

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, FEBRUARY 26, 2019
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

1. Roll call

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

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

Visitors Doris Toothman
Leah Gregory, Silver State Stampede
Delynn Jones, interim Comptroller

2. Call to order and Pledge of Allegiance

Board Chairman, Mr. Matt McCarty, called the meeting to order at 8:34 am and stated that all board members were present today.

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 January 22, 2019 – Action Item (public comment)

Mr. Delmo Andreozzi made a motion to approve the minutes from the January 22, 2019 Board Meeting. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0226-19 Presentation by the Silver State Stampede and approval of the \$2500 marketing support funds –
Action Item (public comment)

Mr. Newman stated that \$2500 in Marketing funds has been written into our budget for the Silver State Stampede, however those funds have not been used in the last few years as no one from the organization has come to the ECVA to request it.

Ms. Leah Gregory stated that she is new to the Stampede Board and heard talk of funding from the ECVA but the other members did not know what the funds were used for but that they believed the ECVA did the advertising for them. She decided to reach out to ECVA staff and get more information on how the funds were being used and was surprised to hear that the Stampede Board had failed to request the funds over the last few years. She has now been tasked with the job of approaching the ECVA Board to request these funds. She explained that as she is new with the Stampede Board, she is unsure of the best way to use these marketing funds but does know they to be used outside of Elko in areas like Boise, Reno and Salt Lake. She stated that the Stampede has expanded their event onto Sunday so she feels it would be a good idea to advertise that additional day since there are not many rodeos on Sundays. She stated that she would love some input from the ECVA staff or Board Members on how to best use the funds.

Mrs. Nelson stated that all of the areas she listed are great and that they all qualify, she should also consider Twin Falls, as they are a great market for us and are rather affordable.

Mr. Newman stated that they could set up a time to meet at a later date and go over some ideas on how to best use the funds.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to approve marketing support funds in the amount of \$2500 to the Silver State Stampede. Mr. Chip Stone seconded the motion. Motion passed unanimously.

Ms. Gregory thanked the Board for their consideration.

**Ms. Leah Gregory excused herself at 8:47am.*

- 5B-0226-19 Review, discussion and possible approval for Change Order #3 for the RT-2 HVAC project in the amount of \$3502.00 – **Action Item (public comment)**
- 5C-0226-19 Review, discussion and possible approval for Change Order #4 for the RT-2 HVAC project in the amount of \$16,769.00 - **Action Item (public comment)**

Mr. Newman stated that they have 2 change orders to approve today. He explained that they are both additions that are necessary for the completion of the project.

Mr. Zornes asked if there was any reason why they were not able to predict the need for these changes during the bidding process.

Mr. Newman explained that these changes only came to light once they began working on the project. He then explained that change order #3 is for the combo starter for the P3 Pump and is in the amount of \$3502.00.

Mr. McCarty stated that the Board could discuss and approve both change orders under one motion if they so choose.

Mr. Newman stated that change order #4 is for additional duct work to connect zones #3, #4 and #5 and is in the amount of \$16,769.00.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to approve Change Order #3 for the RT-2 HVAC project in the amount of \$3502.00 and Change Order #4 for the RT-2 HVAC project in the amount of \$16,769.00. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5D-0226-19 Discussion and possible approval to revise ECVA bank and investment account signature cards and all matters related to; deleting Susan Paprocki effective March 1 – **Action Item (public comment)**

Mr. Newman explained that we need to remove Mrs. Paprocki from the accounts effective March 1st as that is her last day. He stated that we will be removing and adding people periodically over the next few months as he will be leaving and Katie will be starting and we will hopefully have a new comptroller starting soon as well. He explained that they made the decision not to add Mrs. Jones to the accounts as she is only a temporary employee and not technically an ECVA staff member.

Mr. McCarty asked Mrs. Paprocki to explain the limits of the comptroller to Mr. Stone and Mrs. Jewell.

Mrs. Paprocki explained that the comptroller can sign checks unrelated to payroll only up to \$2000. Anything above that requires the signature of a Board Member, all checks require 2 signatures regardless of amount.

Further discussion took place.

Mr. Dave Zornes made a motion to revise the ECVA bank and investment account signature cards; deleting Mrs. Susan Paprocki effective March 1, 2019. Mr. Chip stone seconded the motion. Motion passed unanimously.

5E-0226-19 Discussion and possible approval to move \$75,000 from the General Fund contingency account into General Fund salaries, services and supplies account – **Action Item (public comment)**

Mrs. Paprocki explained that normally these funds would be moved closer to the end of the fiscal year. Since she was leaving on March 1st she wanted to make sure that they were moved now so that they do not go over budget as it can be a lot to remember when the new comptroller starts. She stated that these funds will help to cover the cost of various things such as Mr. Newman's payouts and covering the salary for Mrs. Jones over the next few months.

Further discussion took place.

Mr. Dave Zornes made a motion to move \$75,000.00 from the General Fund contingency account into General Fund salaries, services and supplies account. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

6A-0226-19 Update regarding the status of the RT-2 rooftop HVAC project and all matters related to
Non-Action Item

Mr. Newman stated that they had to move the date of completion out about a month due to weather. He explained that they could not be placing the unit on the roof during bad weather and that there would be about a full week with no heat at all in the building while they were hooking everything up. Therefore, they wanted to wait until the weather was better for that so that the staff would not freeze in their office. He stated that it would take 2 cranes to

lift the unit onto the roof and the building would have to be empty at the time, including the office. This would probably mean that they would have to close the office for one business day. He stated that the unit is in Elko, it is being stored at Sterling Crane until they are able to place it next month.

Further discussion took place.

7. STAFF REPORTS:

7A-0226-19 Comptroller's Report/Approval of the January expenditures and all matters related to – Action Item (Public Comment)

Mrs. Susan Paprocki stated that the Room Tax proceeds received in January were for December 2018 and were as follows; General Fund Room Tax for December 2018 was in the amount of \$30,596.57; compared to December 2017 when we received \$31,429.08 this is a decrease of -\$832.50 or -2.65%.

Marketing Fund Room Tax for December 2018 received \$22,544.84; compared to December 2017 when we received \$23,158.26 this is a decrease of -\$613.42 or -2.65%.

Year to date Room Tax proceeds are up 7.82% in General Fund and Marketing Fund.

Ad Valorem Taxes received in January were for December 2018 and were in the amount of \$54,510.02; compared to December 2017 when we received \$59,067.60 this is a decrease of -\$4,557.58 or -7.72%. Year to date Ad Valorem Taxes are up .75%.

Mrs. Paprocki then stated that total claims for the month of January 2019 were in the amount of \$654,132.92.

Mr. Newman asked Mrs. Paprocki to please explain the different sections of her report to Mrs. Jewell and Mr. Stone.

Mrs. Paprocki reference each page of her financial statements and explained them to the Board in detail.

Further discussion took place.

Mr. Dave Zornes made a motion to approve the January 2019 claims in the amount of \$654,132.92. Mr. Chip Stone seconded the motion. Motion passed unanimously.

7B-0226-19 Convention & Tourism Report - Non-Action Item

Mr. Newman stated that Mr. Lester is currently in Boise at the Go West Summit. He stated that Mr. Lesters travel schedule has been very busy lately. Mr. Newman highlighted portions of Mr. Lesters report for the Board.

7C-0226-19 Marketing Report - Non-Action Item

Mrs. Nelson passed around various publications that have featured Elko recently. She stated that Nevada Magazine has a piece featuring Elko Boots Tour. Mrs. Nelson stated that she worked with Mr. John Wright of J.M. Capriolas on the Great Basin Gear Show again this year. She explained that it was held at the new Cowboy Arts and Gear Museum this year instead of the Northeastern Nevada Museum. They sold quite a few of the items that were entered in the show. She then stated that she has been helping Mr. Lester and the Cowboy Country Territory work various show over the last few months. Mrs. Nelson stated that she is working on promoting various local events right now, including the V-L Rodeo series and the Lil Jake Eary Memorial Rodeo.

Further discussion took place.

7D-0226-19 Events Report - Non-Action Item

Mr. Newman read over the highlights of Ms. Myers report. He then stated that Ms. Myers is answering phones in the office today but he could answer any question they had about her report.

Hearing none the board moved on to the next agenda item.

7E-0226-19 Facilities Report - **Non-Action Item**

Mr. Wehde stated that we are short a maintenance crew member currently. He explained that there was some confusion recently with the city wanting 3 backflow certifications but we got it all sorted out. He stated that the crew has stayed busy most of the month with snow removal as well as working on upgrades and rewiring in the theater. They had to have repairs done to the walk in cooler and the dishwasher this last month as well. They have kept one of the Cowboy Poetry temps on, Roxy Weeks. She was the hardest worker of the 3 workers they had so they will keep her on through the temp agency for a little bit longer before they transfer her over to an ECVA employee.

Further discussion took place.

7F-0226-19 Administrative Report – **Non-Action Item**

Mr. Newman explained that they like to start maintenance crew members out through temp agencies to make sure that they will last since benefits start upon hire through ECVA. Mr. Newman then stated that he had included the Nevada Broadcasters report for them to look through. It is still a great investment. He then referenced Mrs. Longley's report and explained that she is still turning away booking even with two buildings. He stated that the Room Tax spreadsheet is attached for their reference as well.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

Mr. Andreozzi asked if the backflow system on the fire sprinklers is flusher regularly.

Mr. Wehde stated that it was not.

Mr. Andreozzi then stated that Elko County was celebrating its 150th anniversary this year. They would like to something special at the court house at some point.

Further discussion took place.

10. Adjournment:

Meeting adjourned at 10:07 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