

**Reno-Sparks Convention & Visitors Authority  
Special Meeting of the Board of Directors  
Meeting Minutes  
Thursday, August 19, 2021**

The Special Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 10:00 am, August 19, 2021. The Meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

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## **A. OPENING CEREMONIES**

### **A1. Call to Order**

Chair Bob Lucey called the meeting to order at 10:05.

### **A2. Pledge of Allegiance**

Member Rick Murdock led the Pledge of Allegiance.

### **A3. Roll Call**

The Clerk of the Board took roll call.

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#### **Board Members Present:**

Councilwoman Charlene Bybee  
Shannon Keel (via Zoom)  
Commissioner Bob Lucey  
Rick Murdock  
Jessica Sferrazza (via Zoom)  
Ann Silver

#### **Board Members Absent:**

Andy Chapman  
Mark Sterbens  
Mayor Hillary Schieve

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#### **RSCVA Executive Staff Present:**

Charles Harris, President & CEO  
Michael Larragueta, Vice President of Sales  
Courtney Jaeger, Vice President of Finance  
Christina Erny, Director of Marketing

#### **RSCVA Legal Counsel:**

Ben Kennedy, Dickinson Wright  
Molly Rezac, Ogletree, Deakins, Nash, Smoak & Stewart (via Zoom)

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## **B. COMMENTS FROM THE FLOOR BY THE PUBLIC**

None.

## **C. APPROVAL OF THE AGENDA OF THE AUGUST 19, 2021, REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Motion:** Move to approve the agenda as presented.

**Moved by:** Rick Murdock

**Seconded by:** Ann Silver

**Aye:** Member Bybee, Keel, Lucey, Murdock, Sferrazza, and Silver

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

#### **D. APPROVAL OF MINUTES OF JULY 22, 2021, MEETING OF THE BOARD OF DIRECTORS**

**Motion:** Move to accept the amended minutes of the July 22, 2021, Board of Directors meeting as presented to the Board.

**Moved by:** Charlene Bybee

**Seconded by:** Ann Silver

**Aye:** Member Bybee, Keel, Lucey, Murdock, Sferrazza, and Silver

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

#### **E. BOARD MATTERS**

##### **E1. Authorization for the issuance of a request for proposal for the professional management and operation of the National Bowling Stadium, Reno Events Center, Reno-Sparks Convention Center, and the Reno-Sparks Livestock Events Center.**

Board Chair, Bob Lucey, asked Charles Harris to open this agenda item.

Charles Harris stated that the current contract goes through June 2022 with the current provider. He added that the RSCVA has been doing its due diligence in and around this area. He suggested that the authority go out with an RFQ for consideration on how the RSCVA moves forward with this operation and potential for new opportunities.

Chairman Lucey asked legal counsel to clarify the difference and process of an RFQ vs. an RFP.

Ben Kennedy stated that a Request for Quote (RFQ) for professional services is exempt from the competitive bidding requirements per the statutes. However, he added there is an AG opinion that expressly states that facilities management is not a professional service and is subject to competitive bidding requirements. He finished by saying that is why this item is agendaized as a Request for Proposal (RFP) to comply with the competitive bidding statutes.

After discussion, the Board took the following action:

**Motion:** Move to not move forward with the RFP process for professional management services operation of the National Bowling Stadium, Reno Events Center, Reno-Sparks Convention Center, and the Reno-Sparks Livestock Events Center and that this item is brought back for further discussion at the September 23, 2021 Board meeting.

**Moved by:** Ann Silver

**Seconded by:** Charlene Bybee

**Aye:** Member Bybee, Keel, Lucey, Murdock, Sferrazza, and Silver.

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

##### **E2. Public Hearing regarding the approval of Resolution #594 Adopting the Budget Augmentation for the Reno-Sparks Convention and Visitors Authority for the Fiscal Year 2021-22.**

Courtney Jaeger, Vice President of Finance, opened this agenda item.

Member Charlene Bybee asked if the \$690,000 augmentation is for the US Conference of Mayors.

Ben Kennedy stated that the budget augmentation is to bring those funds into the budget. He added that the Board could approve the budget augmentation without approving item E3 and the Red Carpet Events contract.

Chairman Lucey opened the Public Hearing for comments. Seeing none, the Public Hearing was closed.

**Motion:** Move to approve Resolution #594 Adopting the Budget Augmentation for the Reno-Sparks Convention and Visitors Authority, for the Fiscal Year 2021-22, in the amount of \$690,000 for the General Fund.

**Moved by:** Charlene Bybee

**Seconded by:** Shannon Keel

**Aye:** Member Bybee, Keel, Lucey, Murdock, Sferrazza, and Silver.

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**E3. Update Regarding the 90<sup>th</sup> Annual US Conference of Mayors and discussion and possible approval to contract with Red Carpet Events and Design for costs and services related to the 90th Annual US Conference of Mayors in an amount not to exceed \$739,194.**

Chairman Lucey opened this agenda item and asked Michael Larragueta to expand on the decision process to choose Red Carpet Design & Events as the preferred vendor for this event.

Michael Larragueta stated that the RSCVA requested and received two bids from local destination management companies. The two companies presented to a team at the RSCVA. Based on the proposal's, presentation, creativity, and details, the group unanimously agreed to select Red Carpet Events & Designs.

Members Ann Silver and Jessica Sferrazza requested that the RSCVS negotiate with Red Carpet Events to utilize as many local businesses as possible for this event.

After discussion, the Board took the following action:

**Motion:** Move to approve the contract from Red Carpet Events and Design, pending further negotiations, and to authorize Charles Harris, in his capacity as President and CEO of the RSCVA, to execute the contract on behalf of the RSCVA, and to provide such additional direction to staff regarding the 2022 Conference of Mayors as the Board deems necessary.

**Moved by:** Jessica Sferrazza

**Seconded by:** Rick Murdock

**Aye:** Member Bybee, Keel, Lucey, Murdock, Sferrazza, and Silver.

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**E4. Amendment to Revised Rules of Procedure for RSCVA Board Meetings**

Chairman Lucey stated that rather than changing the Rules of Procedures, he was pulling item E4 and noted that the RSCVA Board of Directors meeting would remain every other month with the option to schedule a Special Board meeting on the fourth Thursday of the month as needed.

**G BOARD MEMBERS COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS**

Member Sferrazza requested that future RSCVA Board of Directors meetings have a live link for the public.

**H COMMENTS FROM THE FLOOR BY THE PUBLIC**

None

**I ADJOURNMENT**

Meeting adjourned at 10:15 am.

To view the full meeting recording, please visit the RSCVA Board of Directors Meeting YouTube page at:  
<https://www.youtube.com/watch?v=GvPXMCrCtmU&t=7732s>