



WASHINGTON COUNTY/ST. GEORGE INTERLOCAL AGENCY (W.C.I.A.)
BOARD MEETING MINUTES

November 7, 2023

In attendance:

Commissioner Adam Snow
Commissioner Gil Almquist
Commissioner Victor Iverson
City Manager John Willis
Shayne Wittwer
Councilperson Natalie Larsen
Brittany McMichael
Mayor Michele Randall- excused

Others:

Steven Scott
Janet Montgomery
Carlos Robles
Camille Hastings
Kameron Rollins
Emilie Pinkelman
Segaula Peneku
**Public in Attendance

Call to order: 11:13AM

1. **Consideration** to approve WCIA regular board meeting minutes: August 29, 2023

MOTION: to approve the minutes from August 29, 2023

Motion: Commissioner G. Almquist

Second: Shayne Wittwer

Motion passes unanimously

2. Open Meeting Training

Presented by Steven Scott

<https://www.youtube.com/watch?v=HvbOw9Q7i0I&t=1s>

3. Financial

Presented by Camille Hastings

- a. Presentation of 2023 Fraud Risk Assessment

- Low risk for Fraud Risk Assessment: 375/395 points

- a. Presentation and discussion of amended 2023 Dixie Convention Center Budget

- Amended items on 2023 budget:

- i. Fund Balance Appropriation to pay off CIB Bond- was not budgeted for
- ii. Fund 74: Revenues are up also means Expenses need adjustment
- iii. Fund 29: adjust salaries & wages and Utilities

- a. **Consideration** to Open the 2023 budget for Amendments

MOTION: to open the 2023 budget for amendments

Motion: Commissioner G. Almquist

Second: Commissioner V. Iverson

Motion passes unanimously

- b. Presentation of preliminary 2024 Dixie Convention Center budget

Presented by Janet Montgomery

2024 budget includes Salary line item

Fleet line deleted

2024 preliminary budget will be presented with 2023 adjusted budget

4. Operations

Presented by Jared Stephenson

- a. New Operations Manager, Jared Stephenson
 - Originally from St. George, Career mainly in event and venue management
- a. Vision for the Dixie Convention Center
 - Excited to increase revenue, cut costs, and optimize operations.
 - i. Landscaping:
 - Received multiple proposals, add line item cost for landscaping
 - i. Chiller Update:
 - Prep work being done now
 - i. Concessions Update:
 - Completion by the end of the week
 - Budgeted for \$10,000 came in under budget at \$6,000
 - i. Security Cameras by Stream:
 - Ongoing, working on installation between events.

5. Marketing

Presented by Janet Montgomery

- a. 2023 YTD Revenue
 - Anticipated to be at \$1.1 mil currently sitting at \$1.56 mil
 - Excited to put the excess to capital projects that were on hold:
 - i. Monuments/ signage/ website update
 - ii. Delegation of authority to the DCC for improvements up to \$10,000.00
- a. 2024 Projections
 - 2024 calendar is filling out.
 - Cost of goods are rising due to increased usage and global shortages- implement cost structure for labor and facility fees to offset the rising cost.
 - Consider raising rates seasonally, and local event referrals to alternative spaces.

6. Museum

Presented by Janet Montgomery

- a. 2023 YTD Revenue
 - Expected YTD \$148k current \$177k
 - Increase due to Tesla Chargers, and increased events in the Dixie Center
- a. Employee update
 - The addition of the 4th employee has lessened the turnover.

7. Other

Presented by Janet Montgomery

- a. Public Hearing & board meeting: Tuesday, November 28, 2023, 9:30am
 - Date confirmed, time changed to 10am
- b. WCIA status update
 - a. City and County discussion: County to take over to consolidation of management/operation of the Dixie Center
 - b. Long term consideration to change current structure- considering expansion and future complications: 10-year agreement based on the change in use of the property.

- c. Senior Games Update:
 - a. Meeting with senior games informed of price increase
 - b. Heritage Catering still in talks
- d. Letter of Praise- ESI management (Fall Substance Abuse Conference)
 - a. Raving success due to staff's top service and extra mile Catering Janet Ralph
 - b. Thrilled with Dixie Convention Center's customer service
 - c. Consideration of size of conferences as part of which booking processes.
- e. Tour of Exhibit Hall
 - a.

MOTION: to adjourn meeting

Motion: Councilwoman N. Larsen

Second: Commissioner V. Iverson

Motion passes unanimously

Adjourned: 12:14pm

Pending