

**ELKO CONVENTION & VISITORS AUTHORITY  
SPECIAL SESSION BOARD MEETING  
TUESDAY, MAY 21, 2019  
ELKO CONVENTION CENTER  
CEDAR ROOM 8:30 A.M.  
MINUTES**

The Chairman and/or Vice Chairman reserve the right to: change the order of agenda items; and recess the meeting and continue at another specific date and time.

**1. Roll call**

ECVA Board Members Present: Matt McCarty  
Delmo Andreozzi  
Dave Zornes  
Toni Jewell  
Chip Stone

ECVA Staff Present: Katie Neddenriep, Executive Director  
Steve Wehde, Facility Manager  
Juli Nelson, Marketing Coordinator  
Tom Lester, Tourism & Convention Manager  
Delynn Jones, Comptroller (interim)  
Amber Merz, Administrative Assistant

**2. Call to order and Pledge of Allegiance**

Chairman of the Board, Mr. Matt McCarty, called the meeting to order at 8:36 am and stated that they a full board present.

**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.

None at this time.

**4. Approval of minutes from the Special Board meeting of April 29, 2019 – For Possible Action (public comment)**

*Mr. Delmo Andreozzi made a motion to approve the Minutes from the Special Board Meeting of April 29, 2019. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.*

**5. NEW BUSINESS:**

5A-0521-19 Public Hearing as required by the State of Nevada Department of Taxation  
for the review and possible approval of the 2018/2019 tentative budget as the 2018/2019 ECVA Final Budget  
– **For Possible Action**

Mr. Matt McCarty explained that the agenda stated they would be approving the 2018/2019 Final Budget but that it was actually the 2019/2020 Budget, since the correct years were printed in the Public Hearing Notice that was run in Elko Daily Free Press, they were ok to proceed today.

Mrs. Delynn Jones stated that there was a last-minute addendum so they should all reference the page she handed out before the meeting not the one in the packet.

Mr. Stone asked what the theater av upgrades were budgeted for.

Mr. Wehde stated that he believed that they had previously discussed upgrading the theater lights as well as the sound panel.

Mrs. Neddenriep stated that she too believed that the money was budgeted to upgrade the sound and light board.

Mr. Stone stated that the upgrades that they are referring to cost close to a quarter of a million dollars so he doesn't think the money budgeted will cover that.

Further discussion on this matter took place.

Mrs. Neddenriep explained that there is flexibility in these funds, if something comes up the budget can be augmented.

***Mr. Dave Zornes made a motion to approve the 2019/2020 tentative budget as the 2019/2020 ECVA Final Budget. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.***

5B-0521-19 Review, discussion and possible approval of contract to outsource Comptroller duties. –**For Possible Action (public comment)**

Mr. McCarty stated that after discussion with Mrs. Neddenriep and Mrs. Jones yesterday they have decided to table this item for now.

Mrs. Katie Neddenriep explained that they have received 3 qualified applications since the last meeting. They will be scheduling interviews in the upcoming weeks and look into seeking outside support to help with the transition after Delynn is done.

Mr. Andreozzi stated that since they did not know if they would come back to this item in the future they should not “table” it but instead “take no action”.

The board agreed that they would take no action on this agenda item.

Further discussion took place.

5C-0521-19 Review, discussion and possible approval to contract with BCS to transition eight (8) VAVs from pneumatic control to the new system. – **For Possible Action (public comment)**

Mr. McCarty stated that after conversations with staff they would take no action on this item either.

Mrs. Neddenriep explained that Mr. Danner had brought to their attention that 8 more of the VAVs needed to be retrofitted and suggested that it be worked in during the RTU-2 project. Upon further inspection they discovered that this would require more time and money than originally anticipated so they decided to address it in the future.

5D-0521-19 Review, discussion and possible approval of marketing funds for the 2019 Elko Mural Expo up to \$10,000.00. –**For Possible Action (public comment)**

Mrs. Neddenriep stated that Catherine Wines submit a request for the ECVA to sponsor the Elko Mural Expo with \$10,000 in marketing funds. She stated that she and Mrs. Nelson met with representatives from Reno Art Spot, the organization planning the event, and discussed the plans for the event. She explained that she does feel this event will generate tourism and overnight stays but the City of Elko has already agreed to provide them with a \$10,000 sponsorship and seeing as we are funded by city room tax this does feel a little bit like double dipping. Mrs.

Neddenriep stated that she feels it would be acceptable to provide them with up to \$5,000 for this first year and they can look at possibly adjusting the amount in the future if it does become an annual event.

Mr. Andreozzi stated that he loves the mural that they did at Ogi Deli to promote the event and he does feel that it has the potential to grow into something big for Elko. He stated he agrees with Mrs. Neddenriep that \$5,000 is a good amount to start out at for their first year.

Mr. Zornes stated that he would first like to disclose that he is involved with this event but that he feels he can still be objective on the matter. He stated that he feels it is going to be great for Elko, they have some amazing muralists coming from all over including the top muralist out of Spain. He then stated that he also agrees with Katie, they should start out with a \$5,000 sponsorship.

Mr. Stone stated that he thinks this is going to be a great event, he is very excited about it and likes the idea of the ECVA supporting it but he does feel he needs to mention that he has heard a lot of concern from residents that Reno Art Spot is bringing in artists from outside of the area and local artists are not being used. He then stated that he also wanted to mention that after the City of Elko approved their \$10,000 sponsorship, they received a concerning letter from a business in a different city that had participated in a similar event. He explained that the letter told them about how this business had participated in a mural festival but a few years later they had to remodel their building and ended up painting over the mural. The artist who painted the mural sued the business for painting over his art and ultimately won. Mr. Stone located a copy of said letter in his email and read it to the Board.

Further discussion on this matter took place.

*Mr. Delmo Andreozzi made a motion to approve marketing funds for the 2019 Elko Mural Expo in the amount of \$5,000 and directed staff to advise designated mural locations of the concerns addressed in the letter. Mr. Chip Stone seconded the motion. Motion passed unanimously.*

## 6. OLD BUSINESS:

### 6A-0521-19 Update regarding the status of the RT-2 rooftop HVAC project and all matters related to - **Non-Action Item**

Mrs. Neddenriep stated that she had invited Ruben to attend this meeting and update the Board again but he informed her that he was not able to be here. She explained that at the last meeting he had said May 7<sup>th</sup> would be the day they did their final walk through and the project would be completed by then. She explained that this was not the case. Mrs. Neddenriep then read an email she had received from Ruben explaining the status of the project.

Mr. Andreozzi asked if the extension of this project had affected bookings.

Mrs. Neddenriep stated that it had, Mrs. Longley did have to move some bookings around due to the project.

Mr. Andreozzi asked what the liquidated damages clause was in the contract.

Mrs. Neddenriep stated that there was not one, she stated that they had no legal recourse.

Mrs. Jones stated that per the contract they were supposed to complete the job in 120 working days but that has long passed.

Mr. Andreozzi stated that he feels they need to bring this matter up with Mr. Danner and find out why there was not a liquidated damages clause in the contract.

Mrs. Jones asked if Petty and Associates should have ensured that there was such a clause in the contract.

Mr. Andreozzi stated that yes, as our project managers it was their responsibility to make sure that the contract covered those items.

Mrs. Jones asked if the ECVA were to put a project out to bid in the future, could they disqualify Chester Plumbing from winning said bid based on the issues encountered during this project.

Mr. Andreozzi stated that if they were the lowest bid it would be very difficult to disqualify them. He explained that really the only way would be to have them barred by the state.

Mr. McCarty stated that he feels they need to come to the next meeting and explain what has caused them to exceed their completion date by so much.

Mr. Andreozzi stated that he agrees with Mr. McCarty that Chester Plumbing does need to come and explain why the project has taken so long but he also feels Mr. Danner or someone with Petty and Associates needs to come as well since it was their responsibility as our project managers to ensure that everything was covered in our contract.

Further discussion took place.

6B-0521-19 Discussion and guidance to staff regarding handling of expenditures billed to the ECVA which do not have/receive Board approval. – **For Possible Action (public comment)**

Mr. Matt McCarty explained that this agenda item is to advise staff how they should proceed should we encounter another instance like we recently did where none of the board members were comfortable authorizing a bill. He explained that the ECVA is legally required to pay their bills but if a board member will not authorize the bill or will not sign a check, they need to have a plan in place so that staff knows how to proceed.

Mr. Andreozzi stated that if none of the board is willing or able to authorize an expenditure it could be agendized and called out under warrants.

The board then discussed revising ECVA policy to address all expenditures under warrants during a Board of Directors Meeting once a month.

Mr. McCarty stated that he felt this would create more trouble for staff over what has been an isolated incident. He stated that he feels this is not something that they are likely to encounter again but that if they do, he would advise them to put the expenditure in question on the next agenda as a warrant. He then stated that he would like to pass the gavel to Vice Chairman, Mr. Delmo Andreozzi, as he would like to make a motion.

***Mr. Matt McCarty made a motion that in the instance that ECVA staff was unable to obtain authorization of a Board Member for an expenditure they are directed to maintain the good faith standing of the Authority and agendize the expenditure to be addressed at the next Board of Directors meeting. Mr. Dave Zornes seconded the motions for discussion purposes.***

Mrs. Neddenriep stated that she was under the impression that once the new comptroller started that person would be able to be the second signer on checks.

Mrs. Jones stated that the comptroller can sign AP checks up to \$2,000.

Further discussion took place.

***Mr. McCarty withdrew his motion.***

Mrs. Neddenriep stated that she scrutinizes all expenses and questions staff to understand what the ECVA funds are being used for so over the year she may bring more items like this to the board as she is analyzing everything.

Mr. Andreozzi deferred back to Mr. McCarty as he had withdrawn his motion.

The board took no action on this item

6C-0521-19 Discussion and consideration of action regarding unapproved expenditures billed to the ECVA in the amount of \$1,162.80. - **For Possible Action (public comment)**

Mr. McCarty explained that per advice of legal council they will take no action on this item at this time. He explained that they were advised that written notification is legally required before it can be discussed.

## 7. STAFF REPORTS:

### 7A-0521-19 Comptroller's Report/Approval of April expenditures and all matters related to – **For Possible Action (Public Comment)**

Mrs. Delynn Jones stated that financial statements were for the month ending April 30, 2019. She then stated that Room Tax Proceeds for March 2019 were received in April and were as follows: In March 2019 General Fund Room Tax received \$42,632.68, compared to March 2018 when General Fund Room Tax received \$30,842.04 this is an increase of \$11,791 or 38.23%.

In March 2019 Marketing Fund Room Tax received \$31,413.56; compared to March 2018 when Marketing Fund Room Tax received \$22,725.71 this is an increase of \$8,688 or 38.23%. Year to date Room Tax proceeds are up 8.24% in General and Marketing Fund. Ad Valorem Taxes received in April 2019 were also for the month of March 2019 and were in the amount of \$37,029.41, compared to the \$44,996.21 received for March 2018 this is a decrease of \$7,967 or 17.71%. As of April 2019, Ad Valorem Taxes are up 1.69% Year to Date. She then stated that the total claims for April 2019 were in the amount of \$365,338.77 and read through some of the larger expense for the month as well as the investment activity that she had listed in her report.

***Mr. Delmo Andreozzi made a motion to approve the April 2019 claims in the amount of \$365,338.77. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.***

### 7B-0521-19 Convention & Tourism Report - **Non-Action Item**

*Mrs. Toni Jewell excused herself at 10:49 am.*

Mr. Tom Lester stated that he just got back from a sales mission to Canada with TravelNevada, they focused mainly on media and tour operators. He stated that he also attended the TAC meeting review and approve the rural grant requests. The marketing video that was rescheduled last summer due to the weather and then the fire is tentatively scheduled for this June. He stated that he has a sales mission to Salt Lake City coming up as well. He stated that he met with Kitty Fu of Sparkle Tours, the largest tour operator in china, they will now be overnighing in Elko. He also met Joy Holiday Tours who currently brings busses through Elko currently but he stopped and toured some locations and they are hoping to get some additional night stays. He stated that he just sent out the Cowboy Country Territory newsletter. The Territories Facebook has over 4,900 followers. Mr. Lester then went over reports for some of the campaigns he has been working on recently and passed them around for the board to see. He stated that he will be leaving again on the 28<sup>th</sup>.

### 7C-0521-19 Marketing Report - **Non-Action Item**

Mrs. Juli Nelson stated that she has highlighted most of the projects she has been working on in her report. She stated that she has been busy promoting Elko, area events and its various attractions in multiple forms of print and digital advertising. She stated that she did want to tell them about an exciting campaign they have been working with recently. She explained that they have been working with CCMedia, a company that works primarily with Social Media marketing to promote the Elko area attractions but recently decided to highlight an event, they saw great results from this so they will be promoting more events through this campaign going forward. She then stated that she has been very busy working with Erin on the Mining Expo sponsorship and advertising. She stated that she has sold all of they sponsorship spots, so they don't have anything available unless the company is willing to come on as a Gold, Silver or Bronze sponsor and understands that they won't be able to be featured in the Program as it has already gone to print.

### 7D-0521-19 Events Report - **Non-Action Item**

Mrs. Neddenriep stated that Ms. Myers was not able to make it today but that her report was included in the packet. She stated that as of right now Erin has sold 454 booths to 364 exhibitors.

### 7E-0521-19 Facilities Report - **Non-Action Item**

Mr. Wehde stated that he wants to give big kudos to the maintenance crew, they have had a very busy month with a lot of flips but they have done a great job. He stated that the Mining Mall will start going up next week and that they will start mapping out the rest of the booths and tents over the next weekend. He stated that they still have some landscaping and weed cleanup to do but they will be taking advantage of the extra help from the Mining Expo temps to get that done.

7F-0521-19 Administrative Report – **Non-Action Item**

Mrs. Neddenriep stated that she and Ms. Myers did an interview with Adella Harding of the Free Press regarding the Mining Expo. She and Mr. Lester attended the Rotary Club meeting and listened to the presentation about the GBC Athletics Program which she will continue to monitor. She stated that she has been going over the budget worksheets with the staff and getting everyone familiar with them. The Lodging Committee Meeting is taking place tomorrow night at the Marriott. She then stated that the Opening Reception for the Mining Expo will be held on June 5<sup>th</sup> at the Red Lion and that they were all welcome to attend.

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

None at this time.

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

Mr. McCarty stated that the GBC Commencement Ceremony went very well, everyone there was very appreciative of the ECVA staff. They only had one small hiccup and it was a mistake on their own part, not that of the ECVA or their staff.

**10. Adjournment**

*Meeting adjourned 11:07 am*



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**Matt McCarty- Chairman**