

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, AUGUST 28, 2018
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

1. Roll call

ECVA Board Members Present: Matt McCarty
Delmo Andreozzi
Dave Zornes
Barry Bhakta
Reece Keener

ECVA Staff Present: Don Newman, Executive Director
Tom Lester, Tourism & Convention Manager
Steve Wehde, Facility Manager
Juli Nelson, Marketing Coordinator
Susan Paprocki, Comptroller
Amber Merz, Administrative Assistant
Erin Myers, Events Coordinator

Visitors Doris Toothman
Jared Bylund
Chris Johnson
Toni Jewell

2. Call to order and Pledge of Allegiance

Board Chairman, Mr. Matt McCarty, called the meeting to order at 8:32 am and stated that all members of the Board were 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 Board meeting of July 24, 2018 – Action Item (public comment)

Mr. Delmo Andreozzi made a motion to approve the minutes from the Board Meeting of July 24, 2018. Mr. Reece Keener seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0828-18 HVAC sealed bid opening: review, discussion and possible approval to award the revised RT-2 project and all matters related to. Award is subject to review and approval from Petty and Associates for bid compliance – **Action Item (public comment)**

Mr. Matt McCarty stated that we received two bids, at 8:15 am we received a sealed bid from Chester Plumbing and at 8:20 am we received a sealed bid from Snyder Mechanical.

Mr. Andreozzi stated that he would like to disclose that as a licensed realtor in the state of Nevada he has a listing with a principal for one of the companies who turned in a bid. He stated that he does not feel that is a conflict, he has no direct pecuniary interests in the matter and that he can vote on this matter in a fair and impartial way.

Mr. Reece Keener stated that he has a prior engagement and must leave today by 9:30 am.

Mr. McCarty stated that he also has to leave early today and that we will be rearranging the agenda so that we can address as many action items as possible. Mr. McCarty then opened the bid envelopes and stated that he would like to defer the reading of the bids to Mr. Andreozzi.

Mr. Delmo Andreozzi read the Chester Plumbing bid first, the base bid was in the amount of \$979,689 with an alternative of \$43,500. He then stated that all required documents appear to be in order.

Mr. Andreozzi then read the Snyder Mechanical bid, the base bid was in the amount of \$969,250 with an alternative of \$52,086. He stated that as with the previous bid all required documents appear to be in order. He explained that we would make our recommendation today based on low bid but that it is subject to approval by Petty & Associates, our project managers, who were unable to make the meeting today.

Mr. Matt McCarty stated that the total amount of the Chester Plumbing bid came to \$1,023,189 and the total amount of the Snyder Mechanical bid came to \$1,021,336. He stated that this makes the Snyder Mechanical bid \$1,853 lower than the Chester Plumbing bid.

Mr. Delmo Andreozzi made a motion to award the revised RT-2 project to Snyder Mechanical subject to review and approval from Petty and Associates for bid compliance, Mr. Reece Keener seconded the motion. Motion passed unanimously.

Mr. Newman asked how we are doing on timing of the project.

Mr. Jared Bylund of Snyder stated that the air handler should be in by the 3rd week of November and he wasn't sure on the date for the boiler but that it is usually about an 8-week lead time.

Further discussion took place.

Mr. Chris Johnson and Mr. Jared Bylund excused themselves at 8:51 am.

5B-0828-18 Review, discussion and possible approval to purchase: one - Custom CFM Outdoor Air Handling Unit by Scott Springfield with LG VRF Technology per attached for \$350,081 and all matters related to – **Action Item (public comment)**

Mr. Dave Zornes asked if this is the exact unit we need.

Mr. Newman stated that it was. He explained that the bids were all based around the installation of this unit.

Further discussion took place.

Mr. Reece Keener made a motion to approve the purchase of one Custom CFM Outdoor Air Handling Unit by Scott Springfield with LG VRF Technology for \$350,081, Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

5C-0828-18 Review, discussion and possible approval to increase the authorized payment to Petty and Associates for the RT- 2 project revisions, from not to exceed \$70,000 to not to exceed \$80,000 – **Action Item (public comment)**

Mr. Newman explained that as the project grew and needed revisions they realized they would need to increase this amount.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to increase the authorized payment to Petty and Associates for the RT- 2 project revisions from not to exceed \$70,000 to not to exceed \$80,000, Mr. Dave Zornes seconded the motion. Motion passed unanimously.

Mr. McCarty then stated that he would like to move to 5f.

5F-0828-18 Review, discussion and possible approval to update the ECVA Accounts Payable Procedures and all matters related to – **Action Item (public comment)**

Mrs. Paprocki stated that not much has changed, she stated that references to QuickBooks were removed, she added a small policy section and then added a desktop manual.

Mr. Dave Zornes made a motion to approve the updated ECVA Accounts Payable Procedures, Mr. Reece Keener seconded the motion. Motion passed unanimously.

7A-0828-18 Comptroller's Report/Approval of the July expenditures and all matters related to – **Action Item (Public Comment)**

Mrs. Susan Paprocki stated that Room Tax proceeds for June 2018 were received on July 23 and were as follows, General Fund Room Tax for June 2018 received \$86,865.58, an increase of 1.61% compared to June 2017 when General Fund Room Tax received \$85,492.24. Marketing Fund Room Tax for June 2018 received \$64,006.22, also an increase of 1.61% compared to June 2017 when Marketing Fund Room Tax received \$62,994.28. She then stated that Year to date Room Tax proceeds are up 5.05% in General and Marketing Funds. She stated that Facility Expansion Room Tax for June 2018 was also received on July 23 in the amount of \$73,149.96, in June 2017 we received \$108,702.21. Year to date Room Tax proceeds for all funds are up 5.81%. Mrs. Paprocki stated that Ad Valorem Taxes received in July 2018 were for June 2018 and in the amount of \$1,100.51 compared to June 2017 when Ad Valorem Taxes received \$999.31 this is an increase of \$101.20 or 10.13%. Year to date Ad Valorem Taxes are up 14.82%. Mrs. Paprocki stated that Total claims for July 2018 including Print N Copy come to \$306,260.90, less Print N Copy they come to \$305,050.90 and the total Print N Copy Claims for July 2018 are \$1,120.

Mr. Reece Keener made a motion to approve total claims for July 2018 less Print 'n Copy in the amount of \$305,050.90. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

Mr. Delmo Andreozzi made a motion to approve the July 2018 Print 'n Copy claims in the amount of \$1,120. Mr. Dave Zornes seconded the motion. Mr. Reece Keener abstained from voting. Motion passed.

Further discussion took place.

5D-0828-18 Review, discussion and possible approval of the timeline for ECVA Director's retirement, replacement search, interviews, wage range and all matters related to – **Action Item (public comment)**

Mr. Matt McCarty then stated the next two agenda items 5D and 5E are pertaining to Mr. Newman's retirement. He explained that he would be excusing himself from all future discussions regarding this matter until a time he is no longer considered a viable candidate. He then apologized for leaving before hearing staff reports.

**Mr. McCarty excused himself at 9:12 am.*

Mr. Newman stated that all of this doesn't need to be dealt with at this time but he would like to make it public that he is looking to retire. He explained that he would like to start running the employment ads in September, have candidates narrowed down by October and the new employee in place shortly after that. He then stated that he would be available to continue working with them for a smooth transition and be on retainer to help after they are in place for up to 2 months.

Further discussion took place.

Mr. Reece Keener made motion to accept the timeline for the ECVA Director's retirement, Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5E-0828-18 Discussion and possible approval to appoint an ECVA Board member to lead process for

negotiations with the hiring and transition for the Executive Director search, exit strategies and retainer plans for the current director and all matters related – **Action Item (public comment)**

Mr. Newman stated that when he was hired years ago the Board had a liaison for new hires. He explained that this person was Charlie Myers, Charlie was also the County Representative on the ECVA Board of Directors. He stated that he felt it would make sense to appoint Delmo as the new liaison as he is also the County Representative on the Board.

Mr. Keener stated that he feels Mr. Andreozzi would be a great choice as well as Mr. Zornes as he has years of experience in hospitality and tourism.

Mr. Reece Keener made motion to appoint Mr. Delmo Andreozzi and Mr. Dave Zornes to lead process for negotiations with the hiring and transition for the Executive Director search, exit strategies and retainer plans for the current director, Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

Mr. Reece Keener excused himself 9:26am.

6. OLD BUSINESS:

7. STAFF REPORTS:

7B-0828-18 Convention & Tourism Report - Non-Action Item

Mr. Tom Lester went over his travel schedule with the Board. Mr. Lester stated that he is currently running the Elko County Fair & Horse Racing, Rides & Rods Elko Classic Car Show and the In Your Back Yard commercials in the Boise area. He stated that the new Elko marketing video shoot that was scheduled to take place August 10th - 12th was tentatively rescheduled for the weekend of the car show, September 7th - 10th, as long as the smoke in Lamoille Canyon clears up. Mr. Lester stated that 2nd Cycle Rural Travel Nevada marketing grant program application deadline is September 28, 2018. He stated that he wrote another grant for the Certified Folder campaign, it will run from September 1, 2018 through August 31, 2019. Mr. Lester stated that he is currently in the planning stages for the 2019 Elko Area Visitors Guide. He then passed around lead reports and various promotional material featuring Elko.

Further discussion took place.

7C-0828-18 Marketing Report - Non-Action Item

Mrs. Juli Nelson stated that she continues to promote Elko area events as well as ECVA events. She passed around various materials she had worked on recently and went over them with the Board. She stated that the Everything Elko ad this month is featuring the Car Show ad, she stated that we also did an ad in the Elko Eats fall addition that Everything Elko publishes. Mrs. Nelson stated that last year we ran an ad in the official PBR magazine, we will be running an ad in that publication again this November, during the PBR event.

Further discussion took place.

7D-0828-18 Events Report - Non-Action Item

Ms. Myers stated that she is gearing up for the Car Show. She stated that we are splitting responsibilities with the Remington's again this year, they are taking on more this year though. She stated that she is only handling the Food Vendors and registration. Ms. Myers stated that as of right now she has 6 food vendors registered to participate. She stated that she is already getting calls about the Festival of Trees as well. The theme for this year will be Rustic Yuletide. Erin stated that she will also start working on the Elko Area Events Calendar and Calendar Photo Hunt soon.

Further discussion took place.

7E-0828-18 Facilities Report - Non-Action Item

Mr. Wehde stated that they have been staying busy working on landscaping all summer. He stated that they did have to have some work done on the French Drain out front again but everything should be good now. He stated that they also recently completely stripped down everything in the Convention Center Kitchen, deep cleaned it and repainted it.

7F-0828-18 Administrative Report – **Non-Action Item**

Mr. Newman stated that he wanted to put it on the record that Floors by Ortiz did the carpet in the offices. We are very happy with the job they did, we have had a few people call for reference or come by to see the job. He stated that had to let our temp go unfortunately. If a position comes open we would most likely offer him the job. He is a great worker and we would like to bring him on full time but don't have enough work for another full time position right now.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

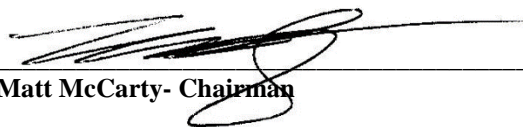
The ECVA Board of Directors thanked Mr. Newman for his years of service to the ECVA and Elko community and stated that he will be greatly missed.

10. Adjournment:

Meeting adjourned at 9:51 am.

The Chairman and/or Vice Chairman reserve the right;

1. To change the order of agenda items; and
2. Recess the meeting and continue at another specific date and time.



Matt McCarty- Chairman