

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, October 24, 2019 at 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
Ms. Shannon Keel
Mr. Don Kornstein
Councilman Ed Lawson

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

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

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

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.

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 OF OCTOBER 24, 2019 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

D. APPROVAL OF MINUTES OF SEPTEMBER 26, 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.

F. FINANCE DIVISION

F1. Review, discussion and possible approval to purchase from Briggs Electric, Inc a system upgrade to the fire control system at the Reno-Sparks Convention Center in the amount not to exceed \$115,155

The Board of Directors is being asked to review and possibly approve the purchase from Briggs Electric, Inc of a system upgrade to the fire control system at the Reno-Sparks Convention Center in the amount not to exceed \$115,155.

For possible action.

F2. Review, discussion and possible approval of the Fiscal Year 2018-2019 Room Tax Department Performance

The Board of Directors is being asked to review and possibly approve the Fiscal Year 2018-2019 Room Tax Department Performance.

For possible action.

F3. Review, discussion and possible approval of an agreement between the RSCVA and Benchmark Inc. to provide project management and construction observation for a roofing project for the Reno-Sparks Convention Center in an amount not to exceed \$124,200

The Board of Directors is being asked to review and possibly approve an agreement between the Authority and Benchmark Inc in an amount not to exceed \$124,200 to provide project management and construction observation for a roofing project for the Reno-Sparks Convention Center.

For possible action.

F4. Review, discussion and possible approval of a contract between the RSCVA and Olcese Construction Company for the demolition of the Reno-Sparks Livestock Events Center Armory Hall in the amount not to exceed \$71,346

The Board of Directors is being asked to review and possibly approve a contract between the Authority and Olcese Construction Company for the demolition of the Reno-Sparks Livestock Events Center Armory Hall in the amount not to exceed \$71,346.

For possible action.

F5. Review, discussion and possible approval of a contract between the Authority and Merit Electric for the purchase and installation of LED lighting at the Reno -Sparks Convention Center – “A” Meeting Rooms in the amount not to exceed \$59,325

The Board of Directors is being asked to review and possibly approve of a contract between the Authority and Merit Electric for the purchase and installation of LED lighting at the Reno-Sparks Convention Center – “A” Meeting Rooms in the amount not to exceed \$59,325.

For possible action.

G. HUMAN RESOURCES DIVISION

G1. Employee Benefits

Sheri Nill, Director of Human Resource, will present a recommendation to renew the RSCVA Employee Benefit Plan. The Board of Directors is being asked to review and possibly renew the Employment Benefit Plan on the terms presented.

For possible action.

H. MARKETING DIVISION

H1. Review of Digital Marketing and Influencer activity

Christina Erny, Sr. Digital Marketing & Engagement Manager, will give the board an update on the RSCVA Digital Marketing and Influencer programs.

This is an information item. Not an action item.

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