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**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, February 22, 2018

9:00 A.M.

**Reno-Sparks Convention and Visitors Authority
4001 S. Virginia Street, Board Room
Reno, Nevada**

BOARD OF DIRECTORS:

Commissioner Bob Lucey, Chairman

Mr. Nat Carasali
Mr. Lee Dillard
Councilman Ed Lawson
Mr. Rick Murdock

Mayor Hillary Schieve
Mr. Mark Sterbens
Mr. Bill Wood
Mr. Vick Wowo

THIS MEETING IS IN COMPLIANCE WITH THE NEVADA OPEN MEETING LAW AND HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

Reno Sparks Convention & Visitors Authority (RSCVA) offices at 4001 S. Virginia St, Suite G, Reno, NV
Reno City Hall
Sparks City Hall
National Bowling Stadium
RSCVA Website: www.rscva.com/public-meetings
Online at <https://notice.nv.gov/>

Reno-Sparks Convention Center
Washoe County Administration Bldg.
Washoe County Courthouse

Items on the agenda are for possible action by the Board of Directors, unless stated otherwise. Items will not necessarily be considered in the order listed. The Board may combine two or more agenda items for consideration, may remove an item from the agenda or may delay discussion relating to an item on the agenda at any time.

Support materials are made available when they are provided to the Board, or if provided during the meeting, support materials will be made available at the meeting at the same time as they are made available to the Board. Support materials are also available at the RSCVA administrative offices and at the scheduled meeting. The designated contact to obtain support materials is Tawnie Black, 4001 South Virginia Street, Suite G, Reno, NV (775) 827-7618.

AGENDA

A. OPENING CEREMONIES

Call to Order
Pledge of Allegiance
Roll Call

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

Public comment is limited to three minutes. The public is encouraged to comment on all agenda items as well as issues not on the agenda during the Public Comment period, or on "action" items immediately before board discussion of such "action" items. Members of the public desiring to speak must complete a "Request to Speak" form and return it to the

RSCVA clerk at the meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comments may not be accepted after the Chairman closes any period for public comment.

C. APPROVAL OF THE AGENDA

For Possible Action.

D. APPROVAL OF MINUTES OF JANUARY 25, 2018 BOARD OF DIRECTORS' REGULAR MEETING

For Possible Action.

E. AWARD OF RFP FOR PROFESSIONAL MANAGEMENT OF FACILITIES

The Board of Directors is being asked to review, discuss and take possible action to approve staff's recommendation to award Request for Proposal 2018-01 for the management and operation of the National Bowling Stadium, Reno Events Center, Reno-Sparks Convention Center and Reno-Sparks Livestock Events Center to SMG Worldwide Entertainment and Convention Venue Management for a management fee equal to Two Hundred Thousand Dollars (\$200,000) per year. The Board will review and discuss the management services to be provided, and may provide direction to staff in regard thereto. If approved, staff is seeking direction to work with RSCVA Legal Counsel and the Chairman of the Board of Directors to negotiate a final written agreement for the foregoing management services, as well as direction regarding the execution of the final written agreement.

For possible action.

F. PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

F1. Downtown Business Improvement District Presentation

Mr. Bill Thomas and Chief Jason Soto will give a presentation on the Downtown Business Improvement District. The RSCVA Board of Directors will discuss and consider contributing funding to the BID in the amount of up to \$100,000.00 per year and for a period of up to three years.

For possible action.

F2. Reno-Sparks Convention and Visitors Authority Staff Update

RSCVA President/CEO Phil DeLone and staff will deliver updates on Executive Office, Marketing, Sales, Facilities and Finance, including the Corporate Scorecard.

This is an information item. Not an action item.

G. AWARD OF RFP FOR CARPET INSTALLATION AT THE RENO-SPARKS CONVENTION CENTER

The Board of Directors is being asked to review, discuss and take possible action to approve staff's recommendation to award Request for Proposal 2018-04 to Shaw Consulting for the design and procurement of carpet for the Reno-Sparks Convention Center in an amount not to exceed \$734,335.52.

For possible action.

H. APPROVAL OF ONSTRATEGY'S STRATEGIC PERFORMANCE MANAGEMENT AND VISITOR ORIGIN ANALYSIS SCOPE OF WORK FOR FY 18/19

The Board of Directors is being asked to review, discuss and take possible action to approve the terms of a proposal to retain OnStrategy for the purpose of providing consulting services in support of the implementation and management of the RSCVA's strategic plan for an amount not to exceed \$127,000 for July 1, 2018 – June 30, 2019.

For possible action.

I. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

J. COMMENTS FROM THE FLOOR BY THE PUBLIC

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K. ADJOURNMENT

For Possible Action.

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Board of Directors' minutes must be flat, unfolded, on paper of standard quality, and 8 ½ by 11 inches in size. Written remarks shall not exceed five (5) pages in length. The RSCVA will not accept for filing any submission that does not comply with this rule. On a case-by-case basis, the Board of Directors may permit the filing of noncomplying written remarks, documents, and related exhibits pursuant to NRS 241.035(1)(e). Board of Directors' meeting rooms are accessible to persons with disabilities. If special arrangements are required, please contact Tawnie Black at 775-827-7618.

For information or questions regarding this agenda please contact:
The RSCVA Executive Office
P.O. Box 837, Reno, NV 89504
775-827-7618