

**ELKO CONVENTION & VISITORS AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING  
TUESDAY, DECEMBER 3, 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, 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**

ECVA Board Members Present: Matt McCarty  
Toni Jewell  
Dave Zornes \* *via conference call*

ECVA Staff Present: Katie Neddenriep, Executive Director  
Tom Lester, Tourism & Convention Manager  
Steve Wehde, Facility Manager  
Juli Nelson, Marketing Coordinator  
Cheryl Garcia, Comptroller  
Amber Merz, Administrative Assistant

Visitors Mary Cain, Eide Bailly  
Teri Gage, Eide Bailly

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

Chairman of the Board, Mr. Matt McCarty, called the meeting to order at 8:36 am. He stated for the record that Mr. Delmo Andreozzi and Mr. Chip Stone were not able to attend the meeting this morning. Mr. Dave Zornes would be conferenced into the meeting telephonically so they would have a quorum.

**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 Board of Directors meeting of October 22, 2019 and November 15 & 16, 2019 workshop. – For Possible Action (public comment)**

*Mrs. Toni Jewell made a motion to approve the minutes from the Board of Directors Meeting of October 22, 2019 and the Board of Directors Workshop of November 15 & 16, 2019. Mr. Dave Zornes seconded the motion. Motion passed unanimously*

## 5. NEW BUSINESS:

5A-1203-19 Presentation and possible approval of the 2018/2019 ECVA Annual Financial Audit Report as presented by Mary Cain, Eide Bailly LLP. – **For Possible Action (public comment)**

Mrs. Teri Gage of Eide Bailly introduced herself and explained that in past years she has presented the Annual Audit for the Board, this year Mrs. Mary Cain would be presenting their Audit Report. Mrs. Gage stated that she wanted to thank the ECVA for supporting the Community Foundation of Elko County by choosing them to be one of the 2019 Festival of Trees Charity Partners. She stated that the Festival of Trees is one of their favorite area events and everyone is very excited to be a part of it this year.

Mrs. Mary Cain introduced herself and stated that everyone should have a copy of the financial statements, a letter and book of charts in front of them. She told them that they would be starting with the financial statements, then the letter and she would finish up by going over the charts with them. She opened the financial statement report and asked them to follow along as she explained what each page was. Mrs. Cain started out by going through the Independent Auditor's Report and told the board that the ECVA had received a "Clean Opinion" which is the goal. She explained that the charts she would show them shortly would be a comparison of the revenues and expenses they were seeing in the financial statement over the last five years. Mrs. Cain stated that there was something different this year from previous years, they had a possible violation of Nevada Revised Statutes and Administrative Code. She referenced Page #25, Note 2 and told them that Nevada Revised Statutes and Administrative Code 354.750 states that at least once every two years an inventory will be taken of all equipment and other personal property which constitute Capital Assets. A Capital Asset inventory was taken in March 2017 and another should have been done in March of 2019 but was not. They noted that there was a lot of turnover with the ECVA personnel going on during this time including the Comptroller. As soon as Mrs. Garcia was notified of the possible violation, she rectified the issue, performing the necessary Capital Asset inventory in October of 2019.

Mrs. Neddenriep asked if the ECVA needed to notify anyone about this violation.

Mrs. Teri Gage stated that they should write the Department of Taxation a letter informing them that there was a violation identified but they had already made it right.

Mrs. Cain stated that they probably noticed that the Facility Expansion Room Tax Revenue fund had a balance of zero dollars. This was because of a missed payment due to turnover at the city and the ECVA and the issue should be rectified by now. She explained that they did have findings in the financial statements, one of them being the missed Room Tax payment and the other being the overall knowledge and skills needed to put these reports together, explaining that past employees had specific knowledge of governmental accounting where Mrs. Garcia may just need some training. She went on to say that Mrs. Garcia has done a great job getting everything together for them as they only had 2 findings in the report. Mrs. Cain then moved on from the financial statements to the letter. She read through the letter with the Board and explained what each section was and how it affected the ECVA. Mrs. Cain then told them she would now like to move on to the charts which she would be showing them on the projector.

Mrs. Gage stated that she would like to talk to them while Mary was getting the slideshow ready. She explained that most of her clients have the same findings that they just went over in the financial statements. Teri went on to explain that these are very common issues to encounter and each year these financial statements get more complex. Because of this many clients are now choosing to have the auditors put their financial statements together.

Further discussion took place.

Mrs. Cain asked the board to follow along as she went through the slides of charts comparing the ECVAS revenues and expenditures over the last five years.

Mrs. Neddenriep stated for the record that she wants to thank Mrs. Garcia for all the time and hard work she put into this Audit.

Mr. McCarty echoed Mrs. Neddenrieps sentiments and thanked Eide Bailly for their time as well.

Further discussion took place.

*Mrs. Toni Jewell made a motion to approve the 2018/2019 ECVA Annual Financial Audit Report as presented by Mary Cain of Eide Bailly LLP. Mr. Dave Zornes seconded the motion. Motion passed unanimously.*

**6. OLD BUSINESS:**

NONE

**7. STAFF REPORTS:**

**7A-1203-19 Comptroller's Report/Approval of October expenditures and all related matters – For Possible Action (Public Comment)**

Mrs. Cheryl Garcia stated that September 2019s room taxes were received in October and were as follows. General Fund Room Tax for September 2019 was received in the amount of \$60,325.55, compared to the \$69,403.53 received in September of 2018 this is a decrease of \$9,077.98 or 13.08%. Marketing Fund Room Taxes for September 2019 were received in the amount of \$44,529.20, compared to the \$51,139.45 received in September 2018 this is a decrease of \$6,610.25 or 12.93%. Year to date Room Tax proceeds are down 17.33% in General and Marketing Fund. Ad Valorem Taxes received in November 2019 from Elko County were for the month of September 2019 and came in the amount of \$32,210.08, compared to the \$60,176.29 received for September 2018 this is a decrease of \$27,966.21 or 46.47%. Year to date Ad Valorem Taxes are down 13.33% through September 2019. Mrs. Garcia then stated that total claims for October 2019 were in the amount of \$321,362.48 and went over some of the larger purchases made. She then referenced the board packet and read through the Authorities recent investment activity as detailed in her report.

Mr. McCarty referenced the room tax revenues and stated that in the past the percentages of increase or decrease between general and marketing fund have always matched but this month her report is saying that general fund is down 13.08% and marketing fund is down 12.93%. He asked if it was possible that this was a typo or if there was another explanation for this variance. He stated that he had also noticed that she had listed 2 payments towards Mr. Lester's Visa for the exact same amount and asked if this was possibly an error.

Mrs. Garcia stated that she would have to look into these matters and get back to him at a later time as she could not access any of the records without her computer.

Further discussion took place.

*Mrs. Toni Jewell made a motion to approve the October 2019 claims in the amount of \$321,362.48. Mr. Dave Zornes seconded the motion. Motion passed unanimously.*

**7B-1203-19 Convention & Tourism Report - Non-Action Item**

Mr. Tom Lester explained that his report was in the packet detailing his activities. He passed around various publications with features on the Elko area as well as results from the various campaigns he had been running. He stated that he will be attending the Boise Golf & Travel show again this year as he was able to get Elko a bus group when he went last year.

Further discussion took place.

#### 7C-1203-19 Marketing Report - **Non-Action Item**

Mrs. Juli Nelson stated that she continues to promote Elko and area events through social media, print, television and radio ads as well as various other way that can be read about in her board report. She then passed around various ads, posters and other marketing materials she had been working on for the board to see.

#### 7D-1203-19 Events Report - **Non-Action Item**

Mrs. Neddenriep stated that Ms. Myers was very busy with the Festival of Trees. She stated that the setup went very well the day before. She told the board that they had decided to change the layout this year explaining that in previous years the Charity Partner booths had all been set up next to each other in the corner of the Ruby Mountain ballroom. This year the Charity Partners had their tables and booths spread throughout the lobby, each one next to the trees and other items they decorated and donated for auction at the Festival. The idea behind this change was to encourage more interaction between the public and the Charity Partners and hopefully help to raise more awareness for these organizations. Mrs. Neddenriep then explained that POW\*MIA, the group who has delivered Festival of Trees items in the past, was unable to do so this year so the ECVA staff would be doing it this year. She then stated that she wanted to thank Eide Bailly as they had been running ads on the local stations promoting the Festival of Trees.

Further discussion took place.

#### 7E-1203-19 Facilities Report - **Non-Action Item**

Mr. Steve Wehde stated that the HVAC project has finally been completed. He told the board that KWIK Saw came and removed the cement berm outside the theatre on Moren Way. He explained that they landscaping and sidewalk repairs would all be completed in the spring. He stated that they are having some issues with the lights in the Conference Center. There has also been a strange smell that they originally thought was due to natural gas but now they have realized it is sewage. They are working on fixing it. He stated that the cost of a water meter for the Convention Center would be about \$3600 but there would be additional costs associated with the installation and he is still waiting on that quote but he hopes to have it before the next meeting.

Mr. McCarty stated that he was involved with an organization that decorated and donated an item for the Festival of Trees for the first time this year. He stated that the ECVA staff was very helpful and hardworking and he wanted to thank them for all that they do to make the event run so smooth.

#### 7F-1203-19 Administrative Report – **Non-Action Item**

Mrs. Neddenriep stated that she has added a new category to her reports, Event Attendance. She explained that this is in regards to public events that are taking place at the ECVA, she will try to attend as many as possible and report back on them. She stated that the board one on ones have been completed. The ECVA Holiday Social is taking place at Dos Amigos on December 15<sup>th</sup> and all of the board members are welcome to attend. Mrs. Neddenriep then told the board that they had lost a lot of bookings when the mines canceled their holiday parties and had worried that they would have a hard time filling the facility. She stated that she was pleased to report that they had been able to schedule quite a few events in those open spots. She then told them that the Nevada League of Cities event would take place in Elko the next

year. She explained that due to the holidays and the rescheduling of the December Board of Directors meeting they would not meet again until January 28, 2020.

Mr. McCarty asked if she could provide a comparison of what their revenue would have been had the mines not canceled versus what the revenue is with the new bookings.

Mrs. Neddenriep stated that she would talk to Mrs. Longley about putting this together.

**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 10:04 am*



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**Matt McCarty- Chairman**