



**WASHINGTON COUNTY/ST. GEORGE INTERLOCAL
AGENCY (W.C.I.A.) BOARD MEETING MINUTES
May 09, 2023**

In attendance:

Commissioner Adam Snow
Commissioner Gil Almquist
Commissioner Victor Iverson
John Willis
Shayne Wittwer
Councilperson Natalie Larsen

Absent: Mayor Michele Randall

Others:

| | |
|--------------------|-------------------|
| Steven Scott | Dustin Taylor |
| Brittany McMichael | Emilie Bott |
| Janet Montgomery | Deanna Brklacich |
| Carlos Robles | Ryan Sullivan |
| Camille Hastings | Christine Joaquin |
| Tani Downing | Emilie Pinkelman |
| Kameron Rollins | |

Call to order: 10:01 am by Chairman A. Snow

1) **Consideration** to approve W.C.I.A. minutes: Regular Board Meeting, January 31, 2023

Motion: Commissioner G. Almquist
Second: Commissioner V. Iverson

Motion passes

2) Operations – Christine Joaquin (Event Coordinator/Guest Services Supervisor) Kameron Rollins (Maintenance Supervisor)

a) Upgrade update

i) Projects in progress

- Chiller UPDATE: arrive in September, coordinating install details.
- Replacement windowpanes: North wall toward hotel – window seals loosened and accumulating condensation.
- Dishwasher replacement: \$200,000, take from 2023 budgeted funds for Rational Ovens and Fry Master.

MOTION: to approve purchase of dishwasher for \$200,000 with budgetary adjustments, as presented, subject to review leasing options in comparison to purchase options.

Motion: Commissioner G. Almquist
Second: Commissioner V. Iverson

Motion passes

3) Marketing – Janet Montgomery

a) New Chairs and Podium

- (1) Lighter weight aluminum chairs ordered.
- (2) Podiums-refurbished to save money.

b) Discussion of existing event space challenges/ Revenue Progress

- i) Groups are outgrowing the convention center- are we ready to move forward with an expansion?
- ii) Discussion on the need to expand capacity, space and the impact it has on the Dixie Convention Center, St George City and Washington County. What about the long-term board relationship? Need to determine end goal first.

MOTION: to amend agenda to direct staff to initiate RFI for growth and market support in re: expansion

Motion: Shane Wittwer

Second: Commissioner V. Iverson

Motion passes

MOTION: to initiate RFI for expansion

Motion: Shane Wittwer

Second: Commissioner V. Iverson

Motion passes

4) Heritage Catering Updated Agreement – Janet Montgomery

- i) Revenues are higher than expected.
- ii) Steven Scott: 5-year agreement with additional 5-year renewal, language changed to reflect current policies and remove inconsistencies.
- iii) Discussion to add language into contract to accommodate expansion.

MOTION: to renew catering contract subject to finalizing provision to enable first right of refusal market/kiosk/service.

Motion: Commissioner G. Almquist

Second: Councilperson N. Larsen

Motion passes

5) Financial- Camille Hastings

- a) YTD overview: Everything is balanced
 - i) Revenues: Dixie Center is above expected 37%, Museum above expected 33%
 - ii) Expenses are as budgeted.

6) Museum

- a) Change in Utility Accounting:
 - i) 4% of all utilities being charged to museum budget.

7) Tesla

- a) Tesla should up and running by the end of the week, will begin invoicing.

8) Other Business

- a) Presentation to amend AV Contract with Precision Productions to incorporate the vendor into an Audio-Visual Exclusivity Agreement
 - i) Discussion on presentation:
 - (1) REASONING: Simplify events, relieve Coordinators, elevate what we can provide to our guests. Creates transparency regarding AV capabilities. Simplifies conversation with client in regard to contractual agreement. Exclusivity allows Precision Productions to take care ancillary equipment (laptops, clickers, hdmi cables, etc.). Allows direct communication.
 - (2) ALTERNATIVE: Continue as current, utilizing Precision Productions as an “as needed” contract.

- b) Presentation & Consideration to adopt Use License Agreement
 - (1) Section 7-12 Concessions- general cost to have concessions open- inexpensive to client.
 - (2) Amend use agreement to add AV as an exhibit.

MOTION: to adopt Use License Agreement subject to include AV exhibit and agreement.

Motion: Commissioner V. Iverson

Second: Commissioner G. Almquist

Motion passes

- c) Management Structure Discussion:
 - i) Discussion: Current situation is not functioning well. All is dependent on ownership of the Dixie Convention Center. Restructuring the Dixie Center Management deliberated. Suggestion to incorporate a midstream consultant to write the RFI for facility expansion after restructuring is complete.

MOTION: for next meeting date set for August 29 and to adjourn.

Motion: Commissioner G. Almquist

Second: Commissioner V. Iverson

Motion passes

Meeting adjourned: 12:25pm