

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, DECEMBER 19, 2017
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

1. Roll call

ECVA Board Members Present: Matt McCarty
Delmo Andreozzi
John Rice
Barry Bhakta

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

Visitors Teri Gage
Marianne Mckown
Colleen Larks
Katie McConnell
Armida Marin
Jim Pitts
Mike Silva
Sherry Smith

2. Call to order and Pledge of Allegiance

Board Chairman, Mr. Matt McCarty, called the meeting to order at 8:42 am.

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 November 28, 2017 – **Action Item (public comment)**

Mr. John Rice made a motion to approve the minutes from the Board Meeting of November 28, 2017. Mr. Delmo Andreozzi seconded the motion. Mr. Barry Bhakta abstained. Motion passed.

The board then moved to agenda item 6A-1219-17

6. OLD BUSINESS:

6A-1219-17 Update on the rooftop chiller/HVAC relocation project – **Non-Action Item**

Mr. Newman stated that we have hired Petty & Associates as our project managers. He stated that Snyder Services and Chester Plumbing have both come to the site and done a walk through. We are now waiting on their bids to come back. Mr. Newman then stated that we do have a leak on the property. In order to make the necessary repairs the water will need to be shut off to both city hall and the ECVA property, this will be taking place starting at 4:00pm on Thursday.

Further discussion took place.

7. STAFF REPORTS:

7A-1219-17 Comptroller's Report/Approval of the November expenditures and all matters related to
– **Action Item (Public Comment)**

Mrs. Susan Paprocki stated that room tax proceeds for October 2017 were received on December 4, 2017. October 2017 general fund room tax received \$55,360.36, compared to October 2016 when we received \$50,684.06 this is an increase of 9.23%.

October 2017 marketing fund room tax received \$40,791.84; in October 2016 marketing fund room tax received \$37,346.15. This is also an increase of 9.23%. Year to date room tax proceeds are up 9.71%. Ad Valorem for October 2017 was received in November and was \$15,509.35 compared to October 2016 when Ad Valorem received \$16,820.93, this is a decrease of 7.8%. Year to date Ad Valorem taxes are up 4.88%. Mrs. Paprocki then stated that the total claims for the month of November 2017 were in the amount of \$231,047.64.

Mr. Matt McCarty stated that he would like to put on the record that there is a payment to him in the statements. This was for a reimbursement from attending the Governor's Conference but that he does not feel that it is a conflict of interests or that he needs to abstain from voting.

Mr. Delmo Andreozzi made a motion to approve the November 2017 Claims in the amount of \$231,047.64.

Mr. Rice stated that in the comptrollers report it said that claims were for the month of October 2017. He asked if that was a typo or intentional.

Mrs. Paprocki stated that this was a typo and it should read November 2017.

Mr. John Rice seconded the motion with the corrections to the comptrollers report. Motion passed unanimously.

7B-1219-17 Convention & Tourism Report - Non-Action Item

Mr. Don Newman stated that Mr. Lester is traveling and his report didn't make it into the packet but he has copies of it for them. He then passed Mr. Lester's report around.

7C-1219-17 Marketing Report - Non-Action Item

Mrs. Juli Nelson stated that her report outlines some of the things she's been working on. She stated that Everything Elko forgot to put the ad we purchased in their October issue so they assured us that they will be giving us a free ad in their November issue. She then passed around various publications she has placed ads in or that are featuring Elko. She stated that she and Mrs. Myers attended the AEMA Conference. This has always been a very successful show for us to promote the Mine Expo at. She stated that she is also busy working on the Great Basin Gear Show and just completed a mailer to previous year's artists.

Further discussion took place.

**Mrs. Sherry Smith arrived at 8:58am.*

7D-1219-17 Events Report - Non-Action Item

Mrs. Erin Myers stated the 2018 Elko Area Events Calendars are finished and they turned out really nice. She stated that the Festival of Trees was very successful this year and that we exceeded our goals. She stated that each charity partner will receive a check for \$7000. Mrs. Myers then stated that she has already started working on the 2018 Mine Expo and has started compiling the waiting list for new exhibitors. She explained that this year the golf tournament registration will be pushed back further from the exhibitor registration deadline to hopefully make things run more smoothly.

Further discussion took place.

Mr. Matt McCarty stated that as all of the charity partners were here at this time he felt that it would be a good time to present the checks and take the photo. He stated that they would just need to take a brief recess and after that time they could resume the meeting with Mrs. Teri Gage's presentation of agenda item 5A-1219-17.

Mr. McCarty called for a brief recess at 9:05am.

5. NEW BUSINESS:

5A-1219-17 Presentation and possible approval of the 2016/2017 ECVA Annual Financial Audit Report as presented by Teri Gage, Eide Bailly LLP. - **Action Item (public comment)**

Mr. McCarty called the meeting back to order at 9:13 am.

Mrs. Teri Gage stated that they should each have 3 documents in front of them. She asked them to follow along on the on the first document which is the audit report. Mrs. Gage stated that she is happy to report that the ECVA once again has a clean opinion. She then referenced the net positions page and stated that the board is responsible for about \$8.8 million; this is down from last years \$8.9 million. She stated that she does want to talk about the net pension liability, this is at \$1.3 million. This is the ECVA's proportionate share of the pension liability that is remaining for the PERS system. This number may change for all local governments in the state of Nevada. There is a meeting happening right now that will determine this and she will keep them informed as to the outcome.

Further discussion took place.

Mrs. Gage then moved to page 24 of the audit report and stated that she is happy to report that the ECVA is in compliance with all statutes. Mrs. Gage then moved to page 35, budget vs. actual, and explained that in the governmental field they don't like to see the fund balance drop below 8.3% or 1 months' worth of expenditures. The general fund ending balance is \$1.8 million which puts it at 73%.

Further discussion took place.

**Mr. Rice excused himself at 9:30am.*

Mrs. Gage moved to page 36, marketing fund, and stated that this fund receives a portion of the room tax and all of our grants. It grew by \$76,000 this fiscal year and has an ending fund balance of \$911,000. Next she moved to page 37, capital projects fund, and stated that this fund increased by about \$416,000, with an ending fund balance of \$2.7 million. On page 39-40 she stated that they had no findings related to the ECVA's audit report.

Mrs. Gage then referenced the second document in front of them and explained that it was charts comparing the various balances they discussed in the previous report. She asked them to follow along as she explained each chart.

Further discussion took place.

Mrs. Gage then stated that the last document is the letter. This goes over compliance and significant changes. She stated that there were some changes to GASBY that were outlined on the second page but nothing that seriously affected the ECVA.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to approve the 2017/2018 ECVA Annual Financial Audit Report as presented by Teri Gage, Eide Bailly LLP. Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

7. STAFF REPORTS:

7E-1219-17 Facilities Report - Non-Action Item

Mr. Wehde stated that he has had a busy month. He stated that they have already discussed a lot of the things he has been working on this month. He explained that the heating system in the Conference Center keeps locking up in the night so they have to reboot it in the morning when they get here. They also had a dishwasher in Conference Center that went out at a Christmas Party and started shooting sparks. He stated that he is working with ECOLAB to fix it.

Mr. McCarty thanked Mr. Wehde and the staff for all of their hard work.

7F-1219-17 Administrative Report – Non-Action Item

Mr. Newman stated that December is party month here. The facility is very busy with all of the various Christmas events. Mr. Newman stated that they did not have a quorum at the last Marketing Committee meeting but they had a great discussion.

Further discussion took place.

8. Public Comments – Non-Action Item

Mr. Delmo Andreozzi wished everyone a Merry Christmas.

9. Board Comments – Non-Action Item

Mr. Matt McCarty stated that based on the STR report occupancy is down but the revenues are up.

Further discussion on occupancy took place.

Mr. Newman stated that the staff will be having a pot luck on Friday and invited the Board to attend.

10. Adjournment:

Meeting adjourned at 10.30 am.

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.



Matt McCarty - Chairman