

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, January 23, 2020 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 board 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 JANUARY 23, 2019 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

D. APPROVAL OF MINUTES OF DECEMBER 5, 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. RSCVA Board Appointment of Incline Village Crystal Bay Visitors Bureau (IVCBVB) Board of Director's seat pursuant to NRS 244A.601(1)(d)(3)

The elected public official members of the Board of Directors will consider the appointment of a representative to the RSCVA Board nominated by the Incline Village Crystal Bay Visitors Bureau (IVCBVB) for the seat to be vacated by Bill Wood. The IVCBVB has nominated Andy Chapman and Michael Murphy for consideration. This appointment will become effective at the end of January 2020.

For possible action.

E3. Appointment of Member to Sparks Tourism Facility and Revitalization Steering Committee on the Nevada Resort Association

The Board of Directors is being asked to make an appointment to the Sparks Tourism Facility and Revitalization Steering Committee to fill a vacant seat. The seat is to be appointed by the RSCVA Board of Directors and must be an RSCVA Board member representing a property which is a member of the Nevada Resort Association and located outside the City of Sparks. The Board will consider Board members Shannon Keel, Nat Carasali and Don Kornstein for such appointment and may take action regarding the same.

For possible Action.

E4. Reno-Tahoe Airport Authority Update

Marilyn Mora, A.A.E., President/CEO, Reno Tahoe Airport Authority, will give an update on the state of the airport.

This is an information item. Not an action item.

F. FINANCE DIVISION

F1. Authorization to pursue a lease of the East Kitchen of the Reno-Sparks Convention Center

Staff is seeking authorization from the Board to pursue a lease of the unused East Kitchen (5,265 square feet) at the Reno-Sparks Convention Center for use by a third-party as a commercial kitchen. Subsequent Board approval will be required prior to the execution of any lease agreement.

For possible action.

F2. Review, discussion and possible approval to award a bid for RFP 2020-03 (PWP WA 2020-112) to Nelson Electric Co Inc for the Reno-Sparks Convention Center Electrical Service Upgrade in an amount not to exceed One Hundred Eighty-Six Thousand Eight Hundred Ninety Dollars (\$186,890)

Staff issued and advertised Bid 2020-03 for the removal of two 2500 amp “Pringle Switches” and install new retrofit breakers at the Reno-Sparks Convention Center (RSCC). Staff recommends the Board of Directors approve the bid for the RSCC Electrical Service Upgrade to Nelson Electric Co Inc, for an amount of \$169,900 with 10% contingency of \$16,990 for a total not to exceed \$186,890.

For possible action.

F3. Discussion and possible approval to issue a contract with Custom Sign and Crane, LLC to retrofit the existing message marque sign at the Reno-Sparks Convention Center for an amount not to exceed Ninety-Four Thousand Six Hundred Forty-Seven Dollars (\$94,647)

Staff performed an informal bid for the retrofit of the message sign at the Reno-Sparks Convention Center (RSCC). The Authority received three quotes and all were given full consideration. Staff recommends purchasing the retrofit sign from Custom Sign and Crane, LLC, for an amount of \$90,140 with 5% contingency of \$4,507 for a total not to exceed \$94,647.

For possible action.

G. MARKETING DIVISION

G1. Special Event Funding

The Board is being asked to review and approve the RSCVA’s proposed funding allocation recommendations for 2020 special events funding and approve the distribution of funds in the total amount of \$507,500.

For possible action.

H. HUMAN RESOURCES DIVISION

H1. Revised Human Resources Policies

Review, discuss and possible action on revised RSCVA HR policies. Staff recommends revisions to the RSCVA Drug Free Workplace policy to ensure RSCVA’s policies and practices are in line with new Nevada law regarding drug testing as well as revisions to the RSCVA policy on Paid Time Off to be consistent with new Nevada law. Staff also recommends minor revisions to the Hiring and Selection policy, Background Check policy, Hours of Work policy, Reporting Work Related Injuries policy, and Overtime policy to be consistent with internal processes.

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