

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
MEETING OF THE BOARD OF DIRECTORS
Thursday, June 15, 2023, at 9:00 a.m.
Reno-Sparks Convention and Visitors Authority
4065 S. Virginia Street, Board Room
Reno, Nevada**

**BOARD OF DIRECTORS:
Councilwoman Charlene Bybee, Chair**

Mayor Hillary Schieve
Mr. Stephen Ascuaga
Mr. Andy Chapman
Ms. Shannon Keel

Commissioner Alexis Hill
Mr. Rick Murdock
Ms. Jessica Sferrazza
Ms. Ann Silver

THIS NOTICE AND AGENDA HAVE BEEN POSTED PER NRS REQUIREMENT, AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING, IN ACCORDANCE WITH NRS 241.020, AT THE MEETING LOCATION AND AT THE FOLLOWING PUBLIC LOCATIONS:

Evelyn Mount Northeast Community Center
Reno Municipal Court
Reno-Sparks Convention & Visitors Authority (RSCVA)
Washoe County Administration Building
RSCVA Website: www.rscva.com/public-meetings

Reno City Hall
Sparks City Hall
McKinley Arts & Culture Center
Washoe Co. Reno Downtown Library
Online at <http://notice.nv.gov/>

This meeting is being livestreamed and may be viewed by the public at the following link: www.rscva.com/public-meetings

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. Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Board. The designated contact to obtain support materials is Lisa Farmer, 4065 South Virginia Street, Suite 100, 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. CONSENT AGENDA:

1. **Approval of the Agenda of the June 15, 2023, Regular Meeting of the Board of Directors**

For Possible Action

2. **Approval of the Minutes of the May 25, 2023, Regular Meeting of the Board of Directors**

For Possible Action

D. EXECUTIVE UPDATES

D1. Reno-Sparks Convention and Visitors Authority CEO Update

Charles Harris, President/CEO, will deliver an RSCVA update.

Informational Only

E. BOARD MATTERS

E1. Review, Discussion and Possible Approval of the Acquisition of a Portable Indoor Track, Indoor Track Equipment and Portable Bleachers ("Indoor Portable Track Project"), and Related Potential Payment Options for the Indoor Portable Track Project

The RSCVA Board of Directors ("the Board") is being asked to review, discuss, and approve the award of the Request for Proposal 2023-OP02 for the acquisition of:

a) Portable Indoor Track from Truckee Meadows Construction, Inc. in an amount not to exceed \$3,462,390.00;

The Board is being asked to review, discuss, and approve the award of the following:

b) Portable Bleachers from FSI/Flooring Solutions, Inc in an amount not to exceed \$1,208,630.42, through Sourcewell Contract #091719-HSC; and

The Board is being asked to review, discuss, and approve the award of the following:

c) Track Equipment from UCS Spirit in an amount not to exceed \$376,889.81, through GSA Contract #GSO-03F-0092V

The combined acquisitions related to the Indoor Portable Track Project total an amount not to exceed \$5,047,910.23.

The payment schedule and related payment options for the Indoor Portable Track Project were presented to the Finance and Facilities Committee for review and discussion on June 6, 2023. The Committee took action to recommend to the full Board of Directors approval to award RFP 2023-OP02 for the portable indoor track, award of the portable bleachers, and award of track equipment as presented with Staff's recommendation to fund \$1.8M out of the FY24 budget using funds from the Special Event Opportunity Fund and the Capital Budget. The Committee asked staff to provide a plan to fund the remaining expenses in FY25 based on the discussion to share the cost between possible FY24 revenues in excess of budget, the FY25 Special Event Opportunity Fund, the FY25 Capital Budget, and possible reductions in FY25 department operating budgets.

For Possible Action

E2. Review, Discussion and Possible Approval of a Request for Sponsorship of the Incline Village Crystal Bay July 4th SkyShow Event

The RSCVA Board of Directors is being asked to review, discuss, and possibly approve a request by the Incline Village Crystal Bay July 4th SkyShow Event for sponsorship in an amount not to exceed \$20,000.

This item was heard by the RSCVA Board of Directors Finance and Facilities Committee on June 6, 2023. The Committee took action to recommend approval of the request to the full Board of Directors.

For Possible Action

E3. Review, Discussion, and Possible Action Regarding Contract Extensions for BVK, Reno Tahoe's Agency of Record and Partner Agency for Paid Media

The RSCVA Board of Directors is being asked to review, discuss, and possibly approve the authorization of the President and CEO to execute agreements with BVK for the extension of current contracts for Agency of Record (aka Integrated Marketing Agency) in an amount not to exceed \$340,000 and Paid Media in an amount not to exceed \$413,00 for a term not to exceed 12 months. This is being requested as the Board at their previous meeting decided to postpone awarding RFP 2023-MKT02: Agency of Record | Brand Development & Paid Media.

For Possible Action

E4. Review, Discussion, and Possible Action to Approve Staff's Recommendation to Award RFP# 2022-MKT02 for Website Search Engine Optimization

The RSCVA Board of Directors is being asked to review, discuss, and possibly approve the authorization of the President and Ceo to execute agreements with KPS3 for the work described within RFP 2022-MKT02 for professional services related to website search engine optimization in an amount not to exceed \$120,000 for a term not to exceed 12 months.

For Possible Action

E5. Review, Discussion, and Possible Action to Approve Staff's Recommendation to Allocate Certain Expenditures for Air Service Marketing, Media, and Education Initiatives

The RSCVA Board of Directors is being asked to review, discuss, and possibly approve staff's recommendation to allocate certain FY23 expenditures related to marketing and media initiatives to acquire, expand, and/or maintain flights targeting airline education, long haul service, and JetBlue NYC flight, to the FY23 Air Service Fund.

For Possible Action

E6. Review, Discussion, and Possible Action to Approve of the Fiscal Year 2023-2024 Annual Business Plan

The RSCVA Board of Directors is being asked to review, discuss, provide feedback, and possibly approve the annual business plan draft, which will provide staff with specific direction, initiatives, and goals for Fiscal Year 2023-2024.

For Possible Action

E7. Review, Discussion, and Possible Action to (i) Authorize the Chair of the Board of Directors to Execute Documents and (ii) Provide Direction Regarding the Interim President/CEO.

The RSCVA Board of Directors is being asked to review, discuss and possibly take action to authorize the RSCVA Chair, Councilwoman Charlene Bybee, commencing July 1, 2023, to execute documents as necessary in place of the RSCVA President/CEO in an amount up to the current signature authority of the RSCVA President/CEO, pending appointment of an Interim President/CEO. In addition, the Board is asked to discuss and take possible action to provide direction regarding an Interim President/CEO, and, if the Board of Directors desires to appoint an Interim President/CEO, it is being asked to provide a list of candidates for the Interim President/CEO position for consideration at a future meeting of the Board of Directors.

For Possible Action

F. APPOINTMENT OF BOARD MEMBERS

F1. RSCVA Board Appointment of Reno Tahoe Airport Authority (RTAA) Board of Director's Seat Pursuant to NRS 244A.601(1)(d)(1)

The elected public official members of the Board of Directors will consider the appointment of a representative to the RSCVA Board nominated by the Reno Tahoe Airport Authority. The nominee's appointment will become effective July 1, 2023, and will be for one year to fill the unexpired term for the seat currently held by Jessica Sferrazza. The RTAA has submitted the following names for consideration:

Richard Jay
Adam Kramer

For Possible Action

F2. RSCVA Board Appointment of the Nevada Resort Association (NRA) Board of Director's Seat Pursuant to NRS 244A.601(1)(d)(4)

The elected public official members of the Board of Directors will consider the appointment of a representative to the RSCVA Board nominated by the Nevada Resort Association. The nominee's appointment will become effective July 1, 2023, and will be for a term of two years. The NRA has submitted the following names for consideration:

Matt Denning
John East

For Possible Action

G. BOARD MEMBER ANNOUNCEMENTS, REPORTS, AND UPDATES

RSCVA Board Members may share announcements, reports, updates, and requests for information. This item is informational only, and no discussion among Board Members will take place on this item.

Informational Only

H. 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. 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.

H. ADJOURNMENT

For Possible Action

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