



**CARSON CITY CULTURE & TOURISM AUTHORITY
BOARD MEETING MINUTES
JUNE 12, 2023**

The regular meeting of the Carson City Culture & Tourism Authority was held Monday, June 12, 2023, at the Carson City Community Center, Bob Crowell Board Room, 851 E. William Street, Carson City, Nevada beginning at 4:14 p.m.

PRESENT: Mike Jones
Stacey Giomi
Steve Kehm

STAFF PRESENT: David Peterson, Executive Director
Chris Kipp, Operations & Finance Manager
Linda Macauley, Administrative Assistant
Lydia Beck, Marketing & PR Manager
Stu Wexler, Events & Sales Manager

OTHERS PRESENT: Ken Dorr, NV Commission for the Reconstruction of the V&T Railway-Engineer
Todd Reese, Assistant 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 – May 8, 2023, CTA Board Meeting and May 22, 2023, Fiscal Year (“FY”) 2024 Budget Hearing.

Mr. Giomi made a motion to approve the CTA board minutes of May 8, 2023 and May 22, 2023 as presented.

Second – Mr. Jones

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 April 2023. – **David Peterson**
7. **FOR POSSIBLE ACTION:** Discussion and possible action regarding approval of the adjusted CTA fiscal year (“FY”) 2023 budget report. – **David Peterson**

Mr. Giomi made a motion to approve the consent agenda consisting of items six and seven as presented.

Second – **Mr. Jones** 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, possible action, regarding authorization to distribute \$150,000.00 to the Nevada Commission for the Reconstruction of the V&T Railway (“V&T Commission”) on or after July 1, 2023, from the V&T Capital Projects fund for parking lot improvements. – **David Peterson**

Mr. Peterson stated that at the budget hearing the CTA had set aside, and the board approved \$150,000.00 toward the parking lot renovations and upgrades at the Eastgate Depot. Mr. Dorr stated that he has been on the Commission since 1993. They plan on having the parking area resurfaced with a preservative to protect the pavement and a separate bid for the access road. One bid was received from Sierra Nevada Construction Corporation in total amount of \$197,000.00. Mr. Dorr stated that he recommended to the V&T board two options; 1. Main parking area with a 5% contingency totaling \$176,564.84. 2. Main parking lot and access road \$206,857.05. Mr. Peterson stated that the plan for the difference in funding will come from a request to Storey County.

Mr. Jones made a motion to approve the distribution of the funds as discussed.

Second – **Mr. Giomi** Approved - Unanimously

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

FOR POSSIBLE ACTION: Discussion and possible action regarding Contract No. CTA 2324-001 Web/Digital Maintenance and Development, Creative Content and Public Relations, with KPS3, for a total not to exceed amount of \$1,202,000.00 from July 1, 2023, to June 30, 2027. – **David Peterson**

Mr. Peterson reported that RFP was put out for a four-year contract and combine the services. KPS3 proposal rose to the top addressing strategy for the next four years. Andy and Ryan, KPS3 representatives are here if there are any questions. **Mr. Jones** stated their presentation had a clear vision for Carson City. **Mr. Giomi** stated that he agreed and the great work they have done the last four years.

Mr. Jones made a motion to approve the contract as presented.

Second – **Mr. Giomi**

Approved – Unanimously

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

Monthly Non-Action items for Presentation and Discussion Only. - **David Peterson**

A. Executive Director Update – David Peterson

- ✓ NCOT Funded FY24 Request
- ✓ Performa for Mark Twain Days in Progress
- ✓ V&T Vendor and Engineer Changes
- ✓ No Railbike Operation for Calendar Year

B. Transient Occupancy Tax Actual vs Forecast – David Peterson

- ✓ April Projections

C. Events & Sales Update – Stu Wexler

- ✓ IPW San Antonio – May 2023
- ✓ Bikethebest-German Motorcycle Group

Mr. Kehm reported that he needed to sign off at this time to get on his flight. **Mr. Reese** reported that since the meeting has lost one Board member and there are only two Board members attending that means we have lost the quorum. We no longer can continue with the meeting. So, at this point he is going to ask the Chair to go ahead and adjourn the meeting. Once the official meeting is adjourned and the webcast, recording of the meeting has stopped those in attendance, since there are no more action items if the Chair and Mr. Peterson would prefer you can continue with reports. It is just not an official meeting.

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

For Possible Action: To Adjourn.

Mr. Jones made a motion to adjourn the meeting at: 4:44.

Approved: _____
Mike Jones

Attest: _____
Stacey Giomi

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