



**CARSON CITY CULTURE & TOURISM AUTHORITY
BOARD MEETING MINUTES
DECEMBER 13, 2021**

The regular meeting of the Carson City Culture & Tourism Authority was held Monday, December 13, 2021 at the Carson City Community Center, Bob Crowell Board Room, 851 E. William Street, Carson City, Nevada beginning at 4:00 p.m.

PRESENT: Mike Jones
Stacey Giomi
Steve Kehm
Steve Reynolds

STAFF PRESENT: David Peterson, Executive Director
Chris Kipp, Operations Manager
Linda Macauley, Administrative Assistant

OTHERS PRESENT: Todd Moore, Friends of the Nevada State Railroad Museum
Todd Reese, Deputy District Attorney

1. Call to Order.
2. Roll call was taken, and a quorum was present.
3. Mr. Jones led the Pledge of Allegiance.
4. **MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION – Public Comment.**

None

5. **MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION – FOR POSSIBLE ACTION:** Approval of Minutes – November 8, 2021 CTA Board Meeting.

Mr. Giomi made a motion to approve the meeting minutes as presented.

Second – **Mr. Reynolds**

Approved – Unanimously

Consent Agenda

Mr. Jones introduced the Consent Agenda and entertained requests to hear items separately. No requests were forthcoming.

6. FOR POSSIBLE ACTION: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for October 2021. – **David Peterson**

7. FOR POSSIBLE ACTION: Discussion and possible action regarding approval of the adjusted CTA FY22 budget report. - **David Peterson**

Mr. Reynolds made a motion for approval of the Consent Agenda.

Second – **Mr. Giomi**

Approved - Unanimously

End of Consent Agenda

8. Items pulled from the Consent Agenda will be heard at this time.

9. MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION – FOR POSSIBLE ACTION:

Discussion and possible action regarding a sponsorship agreement between the CTA and Friends of Nevada State Railroad Museum for the Great Western Steam Up event for a total amount of \$10,000.

Mr. Peterson reported that he and the staff have had meetings with the Friends of the NSRM and are excited that it is moving forward. **Mr. Moore** went over the event:

- ✓ 2022, 150th Anniversary of the Completion of the V&T Railroad
- ✓ Four Day Event July 1st through 4th 2022
- ✓ Largest Reunion of V&T Locomotives
- ✓ Railroad Museum Area will be Festival Grounds
- ✓ No On-Site Parking-Shuttle Available
- ✓ All Steam Powered on Site
- ✓ Estimated 2,000 to 5,000 Attendees
- ✓ Multi Night Stays-Different Events-Standard Gauge and Narrow-Gauge Equipment for Rides
- ✓ Budget \$165,000-\$98,000 from NV History & Museums to Move Visiting Equipment to the Site,
\$5,000 Matching Grant from Travel Nevada for Social Media Advertising
- ✓ Nationwide Railroad Fans are Expected to Attend

Mr. Giomi made a motion to approve the Sponsorship Agreement #CTA-SA-22-04 as presented.

Second – **Mr. Reynolds**

Approved – Unanimously

Mr. Reynolds stated that the attendance estimate may be very conservative with such a great event. **Mr. Moore** stated they are considering a theoretical limit for the site and capping the number of ticket sales.

10. MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –

FOR POSSIBLE ACTION: Discussion and possible action regarding CTA Policies and Procedures. –
David Peterson

Mr. Jones reported that Mr. Peterson, Ms. Kipp and Mr. Reese have been working on the Policy. The Policy is of Mr. Peterson's to complete list. **Mr. Peterson** stated that Ms. Kipp has done a great job on this.

Ms. Kipp stated that currently the CTA has room tax policies and our employee's policies. This is a new policy for the rest of the business agency.

The policy is broken down to:

- Definitions
- Organization-Purpose
- Board Responsibilities
- Organization Chart-Employee Responsibilities
- Public Information-Transparency
- External Communication-Internal Communication
- Information Technology
- Fiscal Management
- Purchasing and Contracts
- Accounts Payable and P-Cards, Audits
- Travel
- Hosting

Mr. Giomi asked regarding travel is there a reference to General Services Administration (GSA) rates. **Mr. Peterson** stated that this was done based on being able to reimburse for the cost of the meal and the cost of the hotel. The Staff stays at the Host Hotel. **Mr. Giomi** stated that he thinks there should be a GSA on staff meals and Incidentals. **Mr. Peterson** stated this would be separate from when hosting a group. Also, every show and marketplace has a budget. **Mr. Giomi** agreed and stated that typically policies are not approved by a governing body, this Board, they are approved by the Executive Director. **Mr. Jones** asked if the Board could make changes to allow the Executive Director to make changes without coming back to the Board. **Mr. Reese** state yes, the Board can revise the policy. **Mr. Jones** asked that the Board continue and will come back to item #10 after asking Mr. Reese to compose some of the changes. **Mr. Giomi** stated that he would like to have a year-end summary of any changes, transparency to the public, comply with Federal and State laws and ordinances.

11. MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –

Monthly Non-Action items for Presentation and Discussion Only:

A. Executive Director Update – David Peterson

- ✓ Mr. Salanoa is leaving the CTA
there will be a job description and recruitment
- ✓ Creative Brand-Completed Focus Group
Developing Questionnaire

B. Transient Occupancy Tax Actual vs Forecast – David Peterson

✓ October Above Projections

C. **Upcoming Meetings** – The next CTA Board of Directors meeting is tentatively scheduled for January 10, 2022 at 4:00 pm.

Mr. Jones asked for a break so that Mr. Reese could finish response for item #10.

Mr. Jones reconvened the Board meeting. **Mr. Reese** reported that per the Board's direction on the introduction page of the policy, he has changed the last three lines. Starting with; *Amendments to these policies and procedures are subject to change and modification from time to time. New or revised policies and procedures shall be drafted by the Executive Director. Approval of a new or amendments of the existing policies and procedures can only be made by the CTA Board.*

The new paragraph would read:

The Executive Director may manage or amend these policies and may also implement new internal operating policies. The Executive Director may seek input on the policies from the CTA Board. The Executive Director must present an annual report to the CTA Board of the amendments made to these policies and the implementation of any new policies. The Executive Director must ensure that these policies provide the highest level of transparency to the public and to Carson City and comply with all applicable federal, state, and local laws.

Mr. Giomi made a motion to approve the CTA policy and procedures as presented with changes read into the record by our District Attorney.

Second – **Mr. Reynolds** Approved – Unanimously

12. MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –
Board Comments or Announcements and Request for Information.

Mr. Giomi thanked Mr. Reese, Ms. Kipp and Mr. Peterson for doing the policy. **Mr. Jones** agreed.

13. MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –
Public Comment.

None

14. MR. JONES BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –

For Possible Action: To Adjourn.

Mr. Reynolds made a motion to adjourn at 4:50.

Approved – Unanimously

Approved: _____
Mike Jones

Attest: _____
Stacey Giomi

Recordings of this meeting are available at <https://www.carson.org/transparency/meeting-agendas-minutes-and-recordings>
/lm