

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY  
NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, August 22, 2019, at 9:00 A.M.  
Reno-Sparks Convention and Visitors Authority  
4001 S. Virginia Street, Board Room, Reno, Nevada**

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**BOARD OF DIRECTORS:  
Commissioner Bob Lucey, Chairman**

Mr. Nat Carasali  
Mr. Lee Dillard  
Ms. Shannon Keel  
Councilman Ed Lawson

Mayor Hillary Schieve  
Ms. Ann Silver  
Mr. Mark Sterbens  
Mr. Bill Wood

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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)  
Reno City Hall  
Sparks City Hall  
National Bowling Stadium  
RSCVA Website: [www.rscva.com/public-meetings](http://www.rscva.com/public-meetings)

Reno-Sparks Convention Center  
Washoe County Administration Bldg.  
Washoe County Courthouse  
Online at <http://notice.nv.gov/>

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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 Corie Carlsen, 4001 South Virginia Street, Suite G, Reno, NV (775) 827-7618.

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## **AGENDA - REVISED**

### **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 OF AUGUST 22, 2019 BOARD OF DIRECTORS' REGULAR MEETING**

For possible action.

### **D. APPROVAL OF MINUTES OF JUNE 27, 2019 BOARD OF DIRECTORS' REGULAR MEETING**

For possible action.

## **E. PRESENTATIONS**

### **E1. RSCVA Staff Update**

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

This is an information item. Not an action item.

### **E2. President/CEO Review and Evaluation for FY 2018-2019**

The Executive/Legislative Committee has conducted an initial evaluation of CEO Phil DeLone's performance for Fiscal Year 2018-2019 and has recommended a merit increase of 10% in Mr. DeLone's annual salary. The Board will discuss, consider and may take possible action, in its sole discretion, to award a merit increase in the annual salary to the President/CEO. The Board may approve the recommendation of the Personnel Committee as proposed, or may, at the Board's discretion, modify the recommended increase.

For possible action.

### **E3. Phil DeLone, President/CEO Goals & Objectives for FY 2018-2019**

The Executive/Legislative Committee has reviewed the achievements of President/CEO Goals for Fiscal Year 201-2019 and has recommended that the Board approve payment of a bonus of \$110,000 to the President/CEO. The Board will discuss, consider and may take possible action to award Mr. DeLone a bonus for the achievement of the CEO Goals for FY 2018-2019. The Board may approve the recommendation of the Personnel Committee as proposed, or may, at the Board's discretion, modify the recommended bonus amount.

For possible action.

### **E4. E-Sports Presentation**

Shelli Fine, Director of Sports Development, will present the current trends and analysis on E-Sports.

This is an information item. Not an action item.

### **E5. Review of the Fiscal Year 2018-2019 Public Relations Program**

Ben McDonald, Senior Communication Manager, will present a review of the Fiscal Year 2018-2019 Public Relations Programs.

This is an information item. Not an action item.

## **F. FINANCE DIVISION**

### **F1. Board Award and Contract RFP 2020-02 (PWP WA 2019-279)**

The Board of Directors is being asked to review and approve the bid award and contract for RFP 2020-02 (PWP WA 2019-279) to West Coast Paving Inc for the Reno-Sparks Livestock Events Center Pavement Repair in the amount not to exceed Two Hundred Eighty-Eight Thousand Three Hundred Ten Dollars (\$288,310).

For possible action.

### **F2. Board Award and Contract RFP 2020-01 (PWP WA 2019 268)**

The Board of Directors is being asked to review and approve the bid award and contract for RFP 2020-01 (PWP WA 2019 268) to Kodiak Roofing & Waterproofing for the Reno-Sparks Convention Center Hall 3 Roof Replacement Section A and B in the amount not to exceed One Million Two Hundred Twenty Thousand Fifteen Dollars (\$1,220,015).

For possible action.

## **G. TOURISM SALES**

### **G1. Review and Possible Action to Redirect Funding and Terminate the Existing Contract with Preferred Hotel Group, Inc., dba PHG Consulting**

Staff is recommending that the Board take action to redirect funding currently allocated to marketing efforts in China, and to exercise the RSCVA's right to terminate the contract between the RSCVA and Preferred Hotel Group, Inc., dba PHG Consulting. Pursuant to the terms of the PHG Consulting contract, the termination would become effective 120 days after the notice of termination is delivered, and the RSCVA would be required to make one additional payment of \$36,000 to PHG Consulting on or before October 15, 2019.

For possible action.

## **H. UNSOLICITED PROPOSAL POLICY**

### **H1. Amendment of the RSCVA Unsolicited Proposal Policy and Guidelines**

Staff will present proposed amendments to the RSCVA Unsolicited Proposal Policy and Guidelines for discussion and possible approval or revision by the RSCVA Board of Directors.

For possible action.

## **I. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS**

This is an information item. Not an action item.

## **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 under NRS 241.035(1)(e). Board of Directors' meeting rooms are accessible to persons with disabilities. If special arrangements are required, please contact Corie Carlsen 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