

Restoration of Western Pacific Hospital

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structure(s). Identify extent and limits of adaptive reuse and historical restoration.

2. Adaptive reuse possibilities: Society/Museum offices, Research library and archives, Meeting/Presentation rooms (open to the Society and the Community), Display spaces.

Historical Possibilities

1. History of structures and Western Pacific Medical System, relationship of hospital and railroad with the community, leadership of railroad companies in providing health/benefit systems to employees and communities.

2. Identify changes to be made to the current grounds and structure(s) to confirm with new usage model. Specific aspects include seismic stability, ADA compliance, adaptive reuse issues, IT networking, improved power/utility systems, historical appearance.

3. Re-accomplish architectural drawings with planned changes to the existing grounds and structure(s). Include aspects concerning integration of the Hospital site with the adjacent main body of the Portola Railroad Museum.

4. Identify the scope of work to be performed.

5. Determine funding mechanisms available for the project.

Renovation

1. Obtain funding for complete project scope.

2. Obtain necessary permits for any planned demolition.

3. Obtain necessary permits for any planned construction.

4. Remove all non-conforming materials.

5. Gut structures in preparation of renovation including the removal of all existing electrical wiring, sewage piping, water piping, and interior finish materials.

6. Repair and/or replace identified structural component deficiencies.

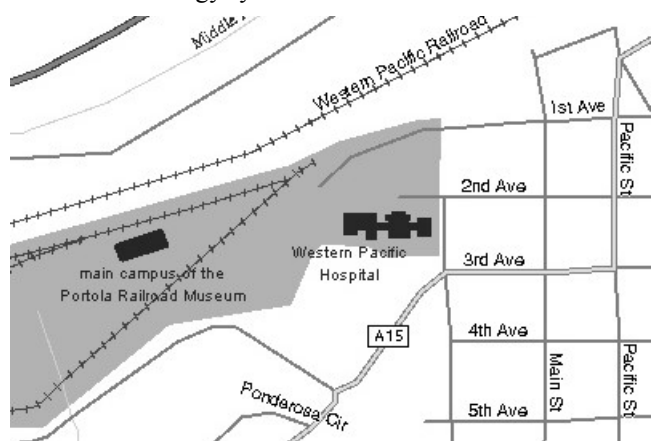
7. Perform complete construction work necessary to accomplish finished product as identified in the plans from section 3.

8. Complete grounds improvement and visitor signage.

Integration

1. Perform additional work required to functionally and visually integrate completed Hospital site into main campus of the Portola Railroad Museum.

2. Work scope as determined in section 3 and to include ADA compliant walkways, signage, additional parking and access, data and voice technology systems.



Minutes of Past Meetings

January 5, 2002

Vice-President Andy Anderson called the meeting to order at 10:00 a.m. The following directors were present: Andy Anderson, Pat Brimmer, Frank Brehm, Kerry Cochran, Eugene Vicknair, Jan Brietwieser, Norm Holmes, Hank Stiles.

Visitors Present: Rod McClure, Gail McClure, Judy McGrath, Gary Hall, Alan Turner, Tom Graham, Jan Zygnier, Jack Zygnier, Steve Habeck, Matt Parker, Missy Iverson, Ken Iverson, Marta Egan, Dan Brady.

CONSENT AGENDA:

Minutes – Approval of the minutes of the Regular Meeting held on November 3, 2001.

Finance Reports - Transaction report through November 20, 2001 Profit & Loss.

Convention Report.

Revision of Motion #01-11-05

Motion #01-12-01

Made by Director Vicknair, seconded by Director Brehm to approve the consent agenda reports as presented. All directors present voted in favor.

OLD BUSINESS:

2002 BUDGET: Treasurer Dan Brady reviewed the Society’s current financial status, he explained that although the Society has cash, and minimal debt, the majority of the cash is held in restricted funds and cannot be used for day to day operations or for new projects. He suggested the Board work on controlling expenses and developing more sources of revenue through fund raisers and the membership while working on projects that have restricted funds to use and pick a couple of new projects that are high priority to work on this year.

Directors Brimmer and Stiles each noted that a high priority should be given to track maintenance.

Director Brietwieser noted that she felt it was important for the board to consider paying someone to work with the board on organization and administration of the museum. She noted that Marta Egan was willing and able to perform the job at a cost of about \$700 per month.

Director Brimmer noted that another high priority should be the code violations noted by the City’s building inspector.

President Anderson suggested that Susan Scarlett was willing to take over the membership process and would be able to get cards out, etc. in a timely fashion. It was the consensus of the Board to take Mr. Anderson’s advise and have Susan work with Kerry to take over the membership.

Mr. Brady requested all directors who get paid for services talk to him about how it could be handled differently so the Society didn’t have to pay the inflated workers comp rate. He also requested to be given a fair market value cost on the new cabooses and boxcar.

Mr. Brady then presented a transaction report in a new format and asked for input from the board, he asked if the report was need monthly or if quarterly would work. It was the consensus of the Board to continue with the monthly report and revisit the item in the fall to determine if the report was needed monthly throughout the winter.

Director Stiles requested a department budget. It was noted that Susan, Gary and Dan were working on a format that would allow department heads to get a clear view of their department’s budget.

Alan Turner noted that it should be a priority to get the accounting reports developed. The board continued to discuss and review the draft budget presented by Mr. Brady;

Minutes of Past Meetings

Motion # 02-01-01

Made by Director Stiles, seconded by Director Cochran to approve the budget. All members present voted in favor.

INSURANCE: President Anderson reported that the insurance policy was being completed.

NEW BUSINESS:

STRATEGIC PLANNING: Gail McClure discussed the Old Hospital property and requested the Board consider her offer to work on developing an plan and fund raising for the property. President Anderson Appointed Ms. McClure, Director Vicknair, Gary Hall, Director Brehm and Director Holmes to a committee to work on the Old Hospital property.

Marta Egan presented a proposal to the Board for a temporary position that would work to organize the administration of the Society and develop a plan for the Society to hire a executive director. She noted that she felt she could handle the position but wouldn't be available till March or April.

President Anderson appointed a committee of Directors Breitwieser, Stiles, Brimmer and Gary Hall to develop a proposal to include guidelines and reporting responsibilities for an agreement with Ms. Egan and bring it back to the Board for consideration.

Gail McClure then presented her report regarding a strategic planning retreat to the Board. She explained that the retreat should be held away from Portola to allow maximum commitment and attention from the Board.

Motion #02-01-02

Made by Director Brimmer, seconded by Director Vicknair to approve the retreat to be held off site funded with \$1000 from miscellaneous expenses (#67190) on a date to be settled later.

President Anderson explained that the Consent Calendar items would be placed on next month's agenda for consideration, after minor changes to the minutes were made and the accounting reports were brought up to date.

RECESS:

The meeting was recessed for lunch at 11:30 am. The meeting was reconvened at 1 pm. All members were present.

NEW BUSINESS:

RELOCATION OF OFFICE/BUNK CARS: Director Vicknair requested the Board set up a committee to look at the possibility of relocating the cars. A committee was set up including Gray Hall, Steve Habeck, Director Vickair and Director Cochran.

MEMORIAL GROVE: Director Vicknair indicated that he would like the Board's permission to have the Site Committee consider including a Memorial Grove in the site plan. The Board approved the request.

NETWORK PLAN: Director Vicknair noted that in order to create the plan he needs a list from each director and department head of what they need for their position in the way of computer networking and technology. He will then have the plan finalized and bring it back to the board.

ZEPHYR PROJECT: Director Vicknair explained that this was handled at the last meeting.

ELECTION RULES: Director Cochran presented the election policy and Director Vicknair presented his list of concerns from the last meeting.

Gary Hall went through each of Director Vicknair's concerns and explained how they were each handled and addressed in the policy presented by Director Cochran.

The policy was presented to Alan Turner for review, Mr. Turner indicated that he felt the policy was long and detailed but that it was acceptable.

Motion #02-01-03

Made by Director Brimmer, seconded by Director Vicknair to adopt the policy as presented. All members present voted in favor.

WP HOSPITAL ACTION PLAN: The Board directed the Committee to move forward with the action plan, first addressing clean-up and assessment of the site.

TRUCKEE PROJECT COORDINATOR: President Anderson appointed Director Vicknair as the Truckee Project Coordinator.

VACANT BOARD POSITION: President Anderson explained that he had received only one nomination for the position since it had been advertised and that was for Steve Habeck. The Board discussed the idea of advertising again, but noted that the position would only be for a short time with the upcoming election being in June.

Motion #02-01-04

Made by Director Vicknair, seconded by Director Brehm to accept Steve Habeck as the nominee and appoint him to the Board. Directors Brehm, Vicknair, Stiles, Holmes, Brietwieser and President Anderson voted in favor. Director Brimmer voted no. Director Cochran did not vote.

FRRS FILE STATUS: Director Brimmer explained that he would like the Board to discuss the status of files and original papers that seem to be missing from the FRRS files.

Director Stiles reported that Doug Morgan stated that he has no original documents from the FRRS, but would look for something specific if asked.

Mr. Brimmer explained that he felt Mr. Morgan had stated that he would return files but had not returned them. Mr. Stiles noted that he felt all the files were left in the office car. President Anderson and Mr. Habeck each noted that they had look in the car but and found lots of papers by that nothing was organized.

Director Cochran suggested that the Attorney should write to Mr. Morgan and ask for all FRRS papers to be returned.

After further discussion it was the consensus of the Board to have Andy Anderson, Steve Habeck, Rod McClure and Gail McClure research what had happened to files and go through the files at the museum and bring a report back to the board.

WORK WEEKENDS: Director Vicknair reported on developing work weekends but indicated that no board action was necessary.

COMPUTER PURCHASE: Director Brimmer noted that he would like the Board to consider the purchase of one good computer.

PHONE SYSTEM: Director Brimmer noted the need for a new phone system at the museum; the Board appointed Director Cochran to assess the phone needs and report back.

DIESEL SHOP REORGANIZATION: Director Vicknair requested the Board direct the Site Committee to review the proposed reorganization.

Minutes of Past Meetings

The Board agreed to let the Site Committee review it.

OLD TOWN EXTENSION: The Board discussed the proposed idea for an "Old Town Extension", they noted that there would be many obstacles to overcome for a project like this to be completed. A committee was appointed consisting of Rod McClure, Eugene Vicknair, Andy Anderson, Jan Brietwieser and Ken Iverson to complete a feasibility study.

OPERATIONS REPORT: Director Cochran presented his report and stressed the need for everyone to work on better safety measures. Gail McClure thanked Director Cochran for his report.

GOOD OF THE ORDER:

PRESIDENT'S REPORT: President Anderson thanked everyone for working together and getting everything accomplished.

DIRECTOR'S REPORTS: Director Cochran noted a change on the calendar, train rules workshop should be on May 4th and 5th.

Director Vicknair reported that he would be receiving parts for the Zephyr. Director Holmes reported that he was working on the Cyrognic refer acquisition. Director Stiles reported that he had found o-rings for the 857. Director Brietwieser reported that Portola Railroad Days had been set for the last weekend in July.

Ken Iverson reported that the gift shop locks had been changed so you only need one key to get in and that the snow plow had been broken.

REPORT FROM LEGAL COUNSEL: Mr. Turner reported that the Society will now be receiving copies of pleadings, etc. from the Illinois case and that they could expect a ruling this month. He also requested that roll call and a place for committee reports be placed on the agendas. He also complimented the Board on its willingness to work on organizational issues. He also noted that he would review the by-laws and suggested that the Board utilize a good set of sample by laws and keep them short & sweet.

Director Stiles asked about an attorney that Mr. Morgan had asked to review the bylaws, the Board indicated that that was no longer necessary due to Mr. Turner's presence.

Dan Brady asked the Board Members to spend time reviewing all the projects and determine the feasibility of each project.

Mr. McClure noted that he would have a complete track inspection done soon.

Adjourn: Meeting adjourned at 2:18 p.m.

Next Meeting: February 2, 2002, Portola

Respectively Submitted

Leslie Tigan

February 2, 2002

President Andy Anderson called the meeting to order at 1:05 p.m. The following directors were present: Andy Anderson, Frank Brehm, Jan Breitwieser, Steve Habeck, Norm Holmes, Hank Stiles, Eugene Vicknair. Pat Brimmer and Kerry Cochran were unable to attend.

Visitors present: Irene Hardisty, Dave Hardisty, Tom Graham, Alan Turner, Gail McClure, Rod McClure, Judy McGrath, Janis Peterson.

CONSENT AGENDA:

Minutes – Approval of the revised minutes of the Regular Meeting held on December 1, 2001 with changes as submitted.

Minutes – Approval of the minutes of the Regular Meeting held on January 5, 2002 with no changes.

Finance Reports – Transaction report and Profit & Loss Statement through January 28, 2002.

Membership Report – Approval as submitted.

Magnolia Tower – Approval as submitted.

Motion #01-12-01

Made by Director Brehm, seconded by Director Breitwieser to approve the consent agenda as presented. All directors present voted in favor.

Before proceeding to Old Business, President Anderson read a letter to the Board from Helen Kennedy of the Williams House. This letter advised that a donation in the amount of \$100 was customary for use of their meeting facilities, however, they would be willing to accept a letter of support in lieu of said donation. President Anderson advised he would write the required letter.

President Anderson also read a letter of resignation from Leslie Tigan. She stated that it was not her intent or understanding that her duties as Secretary be a permanent position. She also said that based on her past participation, it would appear to her that the Society is "headed in the right direction." She further advised she will continue to post notification of meeting agendas at City Hall and volunteered to assist with certification of pending Board elections.

Based on Ms. Tigan's suggestion, President Anderson requested Gail McClure accept secretarial duties regarding recording of meeting minutes. Ms. McClure agreed. Director Vicknair as Secretary will be responsible for submission of meeting agendas.

OLD BUSINESS:

ROLLER BEARING TRUCKS & WP FREIGHT CARS: Director Brehm reported he has pursued acquisition of two former WP cars from Jim Dobbas, Inc. One of these cars is a ballast car that will be used by MofW department, the other is a hopper car. Both cars are less than 20 years old and in very good condition.

Director Brehm advised the purchase price of these cars to be \$2,000. Directors Brehm and Vicknair brought this possible acquisition to the attention of an internet chat group focused on the WP and were able to raise these monies in less than one week. Director Brehm presented checks submitted by supporters to President Anderson.

Director Stiles indicated purchase of these cars should be presented to the A&D committee for their recommendation.

Rod McClure, committee chair, indicated that the ballast car would be required for upcoming and future track work.

Directors Brehm and Vicknair reminded the Board that it was previously stipulated by the A&D Committee that preservation of WP equipment was a priority of the organization.

Mr. McClure advised on behalf of the A&D committee, purchase of these cars was recommended. He also advised arrangements had been made to move the cars free of charge to the Society.

Motion #02-02-01

Made by Director Stiles, seconded by Director Vicknair approving funding of these purchases from donations made to a new account called Freight Car Acquisitions Fund. All directors present voted in favor.

President Anderson presented a check for the purchase of the first of the two cars for Jim Dobbas, Inc. to Director Brehm and advised the second check to follow later in the week.