

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, JANUARY 23, 2018
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

1. Roll call

ECVA Board Members Present: Matt McCarty
Delmo Andreozzi
Dave Zornes

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

Visitors Doris Toothman

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 December 19, 2017 – Action Item (public comment)

Mr. Delmo Andreozzi made a motion to approve the minutes from the Board Meeting of December 19, 2017. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0123-18 Update regarding the purchase and installation of a water softener system for the Convention Center from Chester Plumbing in the amount of \$19,890 as budgeted –
Non-Action Item-

Mr. Don Newman stated that this is something that they have money in the budget for. He then explained that the cost of the project is less than the amount that would require them to put the project out to bid.

Mr. McCarty thanked Mr. Newman for the update and for keeping the cost of the project down.

5B-0123-18 Review, discussion and possible approval to accept a bid in the amount of \$25,890 from Chester Plumbing for a Conference Center Water Softener system and all matters related to – **Action Item (public comment)**

Mr. Newman stated that they received two bids, one from Chester Plumbing and one from Snyder services. Chester's bid came in lower at \$25,890, amended from \$24,830.

Mr. Andreozzi stated he would like to disclose the fact that he is a licensed realtor in Elko and he has a property listed for Chris Johnson, owner of Chester Plumbing. He stated that he does not feel this is a conflict.

Mr. Dave Zornes made a motion to accept a bid in the amount of \$25,890 from Chester Plumbing for the Conference Center Water Softener system. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

5C-0123-18 Discussion and possible approval of the 2018 ECVA Marketing Committee members for the term year February 1, 2018 – January 31, 2019 – **Action Item (public comment)**

Mr. Don Newman stated that there are a few changes in members. He explained that Sheldon Mudd would be replacing Pam Borda as the new NNRDA representative and that Mr. Marcus Suan would be replacing Kristi Hansen as the new Red Lion representative.

Mr. Delmo Andreozzi made a motion to approve the 2018 ECVA Marketing Committee members for the Term year February 1, 2018 - January 31, 2019. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5D-0123-18 Discussion and possible approval of a merit increase for the ECVA Executive Director and all matters related to – **Action Item (public comment)**

Mr. Newman stated that it has been a few years since his last merit increase so he is requesting a 2% increase, retroactive for January 2016, 2017 and for 2018. He stated that it is also still below the cap for his position.

Mr. Zornes stated that he supports the increase. He feels Mr. Newman does a great job and that it is well deserved.

Mr. Andreozzi stated that He also supports the increase. He stated that the wages in the public sector tend to be lower than in the private sector and that can sometimes affect moral so it is good to give merit increases when possible.

Mr. McCarty stated that he supports the increase as well. He stated that he can't believe it has already been 3 years, going forward he would like to see merit increases agendaized and discussed annually.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to approve a merit increase of 2% retroactive from 2016 through 2018 for the ECVA Executive Director. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

Mr. McCarty stated that he feels going forward we do need to look at the caps for all of the staff levels.

5E-0123-18 Discussion and possible approval to authorize Bob Wines to send a "Demand Letter for Payment" To JJ's BBQ for their delinquent catering fees owed to the ECVA – **Action Item (public comment)**

Mr. Newman stated that this balance has been on our books for quite some time and that Mrs. Longley has tried to contact them but has not received payment.

Mr. McCarty asked how long this balance has been outstanding.

Mr. Newman stated that it is from the last Safety Olympiad, so it has been outstanding since last July. Mr. Newman explained that the 12% fee is charged to all caterers, they generally passed it on to the client as a part of their overall bill and then remit the 12% back to the ECVA. JJs did pass that fee on to the hosting mine and they received payment but have never paid the ECVA.

Further discussion took place.

Mr. McCarty asked how much Mr. Wines would charge to draft and send a letter like this.

Mr. Newman stated it would be his normal rate of \$250.

Mr. McCarty asked if the Board would be comfortable with him reaching out to JJs as a final attempt to collect payment, then if the funds were not received by the end of the week Mr. Wines could draft and send the letter.

Mr. Newman stated that he was comfortable with that.

Mr. Dave Zornes made a motion to authorize Bob Wines to send a “Demand Letter for Payment” To JJ’s BBQ for their delinquent catering fees owed to the ECVA, if Mr. McCarty was unable to collect their payment by the end of the week. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

6A-0123-18 Review, discussion and possible approval to accept or reject bid’s for the rooftop chiller/HVAC relocation project and all matters related to – **Action Item (public comment)**

Mr. Newman stated that the ECVA hired Petty & Associates as the project managers. He explained that per the designs they estimated that the total cost would be about \$600,000 but that he was prepared to see the bids come in around \$800,000. Mr. Newman then stated that we received 2 bids, Snyder Services for \$1,822,658.00 and Chester Plumbing for \$2,099,000.00. He stated that both bids were obviously much higher than expected. He stated that he has spoken with Mr. Danner of Petty & Associates and he feels it would be best to go back to the drawing board and try to get the cost down within their budget.

Further discussion took place.

Mr. Andreozzi stated that he would like to once again disclose his relationship with Chris Johnson of Chester Plumbing.

Mr. Andreozzi made a motion to reject the bids for the rooftop chiller/HVAC relocation project and rebid the project with the scope of work matching our budget. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

Mr. McCarty stated for the record that he feels we should move quickly as the cost of materials is always rising.

7. STAFF REPORTS:

7A-0123-18 Comptroller’s Report/Approval of the December expenditures and all matters related to – **Action Item (Public Comment)**

Mrs. Susan Paprocki stated that room tax proceeds for November 2017 were received on December 29th. November 2017 general fund room tax received \$40,657.59, compared to November 2016 when we received \$41,766.97 this is a decrease of 2.66%. November 2017 marketing fund room tax received \$29,958.22; in November 2016 marketing fund room tax received \$30,775.66. This is also a decrease of 2.66%. Year to date room tax proceeds are up 7.89%.

Ad Valorem for November 2017 was received in the amount of \$22,394.25 compared to November 2016 when Ad Valorem received \$22,581.15, this is a decrease of .83%. Year to date Ad Valorem taxes are up 4.33%. Mrs. Paprocki then stated that the total claims for the month of December 2017 were in the amount of \$289,760.92

Further discussion took place.

Mr. Matt McCarty stated that there is a payment to him reimbursing him for expenses during the Governor's Conference. He stated that he does not feel this is a conflict of interest.

Mr. Dave Zornes made a motion to approve the December 2017 Claims in the amount of \$289,760.92. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

7B-0123-18 Convention & Tourism Report - **Non-Action Item**

Mr. Newman stated that Mr. Lester is traveling but that his report is in the packet. He stated that he does want to mention there are 16 confirmed media writers coming in during the Cowboy Poetry Gathering.

Further discussion took place.

7C-0123-18 Marketing Report - **Non-Action Item**

Mrs. Juli Nelson stated that she is busy getting ready for the Great Basin Gear Show, we partner with John Wright of Capriola's to help put this event on. She stated that as of right now we have about 17 different artists entering items in the show, the approximate 27 items are valued at about \$34,000.00 with the highest priced item so far being an \$18,000.00 pair of Spurs. Mrs. Nielson then stated that they will be setting up the Gear Show items in the Northeastern Nevada Museum tomorrow. She stated that the reception would be held at the museum February 2nd and that they are all welcome to attend.

Further discussion took place.

7D-0123-18 Events Report - **Non-Action Item**

Mrs. Erin Myers stated that the Events Calendars are available, if any of them would like some they can get them after the meeting. She stated that the Elko Daily Free Press did a write up on the Calendars and the new Visitors Guides. She stated that she is working on finishing up this year's Elko Mine Expo Registration packet and that those will be emailed out to current exhibitors as soon as they are ready, they will also be available on the ECVA website. She stated that we have secured Shell Oil as the sponsor for the Opening Reception again this year. That will be held at Red Lion again as well. She stated that they are currently working to secure a sponsor for power for the show.

Further discussion took place.

7E-0123-18 Facilities Report - **Non-Action Item**

Mr. Newman stated that Mr. Wehde was not able to attend today. He stated that we have had some issues with the blinds in the Conference Center as the motors are very sensitive. We have had to have them repaired and recalibrated.

7F-0123-18 Administrative Report – **Non-Action Item**

Mr. Newman stated that they are still working with the City on clarifying the language on the Room Tax code. He stated that the ECVA Lodging Committee is meeting tomorrow and they will go over what the city drafted. He stated that he, Mr. McCarty and a few of the lodging partners will then meet with the city again on Thursday to go over any questions or suggestions they may have. He then stated that the Nevada Broadcasters report is attached, it continues to be a great investment. He then referenced Mrs. Longley's report from the board packet and stated that she did have to turn down a booking for a holiday party due to availability.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

Mr. McCarty stated that the Meeting with the city on Thursday will hopefully clear some things up. As things are written now there is still some confusion.


Further discussion on the Room Tax code took place.

10. Adjournment:

Meeting adjourn 10:18 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