

**Feather River Rail Society
Board of Directors Meeting – April 11, 2020 – 1:00 PM
Conference Call due to COVID-19 Shelter Protocols**

President Greg Elems called the meeting to order at 1:04 PM. All attendance by phone.

Attendance

The following Directors were present:

Kerry Cochran	Steve Habeck	Eugene Vicknair
Bob Sims	Matt Elems	Janet Steeper
Roger Stabler	Greg Elems	Charlie Spikes

9 directors present at meeting start – Quorum achieved.

Guests present:

Ed Wagner
David Elems – Asst. CMO, Safety Officer
Bart Hansen – Treasurer

Correspondence

- *G. Elems* – Someone contacted Store about \$500 gift certificate, KC taking care of it. Has been in contact with person who bought parking lot locomotive, working out details.
- *Habeck* – Several items of correspondence:
 - Received bill of sale for parking lot locomotive. Check has been deposited.
 - Got letter from guy last week (John and Diana Star from Reno). Family donated roll top desk in display room that was in the WP freight office in San Francisco. Mailed us the key to the desk.
 - Got renewal for yellow pages ad. Board had decided to not renew. Steve Habeck will call them as we must cancel via phone. If bill arrives, will be tossed in trash.
 - Bob Sims asked if convention checks have arrived. Have arrived and Susan is holding them. Checks are good to deposit and Steve will instruct Susan to do so.
 - Received quote for Chevron 7140 lube oil from Hunt and Sons as well as from Flyers. Need to reactivate Flyers account. \$17 per gallon delivered from Hunt and Sons. Oil from Flyers will be Mobil.
- *David Elems* - Has been reaching out to get quotes on injectors for GPs. Bil Jackson has concerns on COVID-19 handling on RALs.

Consent Calendar

Approval of the minutes of the March 2020 Regular Meeting.

Motion 20-04-01

Approve the minutes of the March 2020 Regular Meeting as presented.

Vicknair / Cochran. Aye – 9, Nay – 0, Abstain – 0. Motion carries.

Old Business

Event Changes / Delays Due to COVID-19

Review upcoming events and revise calendar, including crew training.

- Written report provided with suggestions on crew training.
- Eugene Vicknair recommends that any events in May and June are scrubbed or delayed.
- Steve Habeck feels that we should delay everything until Pumpkin Trains.

- Greg Elems reported that he is hearing we have 18 months until a vaccine may be available. Even if quarantine is lifted there will still be small group limitations.
- David Elems commented that with summer coming there will be people getting restless. Concerned that people will still be trying to come to the museum. Also concerns about financial condition of potential visitors. Feels we should lock everything up to prevent people from getting inside except for select pieces.
- Janet Steeper worried about vandalism on the property and of the equipment.
- Discussion about cleaning supplies. Greg Elems is receiving some samples of a cleaning agent to use. Steve Habeck has managed to purchase some supplies. Matt Elems may be able to get some supplies.
- Roger Stabler noted that using household bleach in 5:1 ration with water will kill virus.
- David Elems noted that we have been cleaning high traffic areas with the small number of people on hand.
- Roger reports that steam week is still planned, but will be small crew. David's school is locked down and he has no access to his tools or parts for the steam work session. Steam work has some welding projects and other things to do. Roger's attendance is dependent on his wife's health situation.
- David and Roger reported that there are people all over Portola in afternoons.
- Kerry Cochran suggested that we not consider opening museum until end of June for public. Work at the museum will be limited to active volunteers and ensure they will be self-sufficient and aware of conditions. We need to have cleaning and sanitizing protocol that all store workers and volunteers will follow.
- David Elems recommends that we limit volunteers to just specific projects and regular upkeep.
- Kerry suggested that if volunteers coming up, they need to call ahead. We need to address specific dates.
- Greg Elems agrees we need to determine hard dates.
- Eugene Vicknair outlined needs and options for Member Meeting and Election Results.
- Discussion about events and potential warnings for public.
- Greg suggesting no RALs this year due to potential risk to RAL engineers. Discussion about risk to RAL volunteers. Difficulty noted in sanitizing locomotive cabs.
- Discussion about cleaning issues and protocols.
- David Elems has already set up how he will be handling mechanical stuff. Will provide written outline for Board and posting on website.
- Roger Stabler has steam work session coordinated.
- Greg Elems noted that officers have discussed issuing a letter of passage for critical volunteers in case of stronger lockdowns. Noted that Phil Schmierer wants to come and work on fire abatement along with Randy Morton.
- Recommended that we not open museum to public before July 1 at the earliest. Suggestion that we announce closed until further notice. Member Meeting and Convention are postponed until further notice.
- Kerry Cochran recommends we make notice we will publish election results.
- We need to select election tellers in May. Eugene Vicknair recommended we hold decision to May and research what other groups are doing and what legal recommendations are doing. Kerry Cochran will send template of recommendations from Heritage Rail Alliance.

Motion 20-04-02

Official position of FRRS at this time is that all public opening and RAL operations are closed until further notice due to COVID-19 situation. Membership Meeting and Convention are delayed until further notice.

Vicknair / Spikes. Aye – 9, Nay – 0, Abstain – 0. Motion carries.

Steve Habeck stepped away for moment as there are people wandering around museum.

- Kerry Cochran sent recommendations on handling crew training. Two planned crew training classes are cancelled and will use procedure in bullet points to manage crew training. Greg Elems will consider this a lost year and not do any rechecks during the year. Will catch up next year.
- Discussion of how to handle operations department and volunteers on property.
- Bob Sims suggestion that we keep COVID item as default Old Business item for the next few meetings. Also recommended that we no longer dummy lock gate but hard lock until further notice. Greg noted

that Dave Wallace recommended the same. David Elems noted that city is often coming on property and not relocking when they leave. Greg Elems will talk to city.

- Steve Habeck came back. Two carloads came through dummy lock on gate. Third car came in through open gate. Noted this is second day in a row.
- Noted that city has been going out to pump house in balloon at least once every day lately.
- Janet Steeper requested that we have a more stringent sign that we are closed during this time. Noted that locals ignore signs.
- Consensus decision to lock gate at all times until further notice.
- Noted that we need to make sure these decisions are on website and in Train Sheet. Museum and RAL closed until further notice.
- Kerry Cochran have drafted letter for general public. Will be sending to Greg and Eugene for review. Letter explains we are closed and requesting support.
- Greg noted we need to change answering machine message. Will reflect what we put out in writing.

New Business

2020 Budget Revision

Approve revised budget for 2020.

- Budget worksheet provided.
- Discussion about budget impacts due to COVID.
- Suggestion to ask insurance company if there is something they can do since we will be closed to public for most or all of year. Steve Habeck will talk to insurance carrier.
- Noted that we have not had volunteers sign annual liability forms yet. Form is on website and we can have them sign when / if they come to the museum.
- Eugene recommends we hold discussions on revised budget and provide Susan with guidance on some items for now.
- Bart Hansen recommends we instruct Susan to pay off credit card. Eugene agrees.

Motion 20-04-03

Pay off museum credit card in full.

G. Elems / Vicknair. Aye – 9, Nay – 0, Abstain – 0. Motion carries.

- Consensus direction that Bart and Eugene confer with Board and Managers and come back with revised budget next month.
- Discussion of Plumas Bank loan. Recommendation to continue payments as current.
- Bob Sims asked for clarification on where the legal settlement funds went.
- Bob also asked about cost to complete fence. Apartment complex has offered to pay for labor for their segment of fence. Question from board if we have approached other land owners for similar arrangement. Greg Elems is waiting to hear back from apartment complex owners / managers.
- Discussion about improving security with fencing, more cameras, etc.
- Discussion about how to get more fence up in short order. David Elems and Eugene Vicknair to discuss.

COVID-19 Financial Assistance

Discuss available assistance and application for financial support during virus shutdown.

- Eugene Vicknair discussed SBA Disaster Assistance Loan program and outline of current status. Recommends we apply for loan and at least put ourselves in line for possible loan. We need to find out what we qualify for. Eugene will handle application.
- Steve Habeck has email from California Association of Museums with draft letter to send to Congressman LaMalfa asking for cosponsor bill for relief for museums. Will forward to Eugene for sending to LaMalfa's office.
- Eugene also discussed that other non-profits are approaching their insurance companies about losses due to disaster. Not recommending but suggesting the Board keep that in mind.

- Several Board members expressed reservation about this approach. Only brought up to make the Board aware of options.
- Reviewed draft letter from Kerry Cochran about closure and need for donations. Board approves via consensus with minor changes and will be posted to website.

Revision to Admission Fares

Review proposal to add retired military personnel to discount admission fare.

- Member Ed Wagner has requested that we amend new admission policy to include discount for retired military / veterans.
- Bart Hansen as Treasurer recommends we approve this.

Motion 20-04-04

Amend admission policy to include veterans / retired military in discount.

Vicknair / Habeck. Aye – 9, Nay – 0, Abstain – 0. Motion carries.

Good of the Order

President's Report

- Written report provided.

Financial Reports

- Reports provided.
- Noted that Susan Scarlett signed her own paycheck due to COVID sheltering with permission of Steve Habeck. Greg Elems concurred. We will allow same action during the virus quarantine.
- Discussion about advertising budget and Big Fish.
- Bob Sims had question about income reporting for convention. Will work with Eugene to audit and make new report for Susan.

Director's Reports

- *Vicknair* – written report provided.
- *Habeck* – written report provided. Ed Wagner is willing to start managing equipment rental payments if he is given guidance on what to do. Discussion about Bill Wiskneski diner car and that he needs to contact UP car department for inspection. Received Emery Foundation grant check for \$6,000. Mark Jon Bluth Fund sent \$1,000 grant donation. Recommended that we set that aside for Archives. Consensus agreement. Archives car climate has been staying in specified parameters.

Event Reports

- *Historical Convention* – written report provided. Bart Hansen thanked Bob Sims for all his support and work. Custom cars from Accurail have arrived and look good. We are going to try and push more sales of the cars. We have so far had only one request for refund.

Department Reports

- *General Superintendent* – written report provided.
- *Historical / Archives* – written report provided. Bart Hansen and Board thank Director Janet Steeper for her contribution to the fire suppression system and thanks to Tim and Janet for their work on the archives car.
- *Webmaster* – written report provided.
- *Train Sheet* – written report provided. Board appreciates Paul Finnegan's efforts on getting Train Sheet out during this quarantine time and handling of foreign mailing for the Train Sheet.
- *Funding* – written report provided. Greg Elems is tickled that we are approaching BNSF Foundation and thanked Eugene Vicknair for pursuing this.
- *Mechanical* – written report provided.
 - Paul Finnegan was contacted by person recently wanting to know status on WP F7A 917-D injector work. Person offered to donate \$6,000 for injector work and oil change on WP 917-D in exchange

for RAL using WP FP7 805-A. WP 805-A is now out of service and needs work before it could be used. David Elems responded with information and has not heard any response yet. Greg Elems also sent word that the person can contact him directly. David would like to find way to accommodate the potential donor on this, within limits of mechanical work and COVID sheltering. To get the WP 805-A running we need to replace brake control valves. Is a 24RL system. Roger Stabler offered equipment from parts he has access to. Also needs to have oil pressure pump replaced. Bart Hansen offered to donate toward 805-A work. David will follow up with potential donor and with Roger and Bart.

- o Discussion about WP GP9 731 wiring work.
- o Reviewed list and priority for getting annual inspections and work on locomotives.
- o Reviewed work schedule proposal.
- o We can go ahead and order forklift battery since we need that to do work.
- o Discussed work needed on forklifts and backhoe.

Ed Wagner left meeting – 4:19 PM

Committee Reports

- *Election 2020* – written report provided. Note request for COVID-19 ballot counting procedures.

Legal / Insurance Report

none

Matt Elems left meeting – 4:22 PM

Status of Surplus Property Report

- Had possible interest from someone in burned caboose. Have not heard anything new. Criteria would be that they are saving and restoring as caboose, not scrapping or converting.

Safety Report

- Already discussed COVID concerns.
- Fire extinguisher renewals coming due. Need about \$1,100 for fire extinguishers. Due on May 17. Would like to get Alpine in next month. Need to do second batch that came due Jan 1 and want to do those in the fall. Noted that we have \$1,500 in budget for fire suppression work.
- Snow and ice pretty much gone.
- Charlie Spikes asked that we have a safety meeting so we can document it. Noted that 3 of 4 Safety Committee meeting members are now on call. Noted that review of safety items in meeting will constitute safety meeting.

Public Comments

David Elems – Asked if we could have conference work through internet at the museum. Noted that we would need new equipment to do online conference. Questions and discussion about improving museum internet connection and phone lines.

Bob Sims – Noted that quality of conference call is better than in months past.

Notices

none

Closed Session

none

Adjourn

Meeting adjourned at: 4:36 PM (Cochran / Vicknair)

Next Meeting: May 16, 2020 – 1:00 PM

Location: tentative - WPRM Meeting Room - Western Pacific Railroad Museum - Portola, CA

Respectfully Submitted, Eugene Vicknair – FRRS Secretary