

ELKO CONVENTION & VISITORS AUTHORITY
AGENDA BOARD OF DIRECTORS REGULAR MEETING
TUESDAY, APRIL 28, 2020, 8:30 A.M. PST
ELKO CONVENTION CENTER – CEDAR ROOM
GOTOMEETING.COM - <https://global.gotomeeting.com/join/849044541>

The Chairman and/or Vice Chairman reserve the right to: change the order of agenda items, combine two or more agenda items for consideration, remove or delay discussion on an item, and/or recess the meeting and continue at another specific date and time.

1. Roll call

Mr. McCarty stated for the record that ECVA Executive Director Katie Neddenriep, Board Member Chip Stone, ECVA employee Amber Merz and himself were all attending the meeting in person and were present at the Convention Center, Vice Chairman Dave Zornes was attending remotely through GoToMeeting.com

2. Call to order and Pledge of Allegiance

Chairman Matt McCarty called the meeting to order at 8:50 am, he explained that they would forgo the Pledge of Allegiance today as they were having connectivity issues.

3. Public Comments- Non- Action Item

Pursuant to N.R.S 241.020, 2(c) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

Chairman McCarty first asked for Public Comment from any of the people physically present at the meeting. Hearing none he moved on and asked if any of the virtual attendees would like to make a Public Comment. Hearing none he moved on to approval of the minutes.

4. Approval of minutes from the Board of Directors meeting of February 25, 2020. – For Possible Action (public comment)

Matt McCarty asked if the Board was ready to approve the minutes.

Dave Zornes made a motion to approve the Board of Directors meeting minutes of February 25th, 2020. Chip Stone seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0428-20 Presentation, discussion and possible approval of marketing funds for the Ruby Mountain Relay / Race Series up to \$4,000.00. - **For Possible Action (Public Comment)**

Chairman McCarty stated that this was an annual request for marketing funds and is written into the budget.

Katie Neddenriep explained that this request has not gone before the Marketing Committee this year as the meeting it was scheduled to be presented at was canceled due to COVID-19. She then explained that she had emailed asking event organizers for clarification on what the funds would be used for and had included said email conversation in the board packet. Katie stated that the funds would be reimbursements for printing postcards, fliers and posters, similar to what has been done in the past.

Dave Zornes moved to approve marketing funds reimbursement to Ruby Mountain Relay Race Series in amounts up to \$4,000.00. Chip Stone seconded the motion. Motion passed unanimously.

5B-0428-20 Review, discussion and possible approval to accept the letter of engagement from Eide Bailly LLP to conduct the 2019/2020 ECVA financial audit. – **For Possible Action (Public Comment)**

Chairman McCarty asked if the board was ready to motion on this item.

Chip Stone motioned to accept the letter of engagement from Eide Bailly LLP to conduct the 2019/2020 ECVA financial audit. Dave Zornes seconded the motion. Motion passed unanimously.

Mary Cain of Eide Bailly LLP thanked the ECVA Board for their approval the letter of engagement. She stated that she had enjoyed working with the ECVA in the past and looked forward to working with them in the future.

5C-0428-20 Review, discussion and possible approval to move \$75,000.00 from the General Fund contingency account into the General Fund operations expense account. –**For Possible Action (Public Comment)**

Katie Neddenriep stated that in reviewing their budget and financial position they feel they should move \$75,000 from the General Fund contingency account into the General Fund operations expense account. She explained that they felt this was necessary as they are not bringing in any revenue from facility rentals or catering and room tax is also down significantly as occupancy is down. She went on to tell the board about the City of Elko's predictions that occupancy and in turn room tax revenues will be down 73% through the end of June 2020. Katie then stated that this contingency would need to be moved before the end of this fiscal year, June 30, 2020.

Dave Zornes explained that he was having trouble hearing some of the discussion. He then asked if the need to move these funds was related to the COVID-19 shutdown.

Katie stated that it was because of the COVID-19 shutdown.

Dave Zornes motioned for approval to move \$75,000.00 from the General Fund contingency account into the General Fund operations expense account.

Chip Stone asked if the \$75,000 would be used exactly as listed in the line items included in the report.

Cheryl Garcia stated that the funds would be used for those things.

Chip Stone seconded the motion. Motion passed unanimously.

7A-0428-20 Comptroller's Report/possible approval of expenditures for preceding month(s) and all matters related to– **For Possible Action (Public Comment)**

Chairman McCarty explained that they had 2 board members who had to leave early today so in the interest of time they would just go over the claims for the months and then the board could read over the report on their own time. Total claims for the month of February 2020 were in the amount of \$250,388.25. total claims for March 2020 were in the amount of \$179,250.19. He stated that they did have investment activity as well and this was listed in the comptroller's report. He then asked if the board was ready to make a motion for approval.

Chip Stone made a motion to approve the February 2020 claims in the amount of \$250,388.25 and the March 2020 claims in the amount of \$179,250.19. Dave Zornes seconded the motion. Motion passed unanimously.

5D-0428-20

Review, discussion and possible direction to staff regarding short- and long-term fiscal position, budget priorities and matters related thereto. This may include, but is not limited to, reduction of hours, furloughs and/or organizational restructuring. –**For Possible Action (Public Comment)**

Matt McCarty explained that they were running out of time so they would need to keep discussion to about 15 minutes if they wanted to make a motion on this item.

Dave Zornes stated that he did not know a lot about this agenda item and asked for an overview.

Katie Neddenriep stated that the organizational policy limits the authority of the Executive Director in some operational decisions without guidance from the Board of Directors. The ECVA was deemed nonessential when the governor shut down all nonessential businesses on March 18th. All 14 employees have been operating on administrative leave with pay for this time period. She went on to explain that she has been following the CARES act guidance that has been put out but unfortunately because we are a governmental entity none of the factors apply to us. Katie stated that she has inquired with our insurance provider POOL/PACT as we do have “loss of revenue” coverage but she has been informed that this situation does not qualify for coverage under that policy. She stated that they have had a few of the Mine Expo exhibitors who have asked the ECVA to carry over their booth payments to cover the cost of next year’s booth instead of refunding their payments. They are following up on all outstanding AR from facility rentals and catering fees. They have collected some of these outstanding payments and set up payment plans for some accounts. Room tax has taken a hit, the City of Elko has projected that transient lodging taxes will be down 73% March 2020 through June 2020. Katie then told them that she had recently found out that once again Shilo Inn had fallen behind on their lodging taxes and were given an ultimatum if they did pay in full. She stated that it was her understanding that they did pay about \$30,000 in delinquent transient lodging taxes that was due to the city. The ECVA receives roughly 35% of the transient lodging taxes collected so we will receive a portion of Shilo Inns back taxes. Katie then moved on to discussion of operational expenses explaining that ALL expenditures required Executive Directors approval. She stated that no one should be spending or obligating the ECVA to any expenditure without her prior approval. They are also evaluating and eliminating any nonessential business expenses for the duration of the shutdown. Katie then stated that all 14 employees have been receiving full pay and benefits from March 18th through April 30th, this is consistent with the City of Elko and Elko County. The governor has now stated that we are not opening on May 1st but has not given guidance on when we will be able to open. The City of Elko is projecting that transient lodging tax will be down 30% for the next fiscal year, they have eliminated COLA from their budget for the next fiscal year, only essential projects and expenses will be approved and they will be evaluating all expense items to identify opportunities for cost savings. She explained that these are really all things that she has been examining at the ECVA already. Katie then explained that what she is looking for from the board is some direction or their opinions on managing the ECVA costs until the governor allows them to reopen. She told them that she realized that they were almost out of time for today. Katie explained that if the board would like have a special meeting dedicated to addressing this agenda item that would be fine but today, she would ask that they give her some guidance regarding whether to extend the staffs administrative leave with pay.

Matt McCarty asked the board to look at their calendars so they could schedule this special meeting. He then asked if they were ready to make a motion on this item.

Dave Zornes made a motion to extend ECVA staffs administrative leave with pay for two weeks.

Matt McCarty asked that this motion be changed to “two weeks or until the end of the next pay period in May”.

Dave Zornes amended his motion to extend ECVA staffs administrative leave with pay for two weeks or until the end of the next pay period in May. Chip Stone seconded the motion. Motion passed unanimously.

Chairman McCarty explained that the earliest they could hold this meeting would be May 4th. He then stated that he would suggest holding the special meeting one week from today on Tuesday May 5, 2020 at 8:30 am.

Dave Zornes and Chip Stone agreed.

6. **OLD BUSINESS:** None.

7. **STAFF REPORTS:**

7B-0428-20 Convention & Tourism Report - **Non-Action Item**
7C-0428-20 Marketing Report - **Non-Action Item**
7D-0428-20 Events Report - **Non-Action Item**
7E-0428-20 Facilities Report - **Non-Action Item**
7F-0428-20 Administrative Report – **Non-Action Item**

8. **Public Comments – Non-Action Item**

None at this time.

9. **Board Comments – Non-Action Item**

None at this time.

10. **Adjournment**

Meeting adjourned at 9:29 am.



Matt McCarty- Chairman