward from there, he believes the change to the composition of the board should be reflected.

S. Jones made a motion to approve the six-month audit from June 30, 2017 to December 31, 2017 performed by Steele and Associates, including the proposed changes by M. Rowe.

Second – N. Marano

Approved – Unanimously

**H. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: GENERAL MANAGER'S REPORT**

E. Spencer states they have been trying to put together theme trains to help make up for the slow start of the season. She states they are getting close to filling the trains, but have just barely missed that mark. She states they have plans in place to get those seats sold. She states they are working on additional signage and other marketing for the locals. She states they have to maximize the inventory but the challenge is the diesel train is not as attractive as the steam engine. She states that sometimes, she gets people that are upset about diesel instead of steam. She also states they have had to turn away groups because they are unable to accommodate the number of people being requested because of capacity limit with the diesel. She explained they are trying to market to different groups with different event trains and wine trains. She states it is a lot of extra work but they are pulling it off. She states when the #18 is back on the track, they will be able to raise the capacity for each train. She states the trains are meant to be an entertainment amenity to the area and that is what is happening. She states during the weekdays, they are marketing and trying to fill the train. On the weekends, they are working directly with customers at the depot and on the train. She states it has been three months of discovery for herself and the board members who have been able to jump in. She states she had hoped Tom Gray would be at the meeting today, however, he was unable to make it.

D. Dotson asks how many special trains have happened so far this year.

E. Spencer states at this point one special train has taken place and several more are scheduled through the next several weeks.

D. Dotson asks if the special event train schedule has stayed the same since the budget or if that has been changed?

E. Spencer states that schedule has stayed the same, and states if anything, they have added to the trains, but none have been taken away. She states they have used the same schedule, but some of the events themselves have been updated or changed.

S. Jones states that until the #18 is up and running, each train needs the three cars to make money. He states if we are breaking even, that is all that can be done right now. He asks for an updated time frame for when the #18 will be available.

E. Spencer states it will not be available this season. She states she has been with Tom Gray regarding it and so has D. Dotson and now N. Marano. She states that the money is in the third passenger car at this point.

D. Dotson states that when this all started, the expectation was to at least break even. He states that if the train is able to break even in the summer time, then annually they'll be just fine.

E. Spencer states it needs to be clear, at one hundred and forty passengers, we break even. She states to be very clear, we are not reaching that one hundred forty every train so we are not breaking even on every train. She states it is a per train cost. She spoke about adding additional Friday trains and the discussion between her and C. Duncan about adding them. She states the Friday trains have been fairly successful. She states they are waiting to see what or who walks up on the weekends, but she believes that will change when the marketing really amps up. She states Tom Gray has been really good about allowing the third car when there are more than one hundred and forty passengers. She states there is also no extra charge for the third card. She states overall with the active promoting and marketing going on, this year looks good, but next year is going to be the best year yet.

D. Dotson asks if there is a way to report and track a year to date total of the expense per train or passenger to track throughout the year.

E. Spencer states she can put together a spreadsheet and graph to bring that information back to the board.

D. Dotson states he does not want her to do a lot of extra work, but would like a monthly running total to see.

#### **I. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: TICKET SALES UPDATE**

C. Duncan states the issue was the same last year with needing to hit one hundred and forty passengers. She states they have sold 2,827 regular steam train tickets with a total revenue of \$137,859.00 on those. She states there have been 336 diesel train tickets sold for a revenue of \$13,160. She states the diesel trains are not as popular as the steam. She explained that they have tried various things to boost those sales, but it just isn't happening. She states Polar Express has sold a total of 1,740 tickets for a revenue of \$112,462.00 which includes all fees. She states the first day on sale, they sold 750 Polar Express tickets. She states they have sold 887 VIP tickets which leaves 553 VIP tickets remaining. She states they have sold 860 coach tickets which leaves an additional 8380 remaining. She states she believes the VIP tickets will be gone by the end of August. She states it will take longer to sell the coach tickets, but states it will be sold out. She states they did a taste of the canyon train in June which sold 39 tickets and another July 21<sup>st</sup> which sold 64 tickets. She states the civil war reenactors are helping to serve which adds to the atmosphere. She states they have John Tyson now too. She states there is a new melodrama starting on Saturday. She states they are serving tri-tip and salads and there will be a ton of food. She states the phone is busy with a lot of questions during the week about where the depot is and where the train is in the middle of the week. She states the majority of her calls are not ticket sales but answering questions. She states people are able to do their ticket purchasing on the website, but still have a lot of questions. She believes those are things that should be addressed when redoing the website is discussed.

K. Dorr states when the website is redone, the maps need to be updated.

#### **J. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ATTORNEY'S REPORT**

M. Rowe states it has been really quiet for the last month. He states he has reviewed the agenda and the packet in the last month. He states he does have a question regarding the discussion about the Drako last meeting. He states he was asked for the amortization schedule to pinpoint where we were at as far as the principle and the interest still left to pay. He states he noticed there was no action item on this agenda for establishing a maintenance fund for the Drako funds. He asks if that is an item that needs to be put on the agenda next month.

S. Jones states he and E. Spencer have both discussed the maintenance fund with Hugh Gallagher at Storey County.

E. Spencer states Mr. Gallagher stated there was a line item in the budget and money could be directed toward that specifically, but that it wasn't really necessary based on how the budget is laid out. She states there is a line item there for Depot maintenance but this is actually capital outlay. She states Mr. Gallagher states there is \$50,000 in the budget for capital outlay.

M. Rowe states that is fine, he just wanted to make sure that didn't fall through the cracks after such a long discussion about it at the last meeting.

S. Jones asks if there needs to be an agenda item for it.

M. Rowe explains if that money is already designated in the budget, it has already met the public hearing criteria since the budget itself has gone through the public hearings.

#### **K. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ENGINEERING REPORT**

K. Dorr provided an update on things he has been working on beginning with the sewer tank at the East Gate Depot. He states the tank was originally put in just for the office, not for public restrooms or multiple restrooms. He states what needs to be done is getting a permit to install a new tank because the current permit is only for the current tank. He states a report will be required and to get that report, they'll have to do flow estimates as well as a site plan. He states he does not believe Carson City will require a permit since it is on federal property not Carson City property. He states they'll need to touch base with BLM to see if or what they will require. He states the permitting will be about \$5,000 to \$6,000. He states he will be using the person who originally filed the permit for what is there now so he is aware of the process and what is required. He states he will determine what room is available there and what can be put in there. He

states it will be over \$50,000 so he believes the Commission will be required to get three informal bids.

D. Dotson states he is understanding there is an issue and he asks why they can't put in a leach line.

K. Dorr states that when Pick-n-Pull was put in years ago, they would not allow a septic system to be put in there. He states there is also a physical locality problem because there is a limited area where we could put a leach field in. He states ideally it would be down at the bottom of that hill, however, that is just beyond the right of way granted to us. He states to put it on non-granted property, would be an additional two-year process to get the additional land to do that. He stated they also looked at abandoning some of the parking spaces and putting a leach plant here. He states with all of that, the option seems to be to in a larger holding tank.

D. Dotson asks K. Dorr to clarify, will it be \$5,000 to \$6,000 for permitting and then over \$50,000 to actually have it replaced.

K. Dorr states he is going off of the estimates provided to him, but he believes that is roughly in the ball park of what it will cost.

S. Jones asks if K. Dorr will handle the permitting.

K. Dorr states the Commission can have someone else do it, but he can do it as well.

S. Jones states it is stupid to continue paying extra dump fees and also believes it is not right for E. Spencer to have to worry about it every time there is a crowd at the depot. He states he has spoken to Mr. Gallagher who says this is just simply something we have to pay for.

K. Dorr states he believes there is possibly some sludge in there because this has not been problem in the past. He states he also thinks the other manhole should be cleaned out as well.

S. Jones states he was told it was designed for one toilet.

D. Dotson states without a full quorum present, he states he doesn't want to get too into this discussion. He also suggested E. Spencer get in touch with some of the larger companies who provide porta-potties.

E. Spencer states after weighing the usage, it would be difficult to direct people away from the bathrooms unless they were just shut down completely. She also stated they have considered whether they should just replace some of the fixtures with low flow fixtures. She states there was a weekend with a diesel train and the tank just filled up and she happened to be there when they got there to pump it and it appeared to all be water. She explained it is also a very small tank. She would like to have it looked at to see if there are any other issues and what the water usage is. She states there was a leaky toilet and between 9:00 p.m. and 5:30 a.m. the tank had filled and the alarm was going off.

K. Dorr states we should call the plumber and have them expose the other manhole to expose both sides so we can see what the other side looks like and maybe find the issue that way. He states that it is a 2,500-gallon tank which could hold 1562 toilet flushes at 1.6-gallon flow. He states he is not sure there are that many flushes in one weekend. He states with one toilet running that would be about 500 flushes per day. He asked for some information regarding ridership and the number of people in and out of the depot.

S. Jones states he would like to move forward on this item. He states he has also spoken to N. Marano about it and states he will get the bids to be able to move forward. He states he got recommendations for people to do the work from Carson City Public Works and has been in contact with them to get the bids. He states in the meantime, he believes they should continue with the permitting process so that when it is ready to be done, the permits will be in place.

K. Dorr states if they'd like to proceed, they'll need to develop a site plan and then giving the contractor a scope of work to bid on. He suggests that be done before requesting bids.

D. Dotson states they'll need to get more information and bring it back to the board because he is not in favor of spending \$70,000 on a toilet right now. He believes it needs to be looked at for issues and he believes a porta potty trailer could be a temporary option for now. He states we need more information and then decide what to do.

E. Spencer states they can pump weekly, but once we know for sure what the problem is, it seems excessive to continue to deal with the same problems they have had year after year. She states it needs to be fixed before Polar Express. She states she can have it pumped weekly until we can get it fixed, but we'll need a plumber to help us figure out what whether the problem is the toilets or the tank. She states they'll gather the information and then bring it back to the board unless it becomes an emergency and then she'll be calling for an emergency meeting to make a decision.

S. Jones states he has spoken to two contractors and K. Dorr and they all believe that tank is not adequate for our usage.

K. Dorr gave an update on the maintenance. He stated Gabe is keeping track of his costs regarding the vehicle that got up onto the tracks. He explained Gabe has had to do some extra inspections and some hand work and will be getting the ballast regulator running to do some ballast work there. He states he asked Gabe to keep track of all costs for that incident separately so they can seek reimbursement if necessary. He states last year the board authorized the use of some of T. Gray's equipment to repair some of the should damage caused by the flooding last year. He states that work is mostly complete, except for the part where they were bringing in the ballast regulator. He explained Gabe will be addressing those areas within the next two weeks and then those projects will be completed. He explained that the \$30,000 was to offset the \$250,000 bid that was not awarded. He states those two things are being compared but are not equivalent so there will be ongoing work that needs to be done. He stated he has a question for N. Marano regarding the Division of Emergency Management requires quarterly reports on all FEMA projects being done. He states the initial report was done but he is not sure if additional reports need to be filed. He asked E. Spencer to clarify with N. Marano and let him know. He states he is also unaware of what the status is on the reimbursements. He states he explained to DEM that the Commission is not under any county jurisdiction but a standalone agency. He states that a total

expenditure of \$40,000 which is not a lot of money. He states he has not spent a lot of time working on this since he does not want to use the reimbursement to pay for his time. He states the majority of the time spent has been pro-bono work. He asks if N. Marano is the go to person on the and if so, can we find out where we are at.

E. Spencer states this was all addressed at the previous board meeting and a letter was approved to make E. Spencer the contact person for DEM. She states if the letter is not sufficient, she will grab a board member to go with her to go through the review. She states there is a packet that needs to be reviewed before we can get the reimbursement.

K. Dorr states that is fine but he doesn't want to spend \$100,000 to get a \$40,000 reimbursement. He asks if they are going to expect the same amount of paperwork and documentation for a project with our small organization as they would from NDOT who is doing a multi-million-dollar project. He states that is the problem he is having. He states the quarterly reports are going to be identical to the previous ones because the projects we are asking for reimbursement for are complete and the only thing changing on the report would be the date. K. Dorr continued with his report. He states there has been some back and forth on the bridge and one of the supervisors was questioning the need to have that interlocal agreement with Carson City. He states the bridge lighting folks have done a wonderful job and it is much more cost effective to have those folks provide the traffic control than to hire a contractor. He states that is on track at this point. E. Spencer states the chairman just signed the agreement with Carson City.

K. Dorr states the city has always been great with helping. He continued with the 2018 items. He states all of these items have been discussed previously but he wanted to discuss it again. He states he asked E. Spencer for the budget because he sees \$45,000 in the line item for his services, which he most likely not use half of, and he is concerned other items have not been included. He states initial contract is approximately \$47,000 which does not include a previously authorized contract to do the pre-emergent which is about \$12,000. He states he is in the dark as to what is included in this budget.

E. Spencer asks K. Dorr to come sit down with her and she'll go through the budget with him.

K. Dorr continued stating Gabe has some regular maintenance for the track and he sometimes uses a two or three-man crew. He estimates that work to be at a cost of about \$10,000 for the remainder of the year. He states the pre-emergent program is about \$12,000 and covers mostly material. He states last year the ditch cleaning was set to continue this year at an approximate cost of \$25,000. He states if the ditch cleaning doesn't get done, there will be a bit of a problem. He states there are some light spots where we will need ballast. He states that will include working with T. Gray to get a work car and then Gabe for the labor and ballast. He states ballasting is something that has to be done over time with a railroad. He states they have been doing a joint program where they loosen every joint on the railroad, at about a quarter of the track yearly, and add a lubricant to keep the joints from freezing up. He states it was deferred last year, but he would like to have Gabe continue on it this year because it takes about four years to complete the entire track. He states there are some bridge repairs required on the highway 50 bridge. He explained they are mostly cosmetic things like bolts. He states NDOT requires an inspection every two years however, the federal government requires us to inspect it annually. He states the two inspections cannot be substituted in place of the other. He states they had to create an inspection manual that followed the same requirements as all of the large railroads. He included light maintenance. He states these are all things the commission needs to be aware of and it is up to them whether they want to get these things done this year or not. He states he created a spreadsheet that he wants Gabe to fill out that tracks maintenance work. Last he shared that none of the things mentioned include the work needed at the depot.

S. Jones asks what work at the depot K. Dorr is referring to.

K. Dorr states the loading platform needs to be repainted. He states there are some stumbling hazards in the asphalt and concrete that need to be addressed. He states none of them are really large items, but they are general maintenance that needs to be taken care of. He states the loading platform has been there since 2009 and has not had any maintenance since it was installed. He continued by discussing TWA – Tahoe Western Asphalt, the asphalt plant, has donated a lot of work to this project. He states Robert has put material down and spread it. He states they will also be helping to move some equipment from the Drako building since he has offered to do it for free. They will be moved to somewhere over on the East Gate Expansion side. He states E. Spencer asked him, as part of the embankment that is being built, if that could be used as additional access for Polar Express. He states he asked Robert about it and they could possibly provide some material to put down over the top of it to be used as an additional access. The last thing K. Dorr shared is he will be doing a rail inspection tomorrow and invited anyone on the board who is available to join him.

**L. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: NEXT MEETING DATE & AGENDA ITEMS**

*A. 30 AUGUST 2018 MEETING @ 1:00 P.M.*

D. Dotson confirmed the meeting is scheduled for August 30, 2018 at 1:00 p.m. in the Sierra Room of the Carson City Community Center.

**M. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: COMMISSIONER COMMENTS**

D. Dotson asked if there was every any agreement put into writing regarding the contributions promised from the Carson City Visitor Authority.

E. Spencer states there was just a vote at their meeting but nothing ever put into writing. She states she will follow up on that.

D. Dotson states he thinks that is necessary because as people change, that would be a good thing to put into place.

S. Jones states he would like to do some upgrading at the depot and around that area. He states he and E. Spencer have identified some area that have lacked maintenance for some time. He states they gave E. Spencer the authority to spend money at the last meeting up to \$7,500 per item. He states they are looking at replacing the doors at the front office because there is no security there. He states he will be looking into the cost of enclosing the East side of the passenger area. He explained that T. Gray encouraged E. Spencer to put a concrete skirting around the ticket office to keep the rodents out of the building. He states they are also looking at a sound system for the passenger holding area. They also met with Carson City Public Works regarding a sign. He states that area is referred to as the recreation area.

E. Spencer states it is the East Gate Recreation Area. The sign will be similar to the other areas like Mount Rose where it lists what they have and then the small icon pictures. She states one of those will include a steam train. She explained the signs are large and very nice and they will be installing two of them. She states people will not miss the road anymore. E. Spencer stated she would like to thank S. Jones for jumping in and keeping these maintenance items at the top of the list. She states when you are there alone, you can hear the critters crawling around underneath the building, so it is a good idea to get that building skirted. She states they have also purchased a camera system that will be installed soon.

D. Dotson states they did budget for some of those items. He states there is a capital outlay fund and a maintenance fund available. He states there is money there for her to allocate as she sees fit.

**N. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ADJOURNMENT OF COMMISSION BOARD MEETING**

D. Dotson adjourned the meeting at 2:46 pm.