

# **Pacific Railroad Society Inc.**

## ***Minutes of the Board of Directors Meeting, March 6, 2019***

In attendance Directors: President Virginia Grupp, Vice President Andrew Novak, Treasurer Marti Ann Draper, Secretary Rick Reyes, Directors: Barry Draper, John Telles, Mark Abbott, Stephanie Novak, Chairpersons: Albert Novak. Members Dave Housh and Steve Crise.

Meeting called to order at: 7:32

Presidents Remarks: Hope everyone had a "good swim".

Vice President's Remarks: None

Secretary's Report: Secretary Rick Reyes presented the Board of Directors meeting minutes for February 6, 2019.

**MOTION #32:** John Tellez moved to accept the Board of Directors meeting minutes for February 6, 2019. Andrew Novak seconded the motion. The motion was **APPROVED**.

Treasurer's Report: Treasurer Marti Ann Draper submitted a written report dated March 6, 2019 covering the month of January. An electronic file was transmitted to the Secretary's email account.

**MOTION #33:** Barry Draper moved to accept the Treasurer's Report dated March 6, 2019 covering the month of January. John Telles seconded them motion. The motion was **APPROVED**.

### ***Committee Reports***

Budget: No report nearly the end of the year. Budget is in Treasurer's Report.

By-Laws: No report

Excursions: Chairperson Marti Ann Draper reported that we ran an excursion as reported in last meeting. We still have another trip that we chartered which was postponed. This trip is still pending. The Amtrak official handling private car moves went on vacation and when he came back he said the policy has been changed. He has not gotten back to us. The Amtrak Inspector General put out a memo describing how Amtrak has not efficiently accounted for and billed for revenue of private car operations. The Amtrak IG office believes that they could have made more revenue had Amtrak properly charged for private car operations. Their new policy is designed to make more money for Amtrak. It's now very difficult working with Amtrak to schedule private car operations. More to follow.

Insurance: Chairperson Marti Ann Draper reports that Amtrak has increased liability insurance requirements for private car operations.

Legal: Chairperson Marti Ann Draper reports that we are not suing anybody. No one is suing us.

Mailing: Chairperson Virginia Grupp reports she has a big pile of envelopes on the table. She printed a bunch of labels. These are the ballots. Usual place tomorrow for mailing party.

Membership: Chairperson Grupp reports Claire Kinzinger has applied for membership.

**MOTION #33:** Andrew Novak moved to accept Claire Kinzinger as new member. The motion was seconded by Marti Ann Draper. The motion was **APPROVED**.

Museum: Chairperson Dave Housh submitted a written report. This was his last day as Museum Committee Chairperson. He submitted a list of important museum information keys, check book message machine cash box etc. Dave Housh departure and transfer of duties was discussed. He is still Assistant Treasurer until the end of the month. Marti Ann Draper will call Debbie the housekeeper regarding letting herself in and payment routine. Mailing party it would be helpful to put *Wheel Clicks* copies in the. Dennis Gilkey may or may not show up tomorrow account of weather. I intend to be here at museum when I can. It was brought up that a second person will be needed to help with keeping the museum open. (Note: City of San Dimas/PRS lease part #7 attached.)

As of now there is no longer a Museum Chairperson.

Programs: Program Information from Chairperson Russ Davies via Andrew Novak. This month "Metra rides the South Shore Line" during the '80's.

Publications: Deadline for *Wheel Clicks* is March 15, mailing is April the 4<sup>th</sup>.

Rolling Stock: Al Novak presented an electronic report/written report. February was not nearly as "exciting" as January. Stan Ames called Marti Ann Draper and reported that his dome car was sold. A number of things need to be done before car can be shipped out. Al took some books to the "California Express" Buena Park swap meet.

Special Events: Nothing happening at the moment

### ***Unfinished Business***

We still have work to do regarding the transition from the former curator. Scott Inman recommended Joe Door to help with museum. Mr. Door used to be a docent at CSRM. Mr. Door says he can work as docent on Thursdays. That is the only day he has available. Steve Crise offered that he can open and close Museum as he lives very close. He still can't guarantee that. We still need another person to help out. David Coscia may be able to help out. He is trustworthy and he does have keys to the SPT&HS facility in Upland. Various options and problems filling the position were discussed.

## ***New Business***

Informal meeting with former Chairperson Dave Housh

Announcements: None

Adjournment: The meeting was adjourned at unrecorded time.

Attachments



Pacific Railroad Society  
Treasurer's Report  
For the Board Meeting

Held March 6, 2019

Covering the month of  
January, 2019



6:11 PM  
03/06/19  
Cash Basis

Pacific Railroad Society, Inc.  
**Balance Sheet**  
As of January 31, 2019

	<u>Jan 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Citizens Checking 8617	2,510.21
Money Market Citizen's1731	12,335.93
Museum-B of A 0133	3,724.57
Paypal(Membership & Excursions)	1,400.51
<b>Total Checking/Savings</b>	<u>19,971.22</u>
<b>Other Current Assets</b>	
Morgan Stanley	
Donated stock	17,100.00
Morgan Stanley cash account	1,698.37
<b>Total Morgan Stanley</b>	<u>18,798.37</u>
<b>Total Other Current Assets</b>	<u>18,798.37</u>
<b>Total Current Assets</b>	<u>38,769.59</u>
<b>TOTAL ASSETS</b>	<u><u>38,769.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Sales Tax Payable	6.01
<b>Total Other Current Liabilities</b>	<u>6.01</u>
<b>Total Current Liabilities</b>	<u>6.01</u>
<b>Total Liabilities</b>	6.01
<b>Equity</b>	
General Fund	-78,577.07
<b>Restricted Funds</b>	
Amtrak compatibility	50.00
Chard Walker Descanso Fund	19,175.21
Dave Cameron Endowment	100,000.00
<b>Total Restricted Funds</b>	<u>119,225.21</u>
<b>Retained Earnings</b>	30,312.28
<b>Net Income</b>	<u>-32,196.84</u>
<b>Total Equity</b>	<u>38,763.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>38,769.59</u></u>

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03/06/19  
Cash Basis

Pacific Railroad Society, Inc.  
YEAR TO DATE EXCURSIONS REVENUE & EXPENSE

	554-San Diego 0...	555-San Diego 0...	Total Excursions	TOTAL
	(Excursions)	(Excursions)		
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Program Fees</b>	915.00	1,875.00	2,790.00	2,790.00
<b>Total Income</b>	915.00	1,875.00	2,790.00	2,790.00
<b>Cost of Goods Sold</b>				
<b>PayPal fee</b>	10.03	42.75	52.78	52.78
<b>Total COGS</b>	10.03	42.75	52.78	52.78
<b>Gross Profit</b>	904.97	1,832.25	2,737.22	2,737.22
<b>Net Ordinary Income</b>	904.97	1,832.25	2,737.22	2,737.22
<b>Net Income</b>	<b>904.97</b>	<b>1,832.25</b>	<b>2,737.22</b>	<b>2,737.22</b>



**Pacific Railroad Society, Inc.**  
**MUSEUM REVENUE & EXPENSE**  
**Curent Month, and Fiscal Year to date**

**Cash Basis**

	<u>Jan 19</u>	<u>Apr '18 - Jan ...</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Donations Income</b>	0.00	5,179.95
<b>Miscellaneous Income</b>	0.00	25.00
<b>Retail sales</b>	0.00	2,108.00
<b>Total Income</b>	<u>0.00</u>	<u>7,312.95</u>
<b>Gross Profit</b>	0.00	7,312.95
<b>Expense</b>		
<b>Dues and Subscriptions</b>	0.00	160.00
<b>Educational items for resale</b>	0.00	910.43
<b>Housekeeping and gardeni...</b>	150.00	1,756.68
<b>Internet access</b>	0.00	886.99
<b>Museum Displays</b>	146.73	261.93
<b>Office Supplies</b>	0.00	951.10
<b>Postage and Delivery</b>	0.00	10.15
<b>Printing and Reproduction</b>	85.38	222.83
<b>Rent</b>	162.00	1,876.00
<b>Repairs</b>	121.40	275.95
<b>Security</b>	0.00	444.12
<b>Shipping</b>	0.00	50.00
<b>Telephone</b>	0.00	390.76
<b>Utilities</b>	353.05	2,402.75
<b>Voided checks</b>	0.00	0.00
<b>Total Expense</b>	<u>1,018.56</u>	<u>10,599.69</u>
<b>Net Ordinary Income</b>	<u>-1,018.56</u>	<u>-3,286.74</u>
<b>Net Income</b>	<u><u>-1,018.56</u></u>	<u><u>-3,286.74</u></u>

6:14 PM  
03/06/19  
Cash Basis

Pacific Railroad Society, Inc.  
**National Forum Revenue and Expenses**  
Current Month and Year to Date

	Jan 19	Apr '18 - Jan 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Dividends	0.00	331.20
<b>Donations Income</b>		
<b>Restricted</b>		
Amtrak Compatibility Inc...	0.00	1,396.81
<b>Total Restricted</b>	0.00	1,396.81
<b>Total Donations Income</b>	0.00	1,396.81
Interest	0.00	0.72
Rental income	0.00	600.00
<b>Total Income</b>	0.00	2,328.73
<b>Cost of Goods Sold</b>		
PayPal fee	0.00	3.57
<b>Total COGS</b>	0.00	3.57
<b>Gross Profit</b>	0.00	2,325.16
<b>Expense</b>		
Bank Service Charges	0.00	70.00
<b>Dues and Subscriptions</b>		
RPCA	0.00	45.00
<b>Total Dues and Subscriptions</b>	0.00	45.00
<b>Insurance</b>		
Property damage	0.00	1,588.00
<b>Total Insurance</b>	0.00	1,588.00
<b>Rent</b>		
Park railroad car	0.00	13,773.00
<b>Total Rent</b>	0.00	13,773.00
<b>Repairs</b>		
Historic equipment repairs	425.00	3,298.51
<b>Total Repairs</b>	425.00	3,298.51
<b>Total Expense</b>	425.00	18,774.51
<b>Net Ordinary Income</b>	-425.00	-16,449.35
<b>Other Income/Expense</b>		
Other Expense		
Unrealized loss	0.00	4,947.84
<b>Total Other Expense</b>	0.00	4,947.84
<b>Net Other Income</b>	0.00	-4,947.84
<b>Net Income</b>	<b>-425.00</b>	<b>-21,397.19</b>

**Pacific Railroad Society, Inc.**  
**PUBLICATIONS REVENUE AND EXPENSE**

Cash Basis

Current Month and Fiscal Year to date

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	<u>Jan 19</u>	<u>Apr '18 - Jan 19</u>
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
<b>Postage and Delivery</b>	85.00	860.66
<b>Printing and Reproduction</b>	119.35	1,108.18
<b>Total Expense</b>	204.35	1,968.84
<b>Net Ordinary Income</b>	-204.35	-1,968.84
<b>Net Income</b>	<u><u>-204.35</u></u>	<u><u>-1,968.84</u></u>

6:19 PM

Pacific Railroad Society, Inc.

03/06/19

## ROLLING STOCK REVENUE AND EXPENSE

Cash Basis

Current month and fiscal year to date

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	<u>Jan 19</u>	<u>Apr '18 - Jan 19</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Donations Income</b>	0.00	152.00
<b>Rental income</b>	200.00	1,800.00
<b>Total Income</b>	<u>200.00</u>	<u>1,952.00</u>
<b>Gross Profit</b>	200.00	1,952.00
<b>Expense</b>		
<b>Rent</b>	420.00	1,966.00
<b>Security</b>	674.43	3,029.19
<b>Utilities</b>	71.42	507.84
<b>Total Expense</b>	<u>1,165.85</u>	<u>5,503.03</u>
<b>Net Ordinary Income</b>	<u>-965.85</u>	<u>-3,551.03</u>
<b>Net Income</b>	<u><u>-965.85</u></u>	<u><u>-3,551.03</u></u>

**Pacific Railroad Society, Inc.**  
**SPECIAL EVENTS REVENUE & EXPENSE**  
Current month and year to date

Cash Basis

	<u>Jan 19</u>	<u>Apr '18 - Jan 19</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Program Fees</b>	864.00	2,874.00
<b>Total Income</b>	864.00	2,874.00
<b>Cost of Goods Sold</b>		
<b>PayPal fee</b>	0.00	3.54
<b>Total COGS</b>	0.00	3.54
<b>Gross Profit</b>	864.00	2,870.46
<b>Expense</b>		
<b>Program Expense</b>	0.00	2,186.33
<b>Total Expense</b>	0.00	2,186.33
<b>Net Ordinary Income</b>	864.00	684.13
<b>Net Income</b>	<u>864.00</u>	<u>684.13</u>

**PACIFIC RAILROAD MUSEUM REPORT FOR FEBRUARY 2019**  
**Board Meeting, Wednesday, March 6, 2019**

<b>February Visitors:</b>	128
<b>February Donations:</b>	\$442.10
<b>February Museum Sales:</b>	<u>332.00</u>
<b>Total February Income:</b>	\$774.10

**Museum News**

1. Two windows were broken, apparently by vandals, over the weekend of February 16. There was no attempt to enter the museum. Cost of repairs exceeded \$600.00 which I thought was a bit steep, but it had to be done quickly. Marti Ann has the bill with the exact amount. The service by La Verne Glass was satisfactory and timely.

2. For the record, this is my last day serving as curator of the Pacific Railroad Museum. I will continue to volunteer helping to maintain the gift shop inventory, displays, and fact sheets. I will also be available for special tours. But all such will be done as my schedule permits. I have enjoyed my time as curator and hope the museum and library continues serve the public well under my replacement.

are exempt from this requirement. Failure of Society to comply with this requirement may result in the City refusing to approve any or all of such work, even after the work is completed by Society. If any such work is performed by or for Society without first obtaining written approval from the City, City may at its sole discretion declare the Society is in material default of the Lease. The time requirements when such submissions are to be made to the City and other obligations undertaken by Society in this Lease for obtaining approvals from the City are contained in Section 9 below.

5. Non-Discrimination. Society hereby warrants that no person will be barred from the use of facilities because of race, sex, national origin, physical handicap, religious preference, or other non-discrimination criteria established by State of California or by the City. General meetings of members of Society held on the premises will be open to all members of the public who desire to peaceably attend such meetings.

6. Use. Society shall have exclusive use and occupy the Leased Premises for the maintenance of a museum, office, library and meeting room, and for no other purpose.

7. Utilities. Society shall pay all costs for the utilities, except water, used by Society on the Leased Premises. In addition, the City shall pay for and provide reasonable trash hauling.

8. Repair and Maintenance. The City has no obligation to repair and maintain the Leased Premises during the Lease term. The Society accepts the Premises on an "as is" basis. Society shall reasonably maintain and repair the Leased Premises in good working order following reasonable written notice by City to Society, including mechanical systems installed on same, reasonable wear and tear excepted. Failure of Society to reasonably maintain and repair the Leased Premises shall be a material default of this Lease. In the event Society fails to maintain and repair the Leased Premises in accordance with the terms of this Lease, the City may within its discretion undertake the necessary maintenance and repair and charge the Society for the costs incurred by the City for doing so. Society shall pay City for any amount billed to Society pursuant to this Section within fifteen (15) days from receipt of the City's statement. Failure of Society to make any such payment to City shall constitute a material default of this Lease.

9. Obtaining approval from City and Submission of Estimates. Society shall provide to City a written estimate of the Society's costs to perform any of the work covered in section 4.3 above at least thirty (30) calendar days in advance of performing any such work along with the plans, specifications or other written details explaining the work Society is required to complete on the Leased Premises. The City shall either approve or disapprove any such submissions of Society in writing within thirty (30) calendar days after City's receipt of same. Failure of the City to do so shall constitute approval by the City. All approvals or disapprovals by the City shall be exercised within the sole discretion of the City Manager or his duly appointed designee. Within 30 days after any unit of work in excess of \$1,000 is accomplished by the Society, Society will submit a written summary of the actual cost incurred to the City.

10. Vacation of Leased Premises. When Society vacates the Leased Premises upon expiration of any term of the Lease or for any other reason, Society shall surrender the Leased Premises in good repair and condition, reasonable wear and tear excepted. Society shall remove all Society owned permanently

## Rolling Stock Report for February 2019

### **February 5, 2019 (Tuesday)**

Tyco Security called @ 3:05 am to report the alarm was activated on the south end of the storage tracks at Dart.

Stephanie and I arrived at Dart @ 9:00 am and found that Dart had received 2 box cars on the west track adjacent to their warehouse. We departed @ 9:30 am after checking the property. Nothing was found to be disturbed.

### **February 6, 2019 (Wednesday)**

Tyco Security called @ 1:30 am to report the alarm was activated on the south end of the storage tracks at Dart.

Tyco Security called @ 3:30 am to report the alarm was activated on the south end of the storage tracks at Dart.

### **February 7, 2019 (Thursday)**

Tyco Security called @ 1:30 am to report the alarm was activated on the south end of the storage tracks at Dart.

Tyco Security called @ 1:40 am to report the alarm was activated on the south end of the storage tracks at Dart.

Stephanie and I arrived at Dart @ 9:00 am and found that there were no box cars on the west track adjacent to their warehouse. We departed @ 9:30 am after checking the property. Nothing was found to be disturbed.

### **February 17, 2019 (Sunday)**

Tyco Security called @ 12:45 am to report the alarm was activated on the south end of the storage tracks at Dart.

Stephanie and I arrived at Dart @ 12:30 pm and found a hole cut in the fence where Noakes Street ends. Entry (or exit) through that hole would not necessarily trigger the alarm if the intruder stayed within the confines of the two alarm beams. We attached a 3-foot by 4-foot sheet of steel expanded mesh material using hog rings to cover the opening after stretching the chain link fence fabric as close together as possible. Before leaving @ 2:30 pm, we checked all the fences and the equipment and found no other problems.

### **February 25, 2019 (Monday)**

Stephanie and I arrived at Dart @ 9:00 am to check on things. I found that the bottom of the fence on the eastern neighbor's loading dock was loose along the bottom edge and could easily be pulled out to allow entry onto Dart's property without triggering the alarm. It was apparent that this condition has existed for a considerable time. We secured the bottom of the fence by shoving a surplus piece of crooked barstock through the bottom links of the chain-link fencing and then securing that to the horizontal fence post at the bottom of the fence using extra chain links. Before leaving @ 10:15 am, we checked all the fences and the equipment and found no other problems.

As an aside, Noakes Street was full of movie set pieces being unloaded from movie prop supplier trucks.

Stephanie and I arrived at Dart @ 9:00 am. pm and found a hole cut in the south railroad gate. We attached a 3-foot by 4-foot sheet of steel expanded mesh material using hog rings to cover the opening after stretching the chain link fence fabric as close together as possible. Both railroad gates are now protected by either 2 layers of chain-link fencing or by an additional layer of expanded steel mesh.

We departed @ 3:00 pm after checking the property. Nothing was found to be disturbed.

**OERM Update:** The latest information from OERM is that they will be billing the caboose and flat car out by rail to storage in Placentia. The cars will be trucked to OERM from there. The RDC and combine will have to wait for now.

**Other NEWS:** It has come to my attention this morning (March 6) that the dome car GN 1330 has been sold. We will have to move some cars around to get it out, but no time schedule is available at this time.

Respectfully submitted March 6, 2019 by Albert E. Novak, Rolling Stock Chairman.