

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, JUNE 27, 2017
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
AGENDA**

1. Roll call

ECVA Board Members Present: Matt McCarty
Barry Bhakta
David Zornes
John Rice
Delmo Andreozzi * *phoned in*

ECVA Staff Present: Don Newman, Executive Director
Juli Nelson, Marketing Coordinator
Susan Paprocki, Comptroller
Steve Wehde, Facility Manager
Kandiss Fallowfield, 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 8:40 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 May 23, 2017 – **Action Item (public comment)**

Ms. Merz stated that she made a mistake in the roll call portion of minutes and showed Mrs. Paprocki as being present when she was not and that it was not caught until after the board packets were printed but would be corrected in the official minutes.

Mr. John Rice made a motion to approve the minutes from the Board Meeting of May 23, 2017 with the corrected roll call. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5. **NEW BUSINESS:**

5A-0627-17 Discussion regarding the condition and status of the Convention Center rooftop condenser, boiler, chiller, ductwork and all matters related to - **Non-Action Item**

Mr. Don Newman stated that the unit on the roof is over 30 years old and original to the building. He explained that over the last 2 or more years they have had to do various patch jobs as problems occurred. They have always felt that the unit needed to come off the roof as it is a tremendous amount of weight up there and if it were to malfunction there would be an awful lot of water on the roof. When they did the noise reduction project a few years ago they did look at the options for moving it but it was very expensive so they felt that it would be okay to delay the project a few years. Mr. Newman then explained that over the winter the coil began to leak. The more glycol they put in the more it leaks out and the glycol is very expensive. He then explained that the unit contains a boiler and a chiller. The chiller uses a type of antifreeze that is being phased out and therefore is becoming very expensive and will not be available soon. He stated that Dave with Chester Plumbing came over and looked at the unit a few times and came up with an idea for a repair. At that time he called Dan with Petty and Associates as they did the original work and have all of the plans and asked for their assessment on the project as well. Mr. Newman then stated that the bottom line is that the system is broken and it needs to be taken off of the roof. He stated that they would go over more of the specifics as they go through the other agenda items.

Mr. Andreozzi stated that there would probably be a significant lead time for the parts needed to come in

Mr. Newman stated that there was. The lead time on the coil was 5 weeks so they would need to get started as soon as possible so that they don't have to go without heat this fall.

Mr. Zornes asked if bids were received from any other companies.

Mr. Newman stated that they did not put it out to bid. He explained there are qualifiers that exempt them from having to put projects out to bid and this falls into one of those qualifying categories as we cannot go without heat.

Further discussion took place.

5B-0627-17 Discussion and possible approval to hire Chester Plumbing to replace the hot water coil in the air handler in the convention center roof top heating unit and all matters related to, not to exceed \$40,000 – **Action Item (public comment)**

Mr. Newman asked the board to reference section 5B-0627-17 in their board packets. Mr. Newman stated that this is the proposal to replace the coil, including the crane work this bid comes to about \$33,504. Mr. Newman again explained that this project falls under the qualifier of needing heat so they do not need to put it out to bid. He then explained that this project is actually only going to be temporary repair to get us through one or two winters until we can have the entire unit redesigned and replaced.

Mr. Zornes asked what it would entail to just have the unit replaced at this time.

Mr. Newman explained that they feel that there is not enough time to complete that project before the temperature drops. He explained that the new unit will have to be a complete redesign from what we have now and will need to be mechanically engineered and installed. He then stated that they are probably looking at over \$600,000 for that project.

Further discussion took place.

Mr. John Rice made a motion to authorize ECVA staff to hire Chester Plumbing to replace the hot water coil in the air handler in the Convention Center roof top heating unit, amount not to exceed \$40,000. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

Mr. McCarty asked if there has been any thought to recoup costs by reselling or scraping of the unit.

Mr. Newman stated that the unit is very old so it no resell value. He stated that the only possible value would be in scrap.

Mr. McCarty then stated that he would appreciate an itemized proposal from Chester Plumbing breaking down the cost of the various parts and labor.

5C-0627-17 Discussion and possible approval to hire Petty and Associates to a professional services agreement for the design, bidding document management, construction management services and all matters related to, for an RT-2 rooftop unit, condenser and

boiler replacement project, not to exceed \$70,000– **Action Item (public comment)**

Mr. Newman stated that he met with Dan of Petty and Associates and looked at different options for replacing this unit. Mr. Newman explained that Petty was the first company that came to his mind when considering who to hire for professional services due to the fact that they designed the original unit and have all of the original records and drawings.

Further discussion took place.

Mr. Andreozzi explained that per NRS statute, when selecting consultants like they are doing in this situation, they are not selected based on price they selected based on their qualifications and ability to do the scope of work.

Mr. Rice stated that he has worked with Petty throughout the years and he feels very comfortable with them doing this project as they are very knowledgeable and they designed the original system.

Mr. Zornes stated that he has a hard time putting his faith in a company he doesn't have any experience with, especially without putting it out to bid.

Further discussion on Petty and Associates experience and qualifications took place.

Mr. Andreozzi explained that in this situation the Board is not allowed to take the cost of the service into account, they are only allowed to consider the companies knowledge and qualifications.

Mr. McCarty asked if the funds for this project would come out of the budget for this next fiscal year.

Mrs. Paprocki stated that she feels at least part of it would.

Mr. Newman explained that it depends on the project design and the steps that Petty and Chester feel we need to take.

Further discussion took place.

Mr. John Rice made a motion to hire Petty and Associates to a professional services agreement for the design, bidding document management, construction management services for an RT-2 rooftop unit, condenser and boiler replacement project, amount not to exceed \$70,000. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

5D-0627-17 Discussion and possible approval to augment the 2016-2017 General Fund to reflect an increase in revenues in the amount of \$3400 – **Action Item (public comment)**

Mrs. Paprocki stated that these next few agenda items are end of year budget clean up items. This item is to augment the budget for the \$3400 we received over and above budget for the Festival of Trees which we then paid out to the Charity Partners.

Mr. Dave Zornes made a motion to approve the augmentation of the 2016-2017 General Fund to reflect an increase in revenues in the amount of \$3400. Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

5E-0627-17 Discussion and possible approval to augment the 2016-2017 Marketing Fund to reflect an increase in revenues in the amount of \$4500 – **Action Item (public comment)**

Mrs. Paprocki stated that this is to augment the budget due to Mr. Lester receiving more grant funding than anticipated.

Mr. Dave Zornes made a motion to approve the augmentation of the 2016-2017 Marketing Fund to reflect an increase in revenues in the amount of \$4500. Mr. John Rice seconded the motion. Motion passed unanimously.

5F-0627-17 Discussion and possible approval to allocate the \$20,000 contingency in the General fund towards employee benefit costs – **Action Item (public comment)**

Mrs. Paprocki referenced the board packet and stated if they look they can see that some employee benefit costs are edging close to going over budget. She explained that this is mostly due to the overlap during her training while Mrs. Jones was still employed as well.

Mr. Andreozzi asked if this was something that was factored into the budget for upcoming years.

Mrs. Paprocki explained that they do not foresee having that issue as they should not have an overlap in employment for long periods of time but they did budget for the possibility of an additional employee.

Further discussion took place.

Mr. John Rice made a motion to approve the allocation of the \$20,000 contingency in the General fund towards employee benefit. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5G-0627-17 Discussion and possible approval to allocate the \$10,000 contingency in the Marketing Fund towards advertising and promotion costs – **Action Item (public comments)**

Mrs. Paprocki stated that we have increased leisure marketing, had an increase in FAM Tours and Tom has increased various other marketing campaigns over the year. We are getting close to going over budget here as well so this is to safeguard against the possibility of an over expenditure in the marketing fund.

Mr. John Rice made a motion to approve the allocation of the \$10,000 contingency in the Marketing Fund towards advertising and promotion costs. Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

7. STAFF REPORTS:

7A-0627-17 Comptroller's Report/Approval of the May expenditures and all matters related to –
Action Item (Public Comment)

Mrs. Susan Paprocki stated that this report was for the month of May 2017. She stated that the Room Tax funds received in May were for the month of April 2017 and were as follows. The General Fund Room Tax received was \$42,164.65, a decrease of \$5,520.45 or 11.58% over April of 2016. The Marketing Fund Room Taxes received in May were \$31,068.69 down \$4,067.70 or 11.58% over April of 2016. Year to date our Room Tax proceeds are up 2.06% for the General and Marketing funds. Mrs. Paprocki stated that Ad Valorem Taxes received in May were also for the month of April and were \$25,053.98. This is an increase of \$1,176.17 or 4.93% over April of 2016. She stated that Year to Date Ad Valorem Taxes are down 1.01%. The total claims for the month of May 2017 are \$268,963.85.

Mr. Dave Zornes made a motion to approve the May 2017 Claims in the amount of \$268,963.85. Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

The board then moved to item 7D-0627-17.

7D-0627-17 Events Report - **Non-Action Item**

Mrs. Kandiss Fallowfield stated that she would be moving to Texas this summer as her husband has accepted a transfer within his company. She explained that she is not sure where yet, possibly the Fort Worth area or the Dallas area. She stated that she has loved her time at the ECVA and in Elko and she will miss everyone here.

Mrs. Fallowfield then stated that the Mining Expo went very well this year. They 480 booths which is up 25 from the previous year. The Golf tournament sold out again this year which is was not surprising. She stated that the Opening Reception at the Red Lion was a huge success again. They hit maximum capacity at 400 attendees and everyone was very pleased with the venue and overall turnout of the event. Shell Lubricants, our new hosting sponsor this year stated that the event exceeded all of their expectations. Mrs. Fallowfield then stated that the Safety Olympiad is taking place next week and Kinross Round Mountain is the hosting mine. Mrs. Fallowfield stated that she has 12 teams registered so far and they are listed in her report in the packet.

Further discussion took place.

The Board of Directors wished Mrs. Fallowfield well in her move and thanked her for her time at the ECVA.

Mr. Dave Zornes excused himself at 9:50 am.

7B-0627-17 Convention & Tourism Report - **Non-Action Item**

Mr. Newman stated that Mr. Lester was traveling but had included a report in the board packet for them to read through. He then passed around marketing materials Mr. Lester had provided including publications and websites featuring Elko and area events and attractions.

7C-0627-17 Marketing Report - **Non-Action Item**

Mrs. Juli Nelson stated that she is really focusing on marketing the Elko Classic Car show right now. She has redesigned the Save the Date cards and is running ads in various publications promoting the event. Mrs. Nelson stated that there was about \$57,000 brought in during the Mining Expo in on the Program Book, advertising and various sponsorships. She is currently working on redoing the Adventures on the Edge brochure as the one we have now is very old. She is also finally getting some time to really work on the Ghost Towns brochure. Mrs. Nelson then passed around various ads, postcards, fliers and other marketing pieces she has been working on for the Board to see.

Further discussion took place.

7E-0627-17 Facilities Report - **Non-Action Item**

Mr. Wehde stated that the Mining Expo went well for the Maintenance crew. He stated that this month is fairly slow now so they are just working on repairs around the facility. He stated that they already went over the issue with the rooftop unit which he has been dealing with this month.

Further discussion took place.

7F-0627-17 Administrative Report – **Non-Action Item**

Mr. Newman stated that thankfully they didn't have any major damage at the Expo this year. They had some broken sprinklers in the park and damaged grass from large equipment, but it has bounced back already. They have been able to deep clean and bring everything back into good repair. He then referenced the facility and catering report and stated that we are still having to turn down events, even though we have the new building. Mr. Newman then stated that he met with Barry Crawford, who built the mechanical squid that we had in our Conference Center last year. He and Mrs. Wines proposed the commission of a 12 foot tall metal horse sculpture that would be permanently installed on the ECVA grounds. Mr. Newman then showed the Board the miniature mock up that Mr. Crawford had designed. He stated that it would cost \$30,000 but he is considering looking into getting sponsorships to help offset the cost. The squid was such a popular attraction when it was here, he feels like this horse would be a great draw for tourists.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

Mr. Rice stated that he rode about half of the “Back Country Discovery Route” on his motorcycle this June before he had to stop due to snow. He stated that he has been noticing an increase in adventure trail bikes in town since the marketing of the route.

Mr. Newman stated that the rapid mobile charging stations from the Mining Expo are still here until the guy who brought them has a chance to come back to town and pick them up so we have decided to plug them in and put them to use until then. Mr. Newman then stated that he would just like to thank Mrs. Doris Toothman for volunteering at the Mining Expo for the last 32 years.

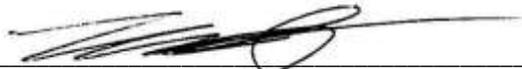
Further discussion took place

10. Adjournment:

Meeting adjourned at 10:17 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