



WESTERN NEVADA DEVELOPMENT DISTRICT

AGENDA

Board of Directors Meeting

9:00-10:30 am

Monday, January 27, 2025

TRI Center, Storey County Government Offices

1705 Peru Drive

McCarran, NV 89434

1. Call to Order – Dian VanderWell, President, WNDD

2. Roll Call

3. Agenda Approval (For Possible Action)

4. APPROVAL OF CONSENT CALENDAR (For Possible Action)

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.

a. Approval --FY 2024-2025-December Treasurer’s Report

b. Approval –Board of Directors Meeting Minutes, October 21, 2024

5. WNDD Member’s Summit (Information Only – No Action Required)

a. Date: April 21, 22, 2025

b. Location—Virginia City

c. Hotel and Conference Center—Silverland Hotel

d. Tour on April 21—Crown Point Mill

e. Draft Program

f. Catering

6. Subcommittee Policy Updates (Information Only – No Action Required)

7. Executive Director / Staff Team Report (Information Only – No Action Required)

a. City of Fernley Early Learning Center

Chris Brandon

b. City of Fernley Wastewater Reclamation Facility

Chris Brandon/Don Vetter

c. EPA Brownfields Grant Application

Chris Brandon/Don Vetter

d. Humboldt County Brownfields Grant

Michelle Hammond Allen

e. Tech Hub—Infrastructure Sub-Project

Chris Brandon/Don Vetter

8. Guest Speaker – Chris Kuhn, Senior Project Manager, Nevada Department of Transportation
(Information Only-No Action Required)

9. Adjourn Meeting

10:30-11:30 am TRI Center Tour – Commissioner Clay Mitchell

Next Board of Directors Meeting -- March 17, 2025, 9:00-10:00 by Zoom Only

NOTICE TO PERSONS WITH DISABILITIES: Members of the Public who are disabled and require special assistance or accommodation at the meeting are requested to notify the Western Nevada Development District office in writing at 111 W. Telegraph Street, Suite 204, Carson City, Nevada 89703, by email at cbrandon@wndd.org or by calling 775-473-6753.

WESTERN NEVADA DEVELOPMENT DISTRICT

Draft MINUTES

Executive Board Meeting

10:00 a.m. - 1:30 p.m.

Monday, October 21st, 2024

Sutro Tunnel, Dayton, NV

1. Call to Order

President Dian VanderWell called the meeting to order at 10:08 a.m.

2. Roll Call – Members Present

Members Absent

Staff

Christine Brandon, Executive Director

Don Vatter, Vetter PR

McKenna Anderson, Economic Development Specialist

3. Agenda Approval (For Possible Action)

Bryan McArdle moved to motion; Art Sperber seconded. The motion passed unanimously.

4. Approval Consent Calendar (For Possible Action)

Art Sperber motioned to approve the Consent Calendar; Bryan McArdle seconded. The motion passed unanimously.

5. WNDD Policy and Procedures for Personnel and Financial Management (For Discussion Only)

Benjamin Marchant, City Manager, City of Fernley, offered to Chair the Sub-Committee to update the two policies and work with Executive Director Brandon to complete the updates.

6. Audit (For Possible Action)

Christine Brandon informed the board that the Audit results are in the packets. Christine Brandon also explained the payments for the different Fiscal years.

7. Executive Director / Staff Team Report

- a. Don Vetter informed the Board that the City of Fernley submitted a Public Works Grant through EDA for the Community Resource Center. It is based on wrap-around services and will provide 3.6 million for the architect.
- b. Christine Brandon and Don Vetter updated about the application being about 70% done. WNDD was going to partner with NNDA but they need a 501 (c)(3) and WNDD is a 501 (c)(4). WNDD is going to partner with Mainstreet and move forward with the application individually. Christine Brandon will keep the board updated.
- c. Michelle Hammond Allen updated about the Humboldt County Brownfields Grant. Informing that various properties in Winnemucca are moving forward in Phase I & II. WNDD helped with community outreach last year. The goal is to tee up for the assessment

- d. WNDD asked NNDA to do an environmental assessment Phase II on the Carson City Airport Terminal after Phase I.
- e. Don Vetter updated about the Governors Summit; Lithium America had a great presentation. The Office of Federal Assistance got an infrastructure system to help get tasks done.
- f. Alber Torres from Fernley asked about water, and how we are going to get it and feed the machine? Clay Mitchell responded with how TRIC has a system, refiltering plan. Trish Connor updated about the Pyramid Lake Paiute Tribe and is working on different plans and strategies. One of them is a land use plan and another is a hydrology study, as well as a master plan. Trish Connor also updated how the EDA made amendments to the tribes. Christine Brandon brought up how WNDD is trying to help create and implement codes of protection for the tribe's land mass.

8. Courtney Bloomer – Travel Nevada

Courtney Bloomer from Travel Nevada spoke about her background, what Travel Nevada's mission and purpose is. Courtney Bloomer also gave great insight to programs that Travel Nevada offers. The next Rural Round-Up will be held in Laughlin.

9. Adjourn Meeting

Catered Lunch – A Catered Affaire

Sutro Tunnel Tour and Construction Talk – Dru Simerson, Simerson Construction, LLC

Docent Grounds Tour

10. Adjournment

President Dian Vanderwell adjourned the WNDD Board meeting at 11:14 a.m.

Approved ___/___/____.

_____ Date _____
 WNDD, Secretary/Treasurer

Western Nevada Development District

Balance Sheet

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
NSB Fed ACH Account - 0735	27,163.34
NSB Operating Checking - 0883	1,608.57
NSB Revolving Loan Fund - 3953	7,347.57
Total Bank Accounts	\$36,119.48
Accounts Receivable	
Accounts Receivable	-103,750.00
Total Accounts Receivable	\$ -103,750.00
Other Current Assets	
1004 - CDBG Liberty Fitness #4	1,673.48
1004 - RBEG - Liberty Fitness #4	0.00
1006 CDBG - Cottage Foods #6	19,042.95
Accounts Receivable (1)	0.00
Prepaid Expenses	0.00
Security Deposit	250.00
Undeposited Funds	6,350.00
Total Other Current Assets	\$27,316.43
Total Current Assets	\$ -40,314.09
Fixed Assets	
Accumulated Depreciation	-268.10
Computer Equipment	5,817.49
Furniture & Fixtures	0.00
Total Fixed Assets	\$5,549.39
Other Assets	
Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$ -34,764.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,497.91
Total Accounts Payable	\$ -1,497.91
Credit Cards	
NSB - 7213	0.00

Western Nevada Development District

Balance Sheet

As of December 31, 2024

	TOTAL
Total Credit Cards	\$0.00
Other Current Liabilities	
Accounts Payable (1)	0.00
Accrued Other	0.00
Accrued Vacation	0.00
Deferred Revenue	5,250.00
Employee Advance	0.00
Payroll Liabilities	0.00
PPP Loan	0.00
Retirement	0.00
Salary Accrual	0.00
Total Other Current Liabilities	\$5,250.00
Total Current Liabilities	\$3,752.09
Total Liabilities	\$3,752.09
Equity	
3000 Opening Bal Equity	-9,934.94
Fund Balance	-7,300.99
Beginning Fund Balance	106,041.78
Total Fund Balance	98,740.79
Retained Earnings	-124,626.22
Net Income	-2,696.42
Total Equity	\$ -38,516.79
TOTAL LIABILITIES AND EQUITY	\$ -34,764.70

Western Nevada Development District

Profit and Loss

July - December, 2024

	TOTAL
Income	
Associate Membership	1,500.00
Brownfield Humboldt Grant	10,448.85
EDA PPG Grant ED23SEA3020024	40,000.00
Interest Earnings	38.01
Membership Dues	69,250.00
RLF Interest	4,362.82
Sales	3,440.25
Unapplied Cash Payment Income	-500.00
Total Income	\$128,539.93
GROSS PROFIT	\$128,539.93
Expenses	
Accounting	3,203.00
Audit	6,650.00
Bank Service Charges	160.01
Brownfield Humboldt	5,037.98
Customer Relations	2,835.00
EDA-PPG	28,173.39
Fringe Benefits	8,853.54
Vision Insurance	29.82
Total Fringe Benefits	8,883.36
Insurance	-15.00
Workmans Compensation	821.00
Total Insurance	806.00
Legal	2,295.00
Maintenance	214.12
Meals	2,039.89
Meetings	2,367.79
Office Supplies	2,609.98
Parking	9.00
Payroll Expense	53,976.98
Payroll Taxes	1,702.87
Total Payroll Expense	55,679.85
Postage	37.96
Rent	6,763.00
Subscriptions	299.83
Travel	1,707.98
Travel EDA PPG	104.59
Travel HBF	442.60
Utilities	879.85

Western Nevada Development District

Profit and Loss

July - December, 2024

	TOTAL
Web Design & Maintenance	36.17
Total Expenses	\$131,236.35
NET OPERATING INCOME	\$ -2,696.42
NET INCOME	\$ -2,696.42

FY24_P&L Budget vs Actuals Report

July 1-December 31, 2024

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Income				
4500 Membership Dues	\$69,250.00	\$110,000.00	-\$40,750.00	62.95 %
Associate Membership	\$1,500.00	\$5,500.00	-\$4,000.00	27.27 %
Brownfield Humboldt Grant	\$10,448.85	\$40,000.00	-\$29,551.15	26.12 %
EDA PPG Grant ED23SEA3020024	\$40,000.00	\$80,000.00	-\$40,000.00	50.0 %
Interest Earnings	\$38.01	\$15.00	\$23.01	253.4 %
RLF Interest	\$4,362.82	\$600.00	\$3,762.82	727.14 %
Sales	\$3,440.25	\$0.00	\$3,440.25	
Unapplied Cash Payment Income	-\$500.00	\$0.00	-\$500.00	
3900 Beginning Fund Balance	\$0.00	\$22,007.00	-\$22,007.00	0.0 %
The Summit	\$0.00	\$10,000.00	-\$10,000.00	0.0 %
Total for Income	\$128,539.93	\$268,122.00	-\$139,582.07	47.94 %
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Cost of Goods Sold	\$0.00	\$0.00	\$0.00	
Gross Profit	\$128,539.93	\$268,122.00	-\$139,582.07	47.94 %
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Expenses				
5001 Accounting	\$3,203.00	\$6,000.00	-\$2,797.00	53.38 %
5002 Audit	\$6,650.00	\$6,650.00	\$0.00	100.0 %
5003 Legal	\$2,295.00	\$3,000.00	-\$705.00	76.5 %
5004 Insurance	-\$15.00	\$0.00	-\$15.00	
5004.3 Workmans Compensation	\$821.00	\$1,400.00	-\$579.00	58.64 %
5004.1 Liability/Property	\$0.00	\$1,400.00	-\$1,400.00	0.0 %
Total for 5004 Insurance	\$806.00	\$2,800.00	-\$1,994.00	28.79 %
5302 Meetings	\$2,367.79	\$0.00	\$2,367.79	
5303 Subscriptions	\$299.83	\$3,500.00	-\$3,200.17	8.57 %
5602 Maintenance	\$214.12	\$3,500.00	-\$3,285.88	6.12 %
5700 Fringe Benefits	\$8,853.54	\$22,800.00	-\$13,946.46	38.83 %
5704 Vision Insurance	\$29.82	\$0.00	\$29.82	
Total for 5700 Fringe Benefits	\$8,883.36	\$22,800.00	-\$13,916.64	38.96 %
6000 Customer Relations	\$2,835.00	\$0.00	\$2,835.00	
6100 Office Supplies	\$2,609.98	\$750.00	\$1,859.98	348.0 %
6120 Bank Service Charges	\$160.01	\$0.00	\$160.01	
6200 Payroll Expense	\$53,976.98	\$124,000.00	-\$70,023.02	43.53 %
Payroll Taxes	\$1,702.87	\$0.00	\$1,702.87	
Total for 6200 Payroll Expense	\$55,679.85	\$124,000.00	-\$68,320.15	44.9 %
6302 Postage	\$37.96	\$76.64	-\$38.68	49.53 %
6500 Rent	\$6,763.00	\$14,100.00	-\$7,337.00	47.96 %
6700 Travel	\$1,707.98	\$8,000.00	-\$6,292.02	21.35 %
6701 Meals	\$2,039.89	\$0.00	\$2,039.89	
7001 Web Design & Maintenance	\$36.17	\$0.00	\$36.17	
Brownfield Humboldt	\$5,037.98	\$0.00	\$5,037.98	
EDA-PPG	\$28,173.39	\$0.00	\$28,173.39	
Parking	\$9.00	\$0.00	\$9.00	
Travel EDA PPG	\$104.59	\$0.00	\$104.59	
Travel HBF	\$442.60	\$0.00	\$442.60	
Utilities	\$879.85	\$0.00	\$879.85	
5100 Contract Grant Services	\$0.00	\$47,000.00	-\$47,000.00	0.0 %

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
5601 Equipment	\$0.00	\$2,500.00	-\$2,500.00	0.0 %
6102 Printing	\$0.00	\$300.00	-\$300.00	0.0 %
Summit Expenses	\$0.00	\$10,000.00	-\$10,000.00	0.0 %
Total for Expenses	\$131,236.35	\$254,976.64	-\$123,740.29	51.47 %
Net Operating Income	-\$2,696.42	\$13,145.36	-\$15,841.78	-20.51 %
Other Income	\$0.00	\$0.00	\$0.00	
Other Expenses	\$0.00	\$0.00	\$0.00	
Net Other Income	\$0.00	\$0.00	\$0.00	
Net Income	-\$2,696.42	\$13,145.36	-\$15,841.78	-20.51 %

Building a Stronger Nevada
DRAFT Program
WNDD Summit April 21-22, 2025
Virginia City, NV

Panels	Rural Resources	Funding	Infrastructure	Main Street
Speaker/Moderator	Melissa Saavedra - OSBA	A'keia Sanders, OFA	Chris Reilly, State Infrastructure Director	Shari Davis, GOED
Panelist	Kathy Halbardier, SBDC	Erik Jimenez, NSIB	NDOT, TBD	Jen Tune - Main Street Gardnerville
Panelist	Michelle Beecher, RNDC	NDEP RLF	Jeff Brigger, NV Energy	Kat Galli- Main Street Tonopah
Panelist	Cortney Bloomer, Travel Nevada	Samantha Swing, Cassidy & Associates-- Appropriations	Casey Mentzer, TMWRF	Jaime Chapman - Main Street Midtown Reno