

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

**THURSDAY, NOVEMBER 30, 2017 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. A copy has been e-mailed to the Project Coordinator.

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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**

**1. ROLL CALL**

Candy Duncan called roll.

**Chairperson:** Deny Dotson  
**Vice Chair:** Nick Marano  
**Treasurer:** Joel Dunn – Excused Absent  
**Board Members:** Jack McGuffey  
Stan Jones

Candy noted there was a quorum present.

**Others:** Candy Duncan, Project Coordinator  
Bob Robinson, Accountant  
Ken Dorr, Engineer  
Michael Smiley Rowe, Legal Counsel

**Public Attendance:** 6

**2. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION’S ATTENTION: APPROVAL OF THE AGENDA**

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Deny Dotson noted that due to Joel Dunn’s absence, item #5C on the agenda would not be addressed today.

Nick Marano made the motion to approve the agenda.

Second – Jack McGuffey

Approved - Unanimously

**3. 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.

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

- A. *October 13, 2017*
- B. *October 26, 2017*

J. McGuffey made a motion to approve minutes from October 13<sup>th</sup>, 2017 and October 26<sup>th</sup>, 2017. N. Marano seconded. A public comment was made from Bruce Kiteess; he pointed out that the minutes from October 26<sup>th</sup> were not included in the meeting packet. D. Dotson called for a new motion to approve just the minutes from October 13<sup>th</sup>, 2017. J. McGuffey retracted his earlier motion and made a new motion.

J. McGuffey made the motion to approve the minutes from the October 13<sup>th</sup>, 2017 meeting only.

Second – Jack McGuffey

Approved – Unanimously

**5. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: APPROVE THE TREASURER'S REPORT – JOEL DUNN**

- A. *Financials*
- B. *Accounts payable claims in the amount of \$71,156.11*

D. Dotson asked Bob Robinson to speak about submitted financials as Joel Dunn was absent. B. Robinson replied that he was not prepared to speak about the financials. D. Dotson asked for confirmation that B. Robinson submitted the financials for this meeting. B. Robinson confirmed that and noted that the checks to be signed today will be included in the next list for the next meeting. Michael Smiley Rowe, Legal Counsel, suggested accepting financials and accounts payable claims as submitted.

J. McGuffey made the motion to accept the accounts payable claims in the amount of \$71,156.11 and to accept the financials as submitted.

Stan Jones asked for clarification on the situation. B. Robinson and D. Dotson clarified that they were approving the financials without Joel Dunn's full report.

Second – N. Marano

Approved - Unanimously

**6. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: MARKETING REPORT- CANDY DUNCAN**

Candy Duncan shared that there were excellent results from the 2017 social media campaign. During the conference call with SJ Marketing on 11/29/17 they shared that the co-op campaign with Virginia City performed the best, particularly the ones for TASTE OF THE COMSTOCK, HOT AUGUST NIGHTS, STREET VIBRATIONS, & OUTHOUSE RACES. They are looking forward to comparing these results with next year's numbers. They noted that there were more click-throughs and tickets purchased from the local market as opposed to the overnight stay market (i.e. Sacramento area). Two grants have been applied for; one for off-season marketing and one for more complex tracking. C. Duncan noted that we lose a lot of marketing momentum during the off-season, and they have several ideas for keeping the interest up in the off-season including gift certificates, Christmas gifts and trivia contests on social media. But none of these ideas can be put into action until the schedule and prices are set for next season. J. McGuffey asked about selling tickets year-round for POLAR EXPRESS. C. Duncan replied that they can't do that yet as ticket prices and schedule have not been set for next year. J. McGuffey asked when was the last time ticket prices

changed for POLAR EXPRESS. C. Duncan replied that it was 3-4 years ago. D. Dotson asked how much the pending grants were for. C. Duncan and Kelly Houston, President of SJ Marketing, noted that it was \$4,000 for the off-season marketing and \$2,000 for the tracking.

N. Marano made the motion to approve the Marketing Report.

Second – Jack McGuffey

Approved – Unanimously

**7. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION:  
POLAR EXPRESS UPDATE – ALL**

D. Dotson shared that the North Pole looks great and Tom Gray did an excellent job on it.

C. Duncan noted that she has heard only good reports back so far this year. The train is currently sold out for all dates before Christmas. Rail Events also made their yearly visit and overall they were very impressed with the new changes that were incorporated. They also loved the North Pole. They had a few small suggestions and corrections in the script. These suggestions included having more elaborate Polar Express themed décor at East Gate. B. Robinson noted that Rail Events will also send a formal written report.

C. Duncan shared that CBS contacted the PR firm about using the steam train for a commercial for the Army/Navy Game. The commercial was shot last Monday and they had to remove all Christmas décor from the train for it.

D. Dotson brought up the hot chocolate and C. Duncan noted that the only issue is the trays. They are using the same heavy custom made trays from the first year of Polar Express, and they would like to request better/lighter trays for next year. J. McGuffey asked about doing a pushcart, but C. Duncan said that per Tom Gray it would be too dangerous.

J. McGuffey and N. Marano discussed that they went on the POLAR EXPRESS with friends and family recently as well. They were both impressed and heard a lot of great comments from adults and children. J. McGuffey noted that his only concern was how far away the cars for the last train of the evening had to park. C. Duncan shared that they had a golf cart in the past, but stopped using it due to safety concerns. N. Marano discussed that it was more of a traffic control issue.

D. Dotson asked if there was any public comment.

Jim Clark, Virginia City resident, shared that he was part of the commercial shoot for the Army/Navy Game and he played the Conductor. He shared that Tom Gray did a great job getting the train ready for the shoot and that there were great photos taken during the shoot at the Gold Hill depot.

**8. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION:  
VIRGINIA AND TRUCKEE RAILROAD CO. REPORT INCLUDING REPAIRS TO ENGINE #18 – TOM  
GRAY**

D. Dotson noted that since Tom Gray was not present, he would move to the next item, but J. Clark requested to speak on this item.

J. Clark discussed the stringent rules for rebuilding steam locomotives and how difficult it is to get knowledgeable staff to help in this process. He wanted to voice his support to expedite funding for Tom Gray so he can hire staff to help rebuild the train in a timely manner. D. Dotson noted that Tom Gray was approved for his requested funding and that is already in process.

**9. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION:  
ENGINEERING REPORT – KEN DORR**

*A. Maintenance update*

Ken Dorr reported that Carson City Public Works replaced all the lights on the bridge as well as the two streetlights. While they were up there, one unit was damaged and has been shorting out all of the lights and streetlights. This unit will be replaced and fixed next week.

K. Dorr reported that the ditch cleaning process is going slowly. The main problem is that the production rate is very slow due to frost conditions. Next week Kent Hanford, Hanford Consulting, will meet with Gabe Willaman, the track maintenance contractor, to discuss getting production rates up. K. Dorr recommends getting to some of the worst spots and deferring the rest until after winter.

K. Dorr reported on Tunnel #2 work which is partially refunded by FEMA. He shared that there was a work order issued through FEMA joint field office for some repairs on Tunnel #2. Biggest concern was water leaking and damage/erosion in parts of the tunnel. He invited Gary Luce, Resource Concepts, to discuss the tunnel.

G. Luce shared that the 95 feet on tunnel in 2 sections hadn't been inspected since it had been built. They found three small soft spots and installed drains. Everything else was in good shape with no evidence or cracking/distress. The ditch clearing is complete. G. Luce then discussed dry packing the headwalls. He had some trouble matching color but that will be stained or spray-painted this week. They are 100% complete and the job went well.

D. Dotson asked for any questions/comments, then accepted the report.

**10. CHAIRMAN DOTSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ATTORNEY'S REPORT- MICHAEL SMILEY ROWE**

Michael Smiley Rowe reported that it was a quiet month. He discussed getting a certificate from the pool that would show that Carson City was an additional insurer for the POLAR EXPRESS equipment. There was some difficulty in getting the correct form for Carson City, but that was cleared up.

K. Dorr shared that before the meeting he was speaking with Steve Lincoln, Carson City Resident, regarding a parcel of land that the Commission purchased near Gold Hill Depot a number of years ago. The minutes from the meeting on 10/13/17 also indicated that a parcel of land was donated to the Commission, so he is going to check in the closed files to see what parcels the Commission currently has.

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

- A. Reschedule December 28<sup>th</sup>, 2017 meeting
- B. Operational assessment / strategy session

D. Dotson suggested rescheduling the 12/28 meeting to earlier in the month due to the holidays. D. Dotson suggested 12/14. The board members discussed availabilities and dates/times and settled on 10 am on Thursday, December 14<sup>th</sup>. If the room is not available at that time, the back-up date/time would be 10 am on Wednesday, December 13<sup>th</sup>. M. Rowe noted that he will be unavailable on the week of the 15<sup>th</sup> due to personal reasons.

D. Dotson discussed looking ahead to the next year and upcoming changes. D. Dotson asked the board to suggest any agenda items they would like to discuss during the meeting in the next couple of months. D. Dotson also noted that Hugh Gallagher, Virginia City Comptroller, should be at the next meeting to discuss the audit.

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

J. McGuffey shared that he talked to Lee Bonner, NDOT, at the last NACO meeting about getting better signage on the highway for the V&T. Lee said he would look into it. J. McGuffey stated that he would like to see a permanent lit-up sign, perhaps one that can be changed electronically for different events.

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

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No public comment.

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

D. Dotson adjourned the meeting at 1:46 pm.

(sms)

DRAFT