

COMMITTEE MEMBERS

Trustees

Jennifer Cunningham, Chair
Richard Jay, Vice Chair
Kitty Jung, Member
Cortney Young, Member
Art Sperber, Alternate
Shaun Carey, Alternate

Staff Liaison

Randy Carlton, Chief Finance &
Administration Officer



PRESIDENT/CEO

Daren Griffin, A.A.E.

CHIEF LEGAL COUNSEL

Ian Whitlock

BOARD CLERK

Lori Kolacek

MINUTES

Finance & Business Development Committee

Tuesday, April 9, 2024 | 9:00 AM

Reno-Tahoe International Airport, Reno, NV

Administrative Offices, Second Floor

1. INTRODUCTORY ITEMS

Chair Cunningham called the meeting to order at 9:00 a.m. Roll was taken by the Clerk.

Members Present: Jennifer Cunningham, Richard Jay, Kitty Jung, Cortney Young

2. PUBLIC COMMENT

Chair Cunningham called for public comment. There was none.

3. APPROVAL OF MINUTES

3.1 March 12, 2024, Finance & Business Development Committee meeting

Chair Cunningham asked if there were any corrections to the Minutes of March 12, 2024. Hearing none, the Minutes were approved as presented.

4. ITEMS FOR CONSIDERATION BY THE FULL BOARD ON APRIL 11, 2024

4.1 Board Memo No. 04/2024-13: (For Possible Action) Review, discussion and potential approval of a Technical Services Agreement with ServiceTec International, Inc., for a renewal of services, effective September 1, 2023, for \$124,100 annually; an amendment dated October 10, 2023, which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024, to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024, for an annual amount of \$257,806

This item was presented by Shane Imsdahl, Manager of Information Technology. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on April 11, 2024, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a Technical Services Agreement with ServiceTec International, Inc for a renewal of services, effective September 1, 2023 for \$124,100 annually; an amendment dated October 10, 2023 which increases support hours from 56 to 92 per week for \$91,791 annually; an amendment dated March 1, 2024 to further extend support hours from 92 to 112 per week for annual total of \$257,806; finally, a renewal of the agreement commencing September 1, 2024 for an annual amount of \$257,806.”*

Moved by: Kitty Jung

Seconded by: Cortney Young

Vote: Motion passed

4.2 Board Memo No. 04/2024-14: *(For Possible Action)* Review, discussion and potential approval of a Professional Services Agreement for consulting services for federal lobbying services, with Van Scoyoc Associates, in the amount of \$6,000 per month through June 30, 2026, with options for two, 2-year extensions upon mutual agreement

This item was presented by Lindsay Anderson, Director of Government Affairs. After discussion, the Committee took the following action:

Motion: Recommend that this item be presented to the full Board on April 11, 2024, for consideration and approval of the proposed motion: *“Move to authorize the President/CEO to execute a Professional Services Agreement for consulting services for federal lobbying with Van Scoyoc Associates (VSA) for the period of May 1, 2024 through June 30, 2026, with two additional options to extend for two years each.”*

Moved by: Kitty Jung

Seconded by: Richard Jay

Vote: Motion passed

5. ADMINISTRATIVE REPORTS

5.1 Administrative Award of Contracts (Revenues) - March 2024

5.2 Administrative Award of Contracts (Expenditures) - March 2024

5.3 Financial Reporting Package - February 2024

There was no discussion on these items.

6. MEMBER COMMENTS, QUESTIONS AND REQUESTS

Chair Cunningham called on the Members for any comments, questions or requests. There was none.

7. PUBLIC COMMENT

Chair Cunningham called for public comment. There was none.

8. ADJOURNMENT

Chair Cunningham adjourned the meeting at 9:25 a.m.