



Rules, Guidelines, and Schedules

Maricopa Live Steamers

Railroad Heritage Preservation Society

December 2024

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PREFACE

The purpose of these Rules, Guidelines, and Schedules is to promote the safe enjoyment of Maricopa Live Steamers (MLS) facilities by all members, guests, and visitors.

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SECTION 1 DISCIPLINE

- 100.** SELF-DISCIPLINE is expected by all members of MLS. Harassment will not be tolerated. It should be noted that only the President, the Safety Committee, or the Board of Directors (BoD) has the authority to reprimand members for misconduct or rules violations. Any incidents are to be presented in writing to one of the club officers within seven (7) days of the incident.
- 105.** PHYSICAL AGGRESSION will not be tolerated within the MLS. Any individual making initial, physical contact with any other individual during any altercation will result in the immediate membership termination of the individual making the initial, physical contact. If there is mutual physical contact and it cannot be ascertained who initiated the physical contact, then all individuals involved will have their membership suspended while the incident is being reviewed. This does not preclude any member's right to physically defend themselves, but any such action should be to the minimum extent necessary.

Implementation of the membership termination is to be by a majority vote of the BoD members present at a lawfully held BoD meeting convened by the President.

- 110.** USE OF PROFANITY is discouraged within MLS. This is in keeping with the MLS intention of being a family type organization. Any allegation of objectionable profanity is to be presented in writing to the President within seven (7) days of the incident. If the President concurs, then the President and another officer or BoD member will conduct a verbal discussion with the member concerning the objectionable language. The date of the incident is to be noted.
- A. If a SECOND PROFANITY INCIDENT occurs within one year of the noted incident date, the President is to convene a BoD meeting. If the allegation is upheld by a majority vote of the BoD members present, the member is to be given a written reprimand.
 - B. If ANOTHER PROFANITY INCIDENT occurs within one year of the written reprimand, the President is to convene a BoD meeting. If the allegation is upheld by a majority vote of the BoD members present, the member is to be suspended from all MLS activities and usage of MLS facilities for thirty (30) days.
 - C. ANY FURTHER PROFANITY ALLEGATIONS that occur within one year of the 30-day suspension and the allegation is upheld by a majority vote of the BoD members present at a lawfully held meeting will result in a 90-day suspension from all MLS activities and usage of MLS facilities.
- 115.** MEMBERSHIP TEMPORARY SUSPENSION OR TERMINATION from all MLS activities may be imposed on any member for good and sufficient reason, e.g., not adhering to the rules, codes, bylaws, or other practices of the MLS. Any incident or motion that could result in a membership temporary suspension or termination is to be presented initially to a lawfully held BoD meeting. Subsequently, the incident or motion may be presented to the membership at a lawfully held general membership meeting. A majority vote by the BoD members present at the BoD meeting or a majority vote of the eligible voting members present at the general membership meeting is required for a temporary suspension or termination of membership. Temporary suspension is to be specified for a period not to exceed one year (365 days). Individuals with a suspended or terminated membership may have access to their equipment so long as the individual is accompanied by a club officer or member of the BoD while on MLS property.
- 120.** APPEAL OF THE BoD DECISION regarding a membership termination or suspension may be presented at a lawfully held general membership meeting. A majority vote by the eligible voting members present is required for membership termination or suspension. Any dues and fees are to be forfeited.
- 125.** Any REQUEST FOR REINSTATEMENT of a terminated membership must be made in writing and presented to a lawfully held BoD meeting. Reinstatement will not be considered for a period of one year (365 days) from termination date. A reinstated member will be considered a new member and must pay all appropriate dues and fees.

SECTION 2 DUES/FEES SCHEDULE

210.	DUES	[Annually]	<u>MLS Dues</u>	<u>Maricopa County Fee Per User</u>	TOTAL
211.	Regular Member	(prorated quarterly)	\$165	\$15	\$180
211.1.	Regular Member Spouse		\$ 25	\$15	\$ 40
212.	Non-resident Member		\$ 35	\$15	\$ 50
212.1	Non-resident Spouse Member		\$ 10	\$15	\$ 25
213.	Junior Member	[Age 13-17]	\$ 10	\$15	\$ 25
214	Stand-alone Junior Member		\$ 10	\$15	\$ 25
215.	Supporting Member		\$ 15	\$ 0	\$ 15
216.	Honorary Member		\$ 0	\$ 0	\$ 0
220.	FEES				
221.	MLS Engine Use	(1 time per immediate family)			\$150
222.	Annual Locomotive or Rolling Stock Use				\$ 50
223.	Membership Badge			Each	\$ 10
224.	Annual Track Rental			Per Foot	\$ 5
225.	Maricopa County Park Fee	(per person)			\$ 15
226.	Key Deposit	(all new keys issued – refundable on return)			\$ 20

SECTION 3 CLUB EQUIPMENT

300. Club Equipment

310. With the exception of scrap items, all club equipment deemed unwanted by the club is to be first offered to all members by auction or sealed bid. Members must be given one (1) month minimum notice of such items.

SECTION 4 STRUCTURE GUIDELINES

400. “Structures” applies to ALL structures on MLS property.
405. Any additional structure or any improvements to existing structures on MLS property must be approved by the Long-Range Planning Committee (LRPC), the Maricopa County Flood Control, and the Maricopa County Parks Department prior to installation. Structures must be started within 90 days of approval and completed within one year from that date unless granted an extension by the LRPC. See “1030. Long Range Planning” in Section 10 of this document for procedure and requirements.
410. A maximum of five (5) gallons of fuel may be stored at a minimum of four (4) feet above the floor.
415. Gasoline, fuel oil, and propane used for operational requirements are permitted to be stored only in tanks that are part of the engine or in tender fuel bins.

- 420. Steam equipment storage
- 421. Prior to being stored, steam engines will have all fires extinguished, boiler pressure blown down to a zero-gauge pressure, and if applicable, ashes cleaned out of the firebox and ash pan.
- 422. All fuel supply tanks will have their shut off valves closed tightly.

SECTION 5 MLS OWNED STORAGE GUIDELINES

- 500. The primary purpose for storing private operational equipment at MLS facilities is to increase member activity by reducing equipment handling difficulties.
- 505. Priority of renewal will go to the current renter.
- 510. Renters may, by mutual consent, exchange their space with existing renters. The treasurer will be notified before the next regular (BoD) meeting when such an exchange occurs. New rental agreements will be signed and kept on file by the treasurer to ensure correct rental fees are maintained.
- 515. When space becomes available, priority will be given to those on the MLS Storage waiting list. If any additional rental space remains available, the existing renters will be allowed to exchange their space for the space available. If more than one such renter wants the available space, a "lottery system" will be used to determine who will be allowed to exchange their space. The space that was exchanged for now becomes available to members on the MLS waiting list. This list will be kept on file by the treasurer.
- 520. Each renter/sub-renter will own the operational equipment to be stored in the storage space.
- 525. MLS storage units are primarily for storing operational locomotives. At least one such locomotive will be stored in each unit unless there are more units and spaces than locomotives. Riding cars may be stored with the locomotive if space permits. The track in front of each unit remains part of the general Maricopa Live Steamers track system and is not under the control of the storage unit renter. Common courtesy would dictate that the unit renter should be able to use the track in front of the unit whenever possible. Under meet conditions, the volume of visiting equipment may require that the tracks in the steaming bay be assigned by the Meet Coordinator and individuals may need to schedule when they may bring their equipment out of storage.
- 530. This applies only to the MLS club owned storage facility known as Canada. (#59). The elevated track located on the south side of structure which leads to the work area, is available to all members and visiting guests to be used for minor repairs to their locomotives and rolling stock. For extensive repairs, contact any Executive board member to make arrangements for such repair. This area is not a designated charging station for electric trains.

SECTION 6 MEMBER OWNED STORAGE CONTAINER GUIDELINES

- 601. All privately owned storage facilities and the grounds surrounding such facilities shall be maintained in good condition. A roster of owners will be maintained by the Treasurer inside the MLS Clubhouse and available for reference or in the case of an emergency.
- 602. Structures and adjacent areas are for storage of train related items or items for specific park usage. Non-related train items must be stored off-site. Hand tools, small related electric tools, and park related items such as holiday decorations, tables, and chairs are allowable. For any questions about types of storage items, contact any member.

- 603. Only regular members in good standing may own or rent storage space.
- 604. No structure sale to any other member or outside non-member can be completed without prior approval of the BoD. No container can be removed from the property or moved without prior approval of the LRPC and BoD. If a structure is to be removed from MLS property, the owner must ensure that no damage is done to any other structures adjacent to the structure being removed and that any crossed track is not damaged.
- 605. Owner is responsible for maintaining the area to west of the container located along “container row” to be free of all debris and weeds.
- 606. No additional appendages will be added to the structure without prior approval of the LRPC.
- 607. Due to Phoenix Electrical Code requirements, no electrical connections (50v or higher) are to be made to the outside or inside of a structure. No water connections are to be made to a structure unless prior approval from the LRPC. Temporary electric loco charging is allowed inside a structure for a 24-hr. period. Refer to rule 240 of the Safety and Operating Rules for more details.
- 608. Members purchasing a container must abide by “Rules, Guidelines and Schedules”, rule 755.
- 609. You must be a regular or lifetime member to keep personal equipment, e.g., locomotives or rolling stock, on club property or in containers or on rental tracks for more than 120 days.

SECTION 7 RENTAL/STORAGE GUIDELINES

700. Purpose

The primary purpose for storing private, operational equipment at MLS facilities is to increase member activity by reducing equipment handling difficulties.

705. Eligibility

- 706. You must be a regular member in good standing to have a storage container.
- 707. The owner of a container may sub-rent to another member. That member must be a regular member in good standing and also follow Rule 755H.
- 708. Any regular member of the MLS whose dues are paid up may rent/sub-rent space. Members may rent/sub-rent as much space as they wish based on availability, but all space will have the member's operational equipment stored there. Special consideration may be given for equipment removed for repairs but the renter is still required to pay the set fees.

710. Rental Requirements

- 711. The rental agreement will be for one (1) calendar year.
- 712. The BoD may refuse to accept/renew a rental agreement. A renter may appeal the BoD decision to the general membership at any regular meeting.
- 713. Renters may sub-rent portions of their storage space. Sub-renters must be MLS members and abide by the same requirements imposed on renters except they are not required to complete a given number of runs per year.
- 714. A BoD approved rental agreement will be signed in duplicate by the renter and the treasurer. One copy will be filed with MLS and the other copy retained by the renter.
- 715. A renter may petition the BoD in writing for relief from one or more requirements. This relief will apply only to the current year's requirements.

720. Renewal Requirements

- 721. The run requirements for rental track may be waived with the understanding that they can

be re-instituted should it ever become necessary.

730. **Fees**

731. The rental fee is due January 1st of each year. Failure to pay the entire fee before February 1st of the same year will be interpreted as a failure to renew the agreement and the space will be considered available.

732. The BoD will establish the annual rental rate for storage space. Changes to the rate will be effective January 1st following their adoption.

740. **Failure to comply** with this storage policy of the MLS can result in the MLS removing member's private equipment stored at the facility but only after the following steps have been followed.

741. A certified, return receipt letter will be sent to such renters notifying them that their equipment is in jeopardy of removal for violation of the MLS rules. Failure of the party being so notified to accept this certified letter will not constitute an argument that the letter was not received. The violator will be requested to appear before the BoD at the next meeting. The date and time of the next meeting and the method by which relief from the above stated rules may be granted will be included in the letter.

742. The BoD must hear, and act upon, the violator's request. The BoD's decision is final, and a written statement of the decision of the BoD will be mailed to the violating renter by certified, return receipt letter. Failure on the part of the party being so notified to accept this certified letter will not constitute an argument that the letter was not received.

743. Should the decision of the BoD be to remove the stored equipment from the MLS storage facility, the following will be followed:

- A. any such removal of equipment by the MLS will have as many witnesses as practical with the Secretary documenting the condition of such equipment in writing as well as a video tape and photographic documentation of the entire move made. All reasonable precautions will be taken to protect the member's equipment from damage.
- B. if the BoD's decision is to deliver the equipment to the owner's home, the owner of the equipment must be present to receive that equipment and sign a written release stating that the equipment, as received, was not damaged by the move.
- C. if the BoD's decision is to store the equipment in a rented storage space, such rental will be in the name of the MLS with the MLS paying the rental fees. The owner of stored equipment will be notified by a certified, return receipt letter stating that the stored equipment will not be released until all costs incurred by the MLS have been reimbursed in full including any legal fees. If the storage fees accumulate to the point that in the BoD's estimation the value of the stored equipment is going to be exceeded, then the BoD needs to take appropriate legal action to gain ownership of the equipment. If this takes place and the owner for whatever reason decides he/she wants the equipment back, he/she would have to repay the MLS for all costs incurred up to that time.

750. **Storage Requirements**

751. The MLS will assume no responsibility for any loss or damage to private equipment stored at MLS facilities.

752. Renters will ensure that stored equipment minimizes hazards.

753. Private equipment stored at MLS facilities is not for general use by the membership and will not be moved, run, or otherwise used without the specific permission of the owner.

754. This addendum applies only to those storage facilities located on the steaming bays. The lessee/owner agrees not to block or otherwise inhibit the primary function of the steaming bay. When not being used by the lessee/owner for steaming up, guests and members

- wishing to use the steaming bay will not be restricted by the lessee/owner in any way. To do so will be grounds for the BoD to terminate the lease agreement.
755. All privately owned storage facilities and the grounds surrounding such facilities will be maintained in good condition.
- A. A container cannot be used for commercial or personal business storage.
 - B. Each container must be maintained and painted by owner.
 - C. Each container must have a number (the number assigned and supplied by MLS) on the transfer table end of the container. A roster of owners will be maintained by the Treasurer inside the MLS Clubhouse and available for reference or in case of an emergency.
 - D. A false front (and or any side exposed to the public) must be installed within the first year after installation of the container and maintained thereafter. The facade must fit into the theme established by MLS for aesthetics and be LRPC approved. Any violations of these guidelines will be reported to the BoD for corrective action.
 - E. The storage area located to the west of any and all containers located along “container row” is under the sole control of the container owner and may be used for storage and enclosed as long as:
 - i. What is being stored is not for commercial or personal business storage.
 - ii. There should be a gate at both ends tall enough to hide from view any items that are being stored.
 - iii. The gate on the transfer table end will be set in so that both container doors can open at the same time and at no time prevent access to adjoining containers.
 - iv. There is a safe walkway between containers.
 - v. If a roof cover is to be constructed, it must comply with the rules under Structure Guidelines Section 4 of this document.
 - vi. This area must be kept free from weeds and debris.
 - F. It is to be expected that the owner of a container will use the stored equipment.
 - G. Container owners in the outlying areas of the MLS property are responsible to maintain a 10-foot perimeter around their container to be free of weeds and debris for fire prevention safety.
 - H. When a storage unit is sold, the new owner, if an MLS member in good standing, must agree to the terms of these rules. If the storage unit is sold to a nonmember, that person has thirty (30) days from the date of purchase to remove it.
 - I. In case of an emergency, there should be a point of contact name and phone number. This list will be held by the Treasurer.
 - J. If for any reason MLS loses its lease on the land, it will be up to each owner to remove their containers at their own expense.
 - K. Each storage container owner must furnish a key or the combination to any lock affixed to their container to the treasurer to facilitate periodic inspections by the Maricopa County Parks Department and Maricopa County Flood Control inspectors. The MLS inspection committee will conduct inspections to ensure that all storage containers and cabinets comply with the rules outlined in section 755.
 - L. The intent of this rule is to be applied to all privately owned storage containers or buildings along the railroad or on the end of any steaming bay.
756. Procedure for non-compliance of Rule 755(K)
- A. The owner will be notified by e-mail and telephone using their information indicated on their current membership form requesting a response within ten (10) days of notice.
 - B. Those members who do not respond by providing a key or combination within ten (10)

- days will be mailed a certified, return receipt letter requesting a response within fifteen (15) days of receipt.
- C. In the event of no response, MLS will take further steps to contact a responsible party.
 - i. During this time, MLS will remove the current lock and inspect the interior and correct any violations if needed. The container will then be secured with a lock provided by MLS.
 - ii. A notice will be affixed to the container informing the owner to contact any Executive committee member to gain entry. Executive committee member contact information will be included on the notice.
 - iii. Forceful removal of any MLS lock will result in permanent membership termination from MLS.
 - D. This procedure will also be used to address "Abandoned Property".
757. For those storage facilities located on the steaming bays (dog houses #62 through #66)
- A. Guests and members wishing to use the steaming bay must obtain approval from the owner to ensure that their use will not interfere with the owners or sub renter's access.

SECTION 8 MLS OPERATING EQUIPMENT

800 Tag Out Rule

801. Before any maintenance, adjustment, repair, replacement of parts or work in general is done on any MLS equipment grouped in section 7 of the safety and operating rules:
- A. A tag must be affixed in plain sight to the starting controls or steering wheel. This tag will have your name on it along with any other person working with you on this equipment.
 - B. It must remain on this piece of equipment in the control panel or on the steering wheel in plain sight until all work and testing of said equipment is done.
 - C. No other person may remove the tag except the first name on the tag and he will have an understanding with all other workers on the tag that they will remove the tag for service.
 - D. No other person may start, run, move, couple to, push, climb onto, release the hydraulic pressure with a control lever or opening a hose without approval of the person who is the first name on the tag and having a job briefing with each person who's named on the tag.
802. Any and all violations of Rule 800 will be enforced by Section 1, Rule 113. There will be ZERO TOLERANCE for any violation of any part of Rule 800

810 Tractor

811. The Tractor can only be operated by qualified MLS members. To become qualified, any MLS member will receive instructional training by a certified tractor member with at least six (6) months on the job training (OJT).
812. Before starting the tractor, all checks must be performed. These checks include: general condition all tractor; note anything that doesn't look right, such as leaks, fluids such as engine oil, water, hydraulic oil, fuel, grease all pivot points.

820 Trencher

821. The Trencher can only be operated by qualified MLS members. To become qualified, any MLS member will receive instructional training by a certified trencher member with at least six (6) months OJT.

822. Before operating trencher all pre checks must be performed. These checks include:
- A. general condition of trencher; note anything that does not look right. Notify condition to equipment maintenance. Do not operate if conditions are not safe.
 - B. all fluids engine oil, hydraulic oil, grease pivot points.

830 Golf carts

831. As per MLS insurance company, you must be 16 years or older to operate MLS golf carts.
832. Golf carts can only be operated by a qualified MLS member that have been checked out by an MLS member who has been approved to give instruction on golf carts.
833. Before operating golf carts, the following checks need to be done:
- A. Check general condition (including tires) of cart. Note any problem. If problem is found, notify equipment maintenance.
 - B. Ensure cart is at full charge. Charge as needed.
834. When you are done with using cart, put back in storage area and put on a charger.
835. MLS Golf cars are NOT allowed to be taken outside of the MLS property fence.

840 Lift Truck

841. Lift truck can be operated only by qualified MLS member. To become qualified, any MLS member will receive instructional training by a certified lift truck trencher member with at least six (6) months OJT.
842. Before operating the lift truck, the following checks must be performed:
- A. Check the overall condition; including fluids engine oil, water, fuel, and hydraulic oil.
 - B. Check lift area lift cylinder and chains for damage.
 - C. Inform equipment maintenance if any items are not right,.
 - D. DO NOT EXCEED 5,000 LBS to lift.

SECTION 9 CLARIFICATION OF SPECIFIC RULES

900. The Vice President as chair of the safety committee may establish a fire ban based upon the park conditions. Refer to Safety and Operating Rule 231.9 for more detailed restrictions.
910. Electrical lock-out tag
- Before any work is done on any circuit of 50 volts or more, a lock-out tag out must be affixed on the control box where power is supplied. Only one person will be allowed to affix and then remove the tag of the supply. No person may turn the power back on or energize any circuit within that tagged control box. Only the person who applied the tag may remove it. If another person works with the first person, they must affix their tag to said box and have a job briefing with the other person about what they are doing. The second and subsequent people may not energize the circuits after their work is complete and must only let the number 1 person restore power after they are positive that all persons are in the clear have had a job briefing with them and their tags have been removed.
911. Any and all violations of this rule will be enforced. (See Section 1, Rule 113)
912. There will be zero tolerance for any violation of any part of this rule.

SECTION 10 COMMITTEES

1000. Audit Committee

The audit committee will be appointed by the MLS president each January and will consist of not less than three (3) members. This committee will audit the MLS financial records and equipment inventory for the preceding calendar year. The Treasurer for the period being audited will not be a member of the committee but may be present. The results will be reported at the April general membership meeting.

1010. Nominating Committee

The nominating committee will be appointed by the President at the September general meeting. The committee will consist of a minimum of two (2) people who must be members in good standing and are not running for any board position. The nominating committee will solicit and accept nominations for officers and members at large, and will prepare a paper ballot. These ballots will be distributed to all club members, and must be submitted prior to the start of the November general meeting at which time the ballots will be counted and submitted to the Secretary. The results will then be announced.

1020. Safety Committee

The Safety Committee will exist at all times and will have not less than three (3) but no more than five (5) members one of whom will be the Chief Boiler Inspector. Decisions by any member of this committee will be binding on all members of the MLS, guests, and others who may be present. Any matter of safety in any area at an MLS facility will fall under the jurisdiction of this committee. Any member of the committee will halt or prevent the operation of any equipment for cause. A decision of such member may be appealed to the BoD for review. The MLS will provide the members of this committee with some visible method of identification, e.g., armband or badge. Names of the members of this committee will be posted in the roster section of the MLS website.

1030. Long Range Planning

The primary purpose is to ensure that future plans at MLS facilities are made with the best interests of the MLS taken into consideration. Members of the committee will be members in good standing of the MLS. See the roster section of the MLS website under member login for names of current members.

A. Procedures to be followed and presented to the LRPC:

1. When requesting to modify an existing container, or add a new shipping container or new structure to the property, the location must be noted.
2. Plans must include a detailed drawing of the new construction or modifications to existing structures and materials to be used in the construction.
3. The dimensions (length, width and height) this includes all shipping containers, new construction, and any modification or changes to existing construction. Any construction exceeding 200 square feet will require a building permit from the City of Phoenix.
4. The manner in which to be anchored to the ground.
5. All plans will be reviewed by the Superintendent of Construction for any changes and recommendations prior to presentation to the BOD.
6. Anchoring information does not apply to existing structures that do not alter the existing footprint. (Reference E.)
7. All requests must state the reason for the new addition or modification.

- B. The request will then be presented to the executive BOD for approval.
- C. If approved by the Executive BOD, the request will be given to Sahuaro Central for their approval.
- D. Once approved by Sahuaro Central, the information will then be given to The Maricopa County Parks Department for their review and The Maricopa County Flood Control, if needed.
- E. Any new construction or modifications that come in contact with the ground in any manner, including poured concrete, requires approval from The Maricopa County Flood Control. This includes the installation of any new track (mainlines and spurs) There will be no exceptions
- F. When constructing a roof cover between two containers located along the manual and electric transfer access line, known as “Container row”, you must have written permission from the other container owner to attach their structure. This permission will be kept on file with the treasurer. It is suggested the owners of the containers involved maintain a copy for future reference.
 - 1. This type of construction will be reviewed by the LRPC and the Superintendent of Construction to ensure that it will be secure for safety concerns and does not require any additional approvals.
 - 2. Members purchasing a container shall have 12 months to erect a LRPC approved front and/or side facade to the container for aesthetics.
- G. Per The City of Phoenix Planning & Development Department Work Exempt from Permit **Permits shall not be required for the following:** Section 105.2.1 Building 2215705 Rev. 07/14
 - 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the aggregate floor area does not exceed 200 square feet (18.58 square meters).
 - 2. If utilities are provided to a detached accessory structure exempt from permit, a permit is required for the installation of the utilities.

1040. Inspection Committee

When a new owner takes possession of a container, it will be inspected to be certain it complies with the existing guidelines. Inspections may be performed on an unscheduled basis to any containers on the MLS property to ensure compliance with the Maricopa County Parks Department and Maricopa County Flood Control requirements.

SECTION 11 CHANGES OR REVISIONS

CHANGES OR REVISIONS to these rules will be presented at a lawfully held general membership meeting and adopted by a majority of the votes cast by members present at a subsequent general membership meeting. Notification of such proposed changes and/or revisions will be published in an official MLS publication prior to final action being taken.