

# MINUTES

Western Nevada Development District

Board of Directors Meeting

9:30 AM, Wednesday, 10 August 2016

Fernley City Hall - 595 Silver Lace Boulevard - Fernley, Nevada

**MEMBERS PRESENT:** **Carson City**, Lori Bagwell; **Churchill County**, Rachael Dahl; **City of Fallon**, Lem Mackedon (via phone); **Douglas County**, Lisa Granahan, Bill Chernock; **Humboldt County**, Marlene Brissenden (via phone), David Mendiola (via phone); **City of Fernley**, Roy Edgington, Jr., Colleen Unterbrink; **Mineral County**, Paul Macbeth (via phone); **Pershing County**, Heidi Lusby-Angvick (via phone); **City of Lovelock**, Pat Rowe, Mark Hauenstein; **Storey County**, Dean Haymore; **Washoe County**, Mojra Hauenstein (via phone), Jenifer Rose (via phone); **City of Reno**, Teri Bath; **City of Sparks**, Kristopher Dahir (via phone); **Private Sector Rep, Mineral County**, Shelley Hartmann, MCEDA; **Associate Member**, Johnny Hargrove, NV Energy.

**MEMBERS ABSENT** - Lyon County, City of Yerington, Fallon Shoshone-Paiute Tribe, Pyramid Lake Tribe, Reno-Sparks Colony, Walker River Paiute, Washoe Tribe, Yerington Paiute Tribe, Private Sector Rep for Churchill County

**STAFF PRESENT:** Ron Radil, Executive Director, Sheryl Gonzales. Project Manager and Diane Heet

**Call to Order**, Roy Edgington, Jr., Vice-President, called the meeting to order at 9:30 a.m.

**ROLL CALL-** Roll Call was completed. A quorum was declared present.

**Introduction of Guests:** There were none.

**Public Comment:** None

**Agenda Approval:** Motion by Shelley Hartmann to approve the Agenda as presented. *Teri Bath seconded the motion.* Motion carried.

**Discussion /Approval** – Meeting Minutes of 8 June 2016

Motion by Pat Rowe to approve the Meeting Minutes of 8 June 2016. *Dean Haymore seconded the motion.* Motion carried.

## APPROVAL OF CONSENT CALENDAR

Items on the consent calendar may be approved by one motion. Consent items may be pulled at the request of Board Members wishing to have an item further discussed. When

**pulled for discussion, the item will automatically be placed at the beginning of the Administrative Agenda.**

**Approval** – Treasurers Reports for the Periods Ending 30 June 2016 and 31 July 2016.

Motion by Shelley Hartman to approve the Treasurers Reports for the periods ending 30 June 2016 and 31 July 2016, *Motion seconded by Lori Bagwell*. Motion carried.

## **ADMINISTRATIVE AGENDA**

### **Discussion/Approval** – WNDD 2016 Year End Budget

Radil stated the 2016 Year Ending Budget is comprised of two documents. The first contains proposed Revenues and Expenses for FY 16/17. The second document reflects actuals for FY 13/14, and FY 14/15, the Approved Budget for FY 15/16, Actuals for FY 15/16, and the Proposed Budget for FY 16/17.

Revenue at year end 2016 from the EDA grant is \$80,000. The RBEG RLF and CDBG RLF Loan Repayment will be combined into one Revolving Loan Fund line item for FY 2017. Once loans made from CDBG are repaid, the money belongs to the District and can be used as a source for additional loans where there are less than 50,000 in population.

Haymore asked whether the District is going to apply for additional CDBG funds.

Radil replied, “no”, because of changes in CDBG funding.

Haymore asked Radil if he got money for the SET program. Radil replied they could talk to Sarah Adler, USDA Rural Development regarding SET funding.

Sheryl Gonzales said revenue and expenses are budgeted for the 2<sup>nd</sup> Annual Economic Development Conference. Conference revenue and expenses occur over two fiscal years. WNDD is directed by the Board to only expend funds generated. Thus far, \$36,000 in revenue has been received for the September 2016 Conference, all from sponsorships.

Radil stated CDBG loan funds from City of Fernley were expended in January 2016 for a loan. \$48,000 was budgeted for FY 2016 and \$35,437 was expended. A \$35,000 loan from CDBG-ED-21 was made in January 2016 and \$15,000 in CDBG 14-ED-21 loan funds were not drawn down.

Edgington asked how much RLF money has been loaned out? Gonzales thought about \$160,000, and Haymore estimated between \$150,000 and \$160,000. Radil stated the actual amount was \$155,000 to six borrowers. CDBG lent \$35,000 per job for a \$50,000 per business.

Radil said they are working on another loan application right now.

Granahan asked Radil to send out Board Meeting Minutes and Treasurer's Report prior to the meeting.

Motion by Dean Haymore to approve the WNDD 2016 End Budget as presented. *Shelley Hartmann seconded the motion.* Motion carried.

### **Discussion/Approval WNDD Revised Personnel Policies and Procedures**

Lori Bagwell thanked Ed Lawson and Carol Shank for their help in reviewing the WNDD Personnel Policies and Procedures. A copy of the Western Nevada Development District Personnel Policies and Procedures Manual, with Revisions for Adoption on 10 August 2016 is attached to the Minutes of this meeting.

The committee reviewed policies and procedures of several other governmental entities and also relied on input from Pool/Pact.

Under Section VIII – Leave – The committee recommends the maximum personal leave accrual allowed will be 240 hours.

Under Section IX – Compensation - 9.09.01 they stated the POV mileage rate is the GSA mileage rate.

Granahan suggested amending the statement, on Page 7, under Section II, paragraph 2.07, “Any employee uncomfortable with approaching the person responsible for the offensive behavior or whose request to stop was unsuccessful should notify the Executive Director “or the Board President. “

Haymore stated Pool/Pact has on-line training opportunities for personnel policies.

Motion by Lori Bagwell to approve the revised Personnel Policies and Procedures with the amendment to the following on Page 7: Section II Personnel Policies, 2.07, “Any employee uncomfortable with approaching the person responsible for the offensive behavior or whose request to stop was unsuccessful should notify the Executive Director “or the Board President.” Under Section VIII – Leave – The maximum allowed personal leave accrual will be 240 hours, Under Section IX – Compensation – 9.09.01, the POV mileage rate is the GSA mileage rate. Pat Rowe *seconded the amended* motion. Motion carried

**Discussion** – Public Utilities Commission – 2017-2036 Triennial Integrated Resource Plan an 2017-2019 Energy Supply Plan – **Mark Hauenstein**

Mark referenced the letter he had requested at the June WNDD Board Meeting for WNDD to file a letter of intervention with the Nevada Public Utilities Commission (PCA). Radil noted the item had to be agendaized for discussion only.

Hauenstein is requesting a letter from WNDD to intervene with the Public Utilities Commission on an application of Sierra Pacific Power Company d/b/a NV Energy for approval of its 2017-2016 Triennial Integrated Resource Plan and 2017-2019 Energy Supply Plan.

Dean Haymore was opposed to any lobbying by WNDD. He stated the letter of intervention is not a part of what the District is about. Shelley Hartmann asked what 501(c) designation WNDD is under. Radil stated WNDD is a 501(c)(4) and is beginning to see where federal grants are stating 501(c)(4) organizations who lobby are stated to be ineligible to apply for federal funding. WNDD always files a Non-Lobbying form for any federal program funding application. Hartmann stated any organization should be very cautious about being perceived as having a lobbying function.

Radil asked what does it mean **to** intervene?

Hauenstein replied, "Having a vested interest in a specific PUC docket.

Roy Edgington said he would have to take the request regarding letters of intervention back to his council

Mark Hauenstein suggested bringing additional information back to the WNDD Board.

**Discussion/Approval – Associate Membership Program – Jenifer Rose, Task Force**

Jenifer asked Teri if she would make the report; Teri didn't have the information, so Jenifer (via phone) proceeded to review the committee's report.

Jenifer said she met with Sheryl Gonzales, Roy Edgington, Teri Bath and Ron Radil last week. They reviewed the goals of the Associate Membership Proposed Program. These included creating and providing for networking opportunities and a required a log-in on WNDD's website page. Jenifer listed the qualifications for eligible individuals and companies. She emphasized that WNDD is unique from other organizations as it is the only Economic Development District in the State, connected to a membership of 8 counties, 7 cities and 1 consolidated city/county. Jenifer said Benefits include: participation in WNDD meetings with regular members; have access to a huge network of community leaders through WNDD organization; have access to public policy information and regulatory updates; participation as an advisory member of the WNDD Board; as well as a number of programs that would be developed.

During the annual Nevada Economic Development conference they would receive a discount on Exhibit Hall Booth Space, and an exclusive opportunity to select prime Exhibit Hall Booth Spaces.

Proposed Associate Membership Fees begin with Non Profit/Educational/Organization, \$250. The fee schedule for Businesses with ten employees or less, \$500; Business having 20 to 500 employees; \$1,000; Business with 500 plus employees - \$1,500.

Discussion ensued as to whether Associate Members would have voting rights, or just be advisory members of the Board. Board consensus was to have Associate Members having an advisory capacity, not being a voting member.

Lori Bagwell suggested a further breakdown to the fee schedule such as a business with 11 to 19 employees, or a business with 19 employees or less

Haymore suggested including WNDD's Mission Statement.

Jenifer noted that NV Energy has been an associate member for a number of years and pays \$1,500. Could ask the Reno Airport if they are interested in belonging.

Haymore stated Radil can meet with each commission/council to inform them of WNDD programs and activities.

Colleen Unterbrink suggested there should be additional tiers for Associate Members.

Teri bath said the funding tiers were open for discussion and should be revised

Sheryl Gonzales said the Board approved a budget of \$6,000 revenue stream for Associate Membership.

Lisa Granhan said talking about a discount on Conference program listing needs to be more fully evaluated.

Haymore suggested the committee come back with revised tiers for Associate Membership. Gonzales stated the WNDD mission statement should be included in Associate Membership information. This should be completed prior to the Conference so attendees can be contacted about Associate Memberships.

Motion by Dean Haymore to approve the Associate Membership Program with the revisions to the fee structure. The program will include a copy of WNDD's Mission Statement. *Shelley Hartmann seconded the motion.* Motion carried.

The committee will meet to approve the revisions.

The proposed Associate Membership program document is attached to these Board Meeting Minutes.

**Discussion** - Comprehensive Economic Development Strategy Update

Copies of the WNDD 2014 CEDS Annual Update Workshop, held June 14, 2016 (morning and afternoon) sessions were in Board Members packets.

Radil asked those who were present about feedback on the 14 June 2016 CEDS Update Workshop.

Haymore and Granahan stated participation and knowing what the outcome should be was very dependent upon prior involvement in the SET program and developing the 2014 CEDS. Both stated the workshop was of value to them.

Bagwell stated, as a new person involved with the CEDS the workshop purpose was somewhat confusing. She had a different vision of the purpose and outcome. She did not quite understand the CEDS document and process.

Hauenstein stated the SET Energy Work Group meeting in Fallon in 2014 had a set of goals and strategies that are not reflected in the CEDS. The table he was at made some changes to be incorporated in the CEDS. One of the changes was removed two years ago and was still in the CEDS.

Hargrove stated he came to the workshop and sat at the table for Communication and Networking and he should have been at the table for Energy. He was unaware of where he could participate most effectively when he came to the workshop.

Hauenstein asked if the Board was going to review and approve the final CEDS update. Radil responded yes to this question and the CEDS Update would be on the October Board agenda.

Bagwell stated the review would provide an opportunity for her to take back to the Board of Supervisors to show what WNDD is doing and this would help the public to understand why Carson City is a member.

Haymore asked if this is the five year CEDS? Radil replied that this is the annual CEDS update and the next revision is due in 2019. Haymore stated entities wanting to secure funding for projects need to have them in the CEDS to be recognized by EDA.

Radil stated the CEDS is a multi-purpose document when it comes to making applications for public and private sector funding sources. He cited the emphasis on USDA Rural

Development Projects being included as part of a multi-jurisdictional plan. He stated USDA RD, Carson City, has cited the CEDS twice for Business and Industry Loan Guarantee applications in the region. USDA RD is the only federal funding agency at this time having such a requirement. He stated citing any project as being part of a multi-jurisdictional plan will help support any application for public or private sector funding.

Haymore stated Storey County uses their Capital Improvement Plan as the basis for their CEDS projects. Granahan stated Douglas County does the same.

Radil re-stated the projects listed can be from the Capital Improvement Plan or other types of initiatives such as workforce development projects.

### **Discussion – WNDD Board meeting times, dates and location**

Radil said the WNDD Board meets the 2<sup>nd</sup> Wednesday, which conflicts with meetings of the Washoe County Commission and the Reno City Council. He provided the schedule of meeting dates for all the WNDD county and city members with the recommendation they change WNDD's meetings to the second Thursday of the month.

Jenifer Rose said the Reno Airport Authority meets on the 2<sup>nd</sup> Thursday from 9:00 – 11:00 a.m. Following a short discussion, it was decided to adopt the fourth Thursday, 9:30 a.m. at the Fernley City Hall.

Motion by Mark Hauenstein to approve the change the WNDD Board meetings to the 4<sup>th</sup> Thursday, 9:30 a.m, Fernley City Hall. *Lori Bagwell seconded the motion.* Motion carried.

### **EXECUTIVE DIRECTOR REPORTS**

#### **a) 2<sup>nd</sup> Annual Nevada Economic Development Conference**

Radil said sixteen sponsors have paid \$36,000 to meet expenses of the conference. There are an additional five sponsors who have pledged their support.

Sheryl Gonzales said Washoe County has provided \$6,000 for printing of the Program Guide. They used a higher quality paper, and the color of the peoples' pictures is very clear.

There are one hundred registrations plus 150 volunteers, speakers, and this number will increase by 20-25 participants.

Gonzales added Tesla is sending about seven people, and one Tesla car.

Washoe County RTC is placing ads about the Conference on their buses.

Publicity continues with local TV programs discussing the Conference.

Two hundred fifty paid registrations will meet the budget expectations.

Gonzales and Fred Steinmann have met with UNLV staff regarding the 2017 Conference to be at UNLV.

The President's Reception is scheduled for Tuesday, 20 September 2016 at the Mackay School of Mines Building. Attendees by invitation only.

Radil said there is no state or federal funding involved in this conference.

b) NDOT Regional Transit Planning – WNDD Board Committee

Radil stated Marlene Brissenden and Dave Mendiola, Humboldt County want to be on the Transportation Committee. Vice-President Edgington made the appointment with the approval of the Board.

## **INTER-JURISDICTIONAL ISSUES**

Edgington was at a recent meeting where Dean Heller discussed the proposed I-11. Heller is very supportive of the I-11 project and has been inserting appropriations into transportation bills for I-11. The final route in Nevada has not been determined.

Hartmann stated Mineral County and Hawthorne Army Depot are extremely interested in the I-11 project as HAD needs to have access to an Interstate route. Dahl stated Fallon NAS is also very interested in the I-11 route for the same reasons as HAD.

Teri Bath stated housing in the region is an issue due to the increased economic activity in the region. Some realtors and builders are wondering if there is a housing bubble in the making. Housing prices are increasing in the region being affected by activity at TRI. Home lending has changed since the 2004-2008 period in that loan requirements are more stringent now. What is the impact on housing that is needed, when homes in Reno are averaging \$300,000, rental prices are increasing and average workers may not be able to afford this type of housing. There may be a need for more apartments rather than single family homes. Reno has acquired an additional 3,500 acre feet of water to help alleviate the water situation. There may be a need for an additional 1,400 to 1,500 homes in the region.

Haymore stated Tesla is training 150 more workers at the County's building in TRI. Tesla may be adding a second floor to their structure. Panasonic is installing equipment and may be in limited production the end of September. Tesla and Panasonic continue to do job fairs on Saturdays by appointment only. There are 1,500 construction workers at TRI and this number may go to 2,000 soon. Haymore stated Marriott is constructing a 120 unit motel at TRI and may add three more units later. Haymore stated Marriott is also looking to construct a motel in Winnemucca. When asked the status by Brisseden, Haymore replied they closing on land, but he is not sure when they will actually build.



Haymore stated construction of the USA Parkway (NV SR 439) has begun in TRI and will be completed to the Lyon County line. Project completion date is scheduled for December 2017, but is somewhat ahead of schedule. NDOT is conducting an update meeting on the 11<sup>th</sup> at Silver Stage High School.

Radil stated there are three rail initiatives in the region: (1) CEDA is working on a rail park for trans-loading in Churchill County east of Hazen; (2) NNDA is working on the Gateway Center, a rail park for trans-loading in both Churchill County and Fernley; and (3) MCEDA is working with HAD to develop better rail capacity for HAD and evaluating a rail line going south from HAD to Las Vegas. Radil stated the three projects should have a joint meeting for the purpose of knowing the scope of each project, opportunities for collaboration, and striving to not have duplicative funding applications being submitted.

**WNDD December 2016 Board Meeting – Host County for 14 December 2016 Tours/Dinner Meeting.**

Radil asked who is going to be the host for the December Board Meeting? In the Board Member packets he had provided with the list of host counties of recent June and December meetings. It was suggested that Sparks might be a good choice as there is no record of their ever hosting a meeting.

Radil explained the host county arranges for tours (two or three) in the host county, followed by a dinner meeting. Tours generally begin at 3 to 3:30 p.m., with the dinner meeting at 5:30 p.m. This gives the host county the opportunity to show other board members what is occurring in other member areas..

**ADJOURNMENT TO**

Next Board Meeting, Wednesday, 12 October 2016 – 9:30 AM, City Hall Fernley, Nevada

Upon motion by Dean Haymore and *second by Pat Rowe*, Vice-President Roy Edgington, Jr. adjourned the meeting at 11:35 a.m.

Respectfully Submitted,

APPROVED:

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Lisa Granahan, Secretary/Treasurer

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Roy Edgington, Jr., Vice- President