

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
FINANCE and FACILITIES COMMITTEE MEETING
Thursday, September 25, 2025, at 12:30pm
4065 S. Virginia Street
Reno, NV 89502**

FINANCE and FACILITIES COMMITTEE MEMBERS:

Mr. Stephen Ascuaga, Chair

Ms. Cortney Young
Mr. John East

Mr. Glenn Carano

Notice is hereby given that a quorum of the Reno-Sparks Convention and Visitors Authority Board of Directors may be present at the Finance and Facilities Committee meeting. The Finance and Facilities Committee meeting is not intended as an official meeting of the Reno-Sparks Convention and Visitors Authority Board of Directors and no deliberation or action by the Reno-Sparks Convention and Visitors Authority Board of Directors will occur.

THIS NOTICE AND AGENDA HAVE BEEN POSTED 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 Reno Downtown Library
RSCVA Website: www.rscva.com/public-meetings

Reno City Hall
Sparks City Hall
Washoe County Administration Bldg.
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 Finance and Facilities Committee, unless stated otherwise. Items will not necessarily be considered in the order listed. The Finance and Facilities Committee 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.

Supporting Materials

Support materials are made available when they are provided to the Finance and Facilities Committee, 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 Finance and Facilities Committee. Support materials are also available at the RSCVA administrative offices and at the scheduled meeting. The designated contact to obtain support materials is Myrra Estrellado, 4065 South Virginia Street, Suite 100, Reno, NV (775) 827-7737 or mestrellado@visitrenotahoe.com.

Public Comment

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.

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 FINANCE and FACILITIES COMMITTEE FOR SEPTEMBER 25, 2025 MEETING

For Possible Action

D. APPROVAL OF MINUTES OF FINANCE and FACILITIES COMMITTEE MEETING HELD MAY 14, 2025

For Possible Action

E. COMMITTEE MATTERS

E1. Review, Discussion, and Possible Action to recommend approval of funding for the Lake Tahoe Stewardship Council – Year 3 Council Membership request in an amount not to exceed \$20,000.00

The RSCVA Finance and Facilities Committee is being asked to review, discuss, and possibly take action to recommend to the RSCVA Board of Directors that the RSCVA approve funding for the Lake Tahoe Stewardship Council – Year 3 Council membership request in an amount not to exceed \$20,000.00. The funding request is the result of an unsolicited proposal received from the Tahoe Stewardship Council.

Approval and recommendation by the Committee is advisory only; the funding will not be adopted until approved by the RSCVA Board of Directors at a duly noticed public meeting.

For Possible Action

F. PRESENTATION

F1. Reno-Sparks Convention and Visitors Authority Update on Capital Projects

Chad Peters, Executive Director of Venue Operations will give an update on capital projects.

Informational Only

G. COMMITTEE MEMBER ANNOUNCEMENTS, REPORTS, AND UPDATES

Committee Members may share announcements, reports, updates, and requests for information. This item is informational only, and no discussion among Committee 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.

I. ADJOURNMENT

For possible action

For information or questions regarding this agenda please contact:
The RSCVA Executive Office
P.O. Box 837, Reno, NV 89504
775-827-7737



P.O. Box 837
Reno, NV 89504 USA
t: 775.827.7600
VisitRenoTahoe.com

**Reno-Sparks Convention & Visitors Authority
Finance and Facilities Committee Meeting Minutes
May 14, 2025**

The Finance and Facilities Committee of the Reno-Sparks Convention & Visitors Authority held a Finance and Facilities Committee meeting at 9:00 a.m. on May 14, 2025, at the Reno-Sparks Convention and Visitors Authority, 4065 S. Virginia Street, Reno, NV. The meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

A. OPENING CEREMONIES

Chair Stephen Ascuaga called the meeting to order at 9:00 a.m.

Committee Members Present:

Mr. Stephen Ascuaga

Councilwoman Charlene Bybee **[Zoom][until 9:55am]**

Mr. John East

Mr. Richard Jay **[arrived at 9:01am]**

RSCVA Executive Staff and Legal Counsel Present:

Mike Larragueta, President/CEO

John McGinnes, Vice President of Sales

Christina Erny, Vice President of Marketing

Courtney Jaeger, Vice President of Finance

Chad Peters, Executive Director of Facilities

Art Jimenez, Executive Director of Tourism Sales

Lori Tange, Director of Human Resources

Myrra Estrellado, Board Clerk

Ben Kennedy, Legal Counsel

A. OPENING CEREMONIES

The Clerk of the Board took roll call.

B. COMMENT FROM THE FLOOR BY THE PUBLIC

Chair Ascuaga opened the floor to public comment. There was none, public comment was closed.

C. APPROVAL OF THE AGENDA FOR THE MAY 14, 2025 FINANCE & FACILITIES COMMITTEE MEETING

Motion: Move to approve the May 14, 2025, agenda, with the adjustment of E4 being moved to be presented before E1.

Moved by: Member Ascuaga

Seconded by: Member Jay

Aye: Members: Ascuaga, Bybee, Jay, and East

No:

Absent:

Abstain:

Vote: 4-0-0

D. APPROVAL OF MINUTES FROM THE OCTOBER 24, 2024 FINANCE & FACILITIES COMMITTEE MEETING

Motion: Move to approve the October 24, 2024 minutes, as presented.

Moved by: Member East

Seconded by: Member Ascuaga

Aye: Members: Ascuaga, Bybee, and Jay

No:

Absent:

Abstain: East

Vote: 3-1-0

E. COMMITTEE MATTERS

Item E4 was discussed first, followed by E3, E1 and E2.

E4. Presentation, Discussion, and Potential Direction to Staff regarding the Budget for Fiscal Year 2025-2026 for the Reno-Sparks Convention and Visitors Authority

Motion: Move to approve the proposed budget for FY 2025-2026 as presented, and to recommend it to the Board of Directors for adoption.

Moved by: Member Jay

Seconded by: Member East

Aye: Members: Ascuaga, Jay, and East

No:

Absent: Member Bybee

Abstain:

Vote: 3-0-0

Courtney Jaeger presented the proposed budget for the RSCVA FY ended June 30, 2026. She summarized key objectives for the year and explained that the cost saving strategies implemented this year are meant to be a one-time initiative for FY 2025-2026. She discussed the budget overview and strategic plan financial policies with Committee Members and explained the makeup of various funds and the changes made to funds compared to last year.

Courtney Jaeger included a summary of facilities losses and explained that projected expenses for the facilities for FY 2025-2026 are expected to go over budget. The new Executive Director of venues will be investigating cost saving strategies.

Courtney Jaeger summarized points from the general fund and clarified that the increase in the general and administrative category for FY 2025-2026 was due to the fact that the safety manager position and related benefits and programs were reclassified as general and administrative instead of facilities in FY 2024-2025.

Courtney Jaeger advised that the presentation shows the budget, not projected expenses for promotions and advertising in FY 2025-2026, because expenses for FY 2024-2025 came in close to budget. The significant increase in special projects was from site fees to be paid, due to the contract with the United States Bowling Congress in 2026. She briefly summarized the capital projects fund and the debt service fund.

She welcomed questions and comments from the Committee if they arise throughout the week before the proposed budget is presented at the upcoming Board of Directors meeting.

Chair Ascuaga left the meeting at 9:52am, he returned at 9:54am.

Board Member Bybee left the meeting at 9:55am, she did not return.

E3. Presentation, Discussion, and Potential Direction to Staff regarding the Capital Improvement Plan for Fiscal Year 2025-2026 for the Reno-Sparks Convention and Visitors Authority

Chad Peters presented the capital budget for the facilities for FY 2025-2026.

Reno-Sparks Convention Center

The items on the list within the capital budget either need to be replaced now, will need to be replaced very soon, or they will help to accommodate events to be held in the future. The technology at the RSCC is being updated, which will be more cost effective in the long-term and create potential to generate revenue.

Richard Jay inquired about generating revenue using the equipment at the RSCC to provide indoor soccer, futsal, etcetera. Staff explained that they do not own the equipment, and they do not have a facility that is available for long periods of time. They can work with individual events if the duration of the event and the timing of the event can be scheduled.

Livestock Events Center

Bleachers in this facility need repair for safety reasons. Mike Larragueta expanded that even though the agreement with the State has not been finalized, items that staff chose for the budget at the RSLEC will be owned by the RSCVA and so these items can still be used at other facilities, regardless of the outcome of the agreement.

National Bowling Stadium

Chad Peters explained that for this facility they are focusing on reactivating and enhancing the

spaces that do not get a lot of use, for example the theater.

Reno Events Center

Motion: Move to approve and recommend to the Board of Directors the Capital Improvement Plan for FY 2025-2026, as presented.

Moved by: Member East

Seconded by: Member Jay

Aye: Members: Ascuaga, Jay, and East

No:

Absent: Member Bybee

Abstain:

Vote: 3-0-0

The items identified are to upgrade the center to create a better user experience. The staff plan is to purchase items that are cost-effective to repair or replace in the future. Upgrading the lighting and sound equipment to basic equipment would make the REC more attractive to clients and would create an opportunity for the REC to collect revenue by presenting a base package that includes equipment rental.

Mike Larragueta explained that every year the team reviews the carry forward projects and budgets the items that take priority. After reviewing this year's budget, the carry forward items have been reduced by about half. Mike Larragueta advised that the RSCC is the largest facility out of the four facilities and as a result represents the largest expense.

E1. Presentation by Aramark of the Fiscal Year 2024-2025 Budget to Actual Performance through March 2025 by Facility and the Proposed Fiscal Year 2025-2026 Budget

Motion: Move to approve and recommend to the Board of Directors adoption of the Aramark Proposed Fiscal Year 2025-2026 Budget, with the amendment of more detailed information to be provided and reviewed at the next Board Meeting.

Moved by: Member Jay

Seconded by: Member Ableser

Aye: Members: Ascuaga, Jay, and East

No:

Absent: Member Bybee

Abstain:

Vote: 3-0-0

Mike from the Aramark office in Las Vegas presented the Reno F&B Budget for FY 2025-2026.

The Committee had heard that the staff were met with hesitation when they requested a more detailed budget with projections based on events that are already booked for the upcoming year, rather than based on past events held. Past projections were very different from actual results. The present proposed budget was calculated with collaboration from the staff and multiple requests from the staff for more detailed information and adjustments.

The Committee decided that, in future, Aramark should be responsible for calculating the budget with the details requested by the RSCVA. The budget should include more details about expenses and more detailed comparisons year by year, so that the RSCVA can see where issues

are and what steps are being implemented to avoid the same issues the following year. Mike agreed to the Committee's request.

Board Member Ascuaga left the meeting at 10:38am, he returned at 10:39am.

E2. Review, Discussion, and Possible Action to Recommend Approval of Funding for the Reno Aces in an Amount Not to Exceed \$25,000 in Total Value

Motion: Move to direct staff to request Reno Aces to revise their request to be \$10,000 in cash, \$10,000 in kind.

Moved by: Member Jay

Seconded by: Member East

Aye: Members: Ascuaga, Jay, and East

No:

Absent: Member Bybee

Abstain:

Vote: 3-0-0

F. COMMITTEE MEMBER ANNOUNCEMENTS, REPORTS, AND UPDATES

There were none.

G. COMMENTS FROM THE FLOOR BY THE PUBLIC

Chair Hill opened the floor to public comment. There was none, public comment was closed.

H. ADJOURNMENT

The meeting adjourned at approximately 11:05am.

The meeting can be viewed at <https://www.youtube.com/watch?v=vAK7hHvb9Mk>



**Unsolicited Proposal Submission Form
Reno-Sparks Convention and Visitors Authority (RSCVA)**

Organization Name:

Lake Tahoe Stewardship Council

Proposal Name:

Year 3- Council Membership

Total Amount of Funds Requested:

\$20,000

Date(s) the Funds Would Be Spent:

Funding for Managing Director and specific council projects

Description of Unsolicited Proposal:

The Lake Tahoe Stewardship Council consists of more than 22 regional, public and private organizations with a stake in the beauty and environmental sustainability of the Lake Tahoe Basin. The 2020 pandemic inspired an unprecedented era of collaboration, creating a broader vision of how regional communities can better work together to improve the resident and visitors experience.

How would funding for the Unsolicited Proposal be utilized to actively solicit tourism and gaming, and/or to support initiatives that contribute to these objectives?

The RSCVA's contribution adds to the approximately \$300,000 budget to help promote stewardship efforts that help to keep Lake Tahoe clean and clear, and the open spaces clean and free of waste. Funds are also used to educate visitors on sustainability efforts that can impact their experience and safety while in the destination.



Unsolicited Proposal Submission Form Reno-Sparks Convention and Visitors Authority (RSCVA)

What benefit would the RSCVA receive if the Unsolicited Proposal is funded?

In addition to funds going directly toward efforts that directly benefit visitation to Washoe County, the RSCVA also receives a seat on the Stewardship Council. This gives the RSCVA the opportunity to help shape the direction of the Stewardship Plan, as well as access to other government and sustainability organizations who need to hear about the importance of catering to visitors who support the regional economy.

How does this Unsolicited Proposal further the mission statement of the RSCVA?

"To attract overnight visitors to Reno Tahoe while supporting the sustainable growth of our communities."

This Stewardship Council and the associated Plan were created to ensure and improve sustainability efforts in the Tahoe Basin. Without a cohesive, collaborative communication and action mechanism, regional stakeholders cannot be effective in their efforts to maintain our natural resources for generations to come. Open spaces and the beauty of Lake Tahoe is a primary driver of tourism throughout Northern Nevada and Washoe County, and tourism will suffer if we don't find a way to successfully work together on sustainability initiatives.

Other:

We currently have two projects we are actively working on for 2025/2026 that would benefit from RSCVA funding.

- 1) Destination Champion - Basin-wide customer service and hospitality training with [Learn Tourism](#)
 - Objectives:
 - 1) Enhance visitor engagement and customer service excellence for front line workers in the Tahoe Basin
 - 2) Increase regional knowledge and stakeholder collaboration
 - 3) Encourage sustainable and responsible tourism
 - Key partners and sponsors: DSC, Truckee and South Lake Chambers & NTCA
 - Working collaboratively with other stakeholders
 - To launch Winter 2025
 - Available free to all businesses in the basin to support training of front line workers
- 2) Tahoe Ethos Project - A story to share the special way that Tahoe defines value. When you think

about Tahoe, think about it this way. We are creating an anthem video can be used by all and owned by no one.

☒ I have attached a copy of the Unsolicited Proposal, including:

☒ Detailed budget outlining how the requested funds would be allocated and utilized.

☐ This Unsolicited Proposal does not qualify for funding under the Special Event Marketing Sponsorship Program.

Submission Information:

Nettie Pardue

Name of Main Contact for Unsolicited Proposal:

Title

Destination Stewardship Managing Director

Email Address:

nettie@nettiepardue.com

Phone Number:

(510) 672-5515

Submission Date:

August 18, 2025

Tahoe Fund
PO Box 7124
Tahoe City, CA 96145

Invoice

Date	Invoice #
8/26/2025	1645

Bill To
Reno-Sparks Convention& Visitors Authorit Attn: Ben McDonald PO Box 837 Reno, NV 89504

Due Date
8/26/2025

Item	Description	Amount
Gov't Grants	Destination Stewardship Council Dues 3rd year contribution Nettie Pardue, Managing Director: Monthly fee of \$9,600 for 24 months Jess Weaver, PR Consultant: Monthly fee of \$950 for 14 months	20,000.00
Total		\$20,000.00