



Culture & Tourism Authority

**NOTICE OF PUBLIC MEETING**  
Carson City Culture & Tourism Authority  
Board of Directors

**MEETING LOCATION:**

**Carson City Community Center**  
**Sierra Room**  
851 E. William St.  
Carson City, NV 89701

**Tuesday, November 14, 2017 - 4:00 PM**

**BOARD OF DIRECTORS**

Jonathan Boulware, Chair

Karen Abowd

Jesse Dhami

Sandra Nagel

Renee Plain

**Agenda Management Notice** - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**Notice to persons with disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Carson City Culture & Tourism Authority in writing at 716 N. Carson Street, Carson City, NV, 89701, or by calling (775)687-7410 at least 24 hours in advance. If a person willfully disrupts a meeting, to the extent that its orderly conduct is made impractical, the person may be removed from the meeting. NRS 241.030(5)(b) and Nevada Attorney General Open Meeting Law Manual, section 8.06.

**AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comments and Discussion (three minute time limit):** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Carson City Culture & Tourism Authority (CTA). In order for members of the public to participate in the Authority's consideration of an agenda item, the Authority strongly encourages members of the public to comment on an item during the item itself, subject to a three minute limit. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.
5. **For Possible Action:** Approval of Minutes – October 8, 2017 FY18 CTA Board Meeting.
6. **For Possible Action:** Adoption of Agenda - Action may be taken on those items denoted "For Possible Action." Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.
7. **For Possible Action:** To accept the adjusted CTA FY18 budget report. – **Chris Kipp**  
*Staff Summary: The CTA Board will review a comparative statement of adjusted revenue totaling \$528,194.01 expenses totaling \$232,194.59 and fund balance for all CTA Fund totaling \$1,579,772.33*

- 8. For Possible Action:** To accept the ratification of the CTA Statement of P-Card Report for September, 2017. – **Chris Kipp**  
*Staff Summary: The CTA Board will review an account activity statement for p-card purchases for September, 2017 totaling \$13,285.73*
- 9. For Possible Action:** Action to approve the FY17 Annual Audit Report – **Beth Kohn**  
*Staff Summary: The FY17 audit report for the Carson City Culture & Tourism Authority will be provided by Kohn & Company, LLP.*
- 10. For Possible Action:** To recognize that the independent contractor agreement 2017-1013, for consultation and administrative services, is void as it was created in error contrary to NRS 332.039. - **Chris Kipp**  
*Staff Summary: NRS 332.039 requires contracts for more than \$50,000 to be subjected to the public bidding process unless the type of contract meets one of the exceptions found in NRS 332.115. This contract was thought to fall under the “professional services,” exception of NRS 332.115(1)(b). Although NRS Chapter 332 does not define “professional services,” it is defined in NRS 89.020. The definition is as follows: “Professional service” means any type of personal service which may legally be performed only pursuant to a license, certificate of registration or other legal authorization.” Therefore staff has concluded that the independent contractor agreement was created in error contrary to the Nevada Revised Statutes and as such is void pursuant to law.*
- 11. For Possible Action:** To approve the expenditure of \$15,000 from the V&T Capital Projects Fund for Track Maintenance required for the V&T Railway. – **Joel Dunn**  
*Staff Summary: On 10/26/17 the V&T Commission approved the payment for a portion of the track maintenance and repairs with Gabriel Willaman railroad construction (approved \$30,000.00 of the contracted amount of \$48,080.00). The maintenance/repairs will include clearing trackside ditches of debris obstructing drainage flows and related work as a result of the January 2017 storm event. The maintenance/repairs were identified as the portion of the contract that would be required to get through the opening of the 2018 season. With no current dedicated funding for maintenance the cost will be shared between Storey County (50%) and the V&T Capital Projects Fund managed by the CTA Board (50%).*
- 12. For Discussion and Possible Action:** To accept an addition to the Cooperative Agreement between the City of Carson City and the Carson City Culture and Tourism Authority for administrative services and facility use and management to be funded by 1% of the total 11% transient lodging tax rate (approximately \$187,000 in FY 17) approved by the Carson City Board of Supervisors. – **Chris Kipp**  
*Staff Summary: The CTA Board will review the approved change to the “Interlocal Agreement” between the City of Carson City and the Carson City Culture & Tourism Authority approved by the Carson City Board of Supervisors on 11/2/17. The addition of “All contractual obligations for scheduled events shall survive any termination” to the top of page 8; paragraph 2 – last sentence.*

## **Non-Action Items:**

- a. Transient Occupancy Report – **Chris Kipp**

*Staff Summary: Report on collected room tax revenue, occupancy, average daily rate and revenue per available room for September, 2017.*

- b. **CTA Strategic Plan Update – Chris Kipp**  
*Staff Summary: The CTA Executive Director will provide an update on the bureau’s strategic plan.*
- c. **Grants Update – Chris Kipp**  
*Staff Summary: The CTA Executive Director will provide an update on the bureau’s grant projects. Singletrack Adventure - Re-Imagined Space Project - Nevada Magazine - Ghost Walk Video & introduce second round grant applications (NEA Big Read – Single Track Adventure Phase II – Visitors Guide Reprint – Social Media Tourism Symposium – Nevada Magazine Advertisement – Sea Otter Classic – 24 Hours in the Old Pueblo.*
- d. **Marketing Update – Kyle Horvath**  
*Staff Summary: The CTA Marketing Manager will provide an update on the CCVB’s current marketing projects and analytics for social media platforms.*
- e. **Events Update – Kyle Horvath**  
*Staff Summary: The CTA Marketing Manager will provide an update on events and the CCVB’s involvement and/or contributions.*
- f. **Cultural Commission Update – Mark Salinas**  
*Staff Summary: The CTA Director of Arts & Culture will provide an update on arts & cultural policies & procedures, grants, events and projects and the CCVB’s involvement and/or contributions.*
- g. **Future Agenda Items – Chris Kipp**
- h. **Upcoming Meetings - 11/21/17 5:30 pm Cultural Commission  
12/11/17 4:00 pm Culture & Tourism Authority – Board of Directors**

**13. Public Comments and Discussion (three minute time limit):** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Carson City Culture & Tourism Authority (CTA). In order for members of the public to participate in the Authority’s consideration of an agenda item, the Authority strongly encourages members of the public to comment on an item during the item itself, subject to a three minute limit. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

**14. Board Comments or Announcements and Requests for Information:** No action among the members or with staff will take place during this item of the agenda.

**15. For Possible Action:** To Adjourn

This notice has been posted in the following locations on Wednesday, November 8, 2017: Office of the Carson City Culture & Tourism Authority– 716 N. Carson St.; Carson City Hall – 201 N. Carson St.; Carson City Community Center – 851 E. William St.; Carson City Library – 900 N. Roop St. and on the Carson City Visitors Bureau web site: [www.visitcarsoncity.com](http://www.visitcarsoncity.com)

To request a copy of the supporting materials for this meeting, contact Chris Kipp at [CMcQueary@visitcarsoncity.com](mailto:CMcQueary@visitcarsoncity.com) or call (775) 687-7410. The agenda and supporting material are available on the Carson City Culture & Tourism Authority web site: [www.visitcarsoncity.com](http://www.visitcarsoncity.com) and at the office of the Carson City Culture & Tourism Authority – 716 N. Carson Street, Carson City, Nevada.