

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, MARCH 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: Katie Neddenriep, Executive Director (incoming)
Don Newman, Executive Director (retiring)
Steve Wehde, Facility Manager
Delynn Jones, Comptroller (interim)
Amber Merz, Administrative Assistant
Erin Myers, Events Coordinator

Visitors Doris Toothman

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 the full board was 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 February 26, 2019 – Action Item (public comment)

Mr. Delmo Andreozzi made a motion to approve the minutes of the February 26, 2019 Board Meeting. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0326-19 Review, discussion and possible approval to accept the 2019/2020 ECVA Tentative Budget as presented – **Action Item (public comment)**

Mr. Newman stated that the tentative budget overview was included in their packets. He explained that during the meeting with Mr. Stone and Mr. Andreozzi the general fund deficit was brought up. Upon further discussion it was determined that this deficit is triggered by payments for the conference center and most of it will be covered by transfers of funds from the facility expansion fund and the capital projects fund into the general fund. He then stated that at the end of the day, once all bills are paid, they have a projected \$4.4 million in the bank as the

budget is currently written. Mr. Newman explained that the tentative budget is due to the State of Nevada by April 15, 2019.

Mrs. Jones stated that room taxes were adjusted down based on conversation she had with City of Elko Clerk. Based on final revenue report the property taxes were reduced only \$22. She stated that additional adjustments to property taxes will be made once she receives the pro-forma figures from the State of Nevada.

Mr. McCarty asked if it was necessary to add a contingency to the Capital Expansion fund.

Mrs. Jones explained that she did look at that but did not feel it was necessary. She stated that she could add one if the board so wished.

Further discussion regarding the capital expansion contingency took place.

Mr. Chip Stone made a motion accept the 2019/2020 ECVA Tentative Budget and grant ECVA Staff a 2% leeway for any necessary adjustments. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5B-0326-19 Discussion and possible approval for an ECVA Nevada State Bank Business Credit Card with a \$7000 limit for Katie Neddenriep – **Action Item (public comment)**

Mr. Chip Stone asked what Mr. Newmans current limit was.

Mrs. Neddenriep stated that it was the same.

Mr. Dave Zornes made a motion to approve an ECVA Nevada State Bank Business Credit Card with a \$7000 limit for Mrs. Katie Neddenriep. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

5C-0326-19 Discussion and possible approval to revise ECVA bank and investment account signature cards and all matters related to; adding Katie Neddenriep effective immediately – **Action Item (public comment)**

Mr. Newman explained that the bank requires a motion and approval from the board to authorize these kinds of revisions.

Mr. Delmo Andreozzi made a motion to revise ECVA bank and investment account signature cards adding Katie Neddenriep effective immediately. Mr. Chip Stone seconded the motion.

Mrs. Jones stated that she feels its necessary to list Western Alliance Bank, Zions Bancorporation, N.A. dba Nevada State Bank and all investment companies, Raymond James, Zions Bank and State Farm Bank, used by the ECVA.

Mr. Andreozzi amended his motion to include Western Alliance Bank, Zions Bancorporation, N.A. dba Nevada State Bank and all investment companies, Raymond James, Zions Bank and State Farm Bank, used by the ECVA. Mr. Chip Stones second stands. Motion passed unanimously.

5D-0326-19 Discussion and possible approval to revise ECVA bank and investment account signature cards and all matters related to; deleting Don Newman effective March 29, 2019 – **Action Item (public comment)**

Mr. Dave Zornes made a motion to revise the ECVA bank and investment account signature cards deleting Don Newman effective March 29, 2019. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

5E-0326-19 Discussion and possible approval to outsource the duties and responsibilities of ECVA Comptroller –
Action Item (public comment)

Mrs. Katie Neddenriep stated that after speaking with Mrs. Teri Gage of Eide Baily, who leads the ECVA Audit, she feels it would be smart to looking into outsourcing the Comptroller duties. She explained that she would like the board's approval to explore their options and possibly put it out to bid.

Mr. Newman stated that many additional duties have been placed on the Comptroller so outsourcing the accounting porting of the position will give the other staff an opportunity to take on new responsibilities.

Further discussion took place.

Mr. Delmo Andreozzi stated that he feels it would be a good idea to explore their options. He stated that they do need to check with Mr. Bob Wines before they put it out to bid though as it may be a situation where they are seeking RFQs instead of RFPs. He explained that he thinks in this situation they would have to choose the company they outsourced to based on qualifications not cost.

Due to the fact that the ECVA has received limited applications and emergency situation Mr. Andreozzi approves the ECVA staff to pursue possible outsourcing for the duties and responsibilities of the ECVA Comptroller for the immediate future. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

6A-0326-19 Update regarding the status of the RT-2 rooftop HVAC project and all matters related to
Non-Action Item

Mr. Wehde stated that the things are going well. He explained that they did install the wrong compressor on one of the units so they are waiting for the right one to be put on.

Mr. Newman explained to the board how they have been doing various tests to check the pressure and make sure that there are no leaks in the system.

Further discussion took place.

Mr. Wehde then showed the board a slideshow of photos that he and the other ECVA Staff has taken during the process.

7. STAFF REPORTS:

7A-0326-19 Comptroller's Report/Approval of the February expenditures and all matters related to – **Action Item (Public Comment)**

Mrs. Delynn Jones stated that the financial statements she would be going over were for the month of February 2019. She stated that the room tax funds received in February 2019 were for the month of January 2019 and were as follows. General fund room tax for January 2019 received \$38,665.60, in January 2018 general fund room tax received \$30,018.95, this is an increase of \$8,646.65 or 28.8%. in January 2019 marketing fund room tax received \$28,490.45. In January 2018 marketing fund room tax received \$22,119.23 an

increase of \$6,371.22 or 28.8%. Year to date Room Tax proceeds are up 9.53% in General and Marketing Fund. Ad Valorem Taxes received from Elko County in February 2019 were also for the month of January 2019 and were in the amount of \$22,418.55, compared to the \$14,578.82 received in January 2018 this is an increase of \$7,839.73 or 53.77%. Year to date Ad Valorem Taxes are up 3.17% through January and 3.83% through February. Mrs. Jones then stated that total claims for the month of February 2019 were in the amount of \$351,641.50. She read through some of the larger purchases made that month and went over some of the investment activity which can be found in the Comptrollers report.

Mr. Dave Zornes made a motion to approve the February 2019 claims and expenditures in the amount of \$351,641.50. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

Further discussion took place.

7B-0326-19 Convention & Tourism Report - **Non-Action Item**

Mr. Matt McCarty stated that Mr. Lester was not here but his report was in the packet.

7C-0326-19 Marketing Report - **Non-Action Item**

Mr. Matt McCarty stated that Mrs. Nelson was not here but her report was in the packet.

Ms. Merz passed around publications Mrs. Nelson has advertised in as well as various marketing materials Juli has designed recently.

7D-0326-19 Events Report - **Non-Action Item**

Ms. Myers stated that she is in full "Expo Mode". She stated that this year Mining Expo is taking place June 3rd through June 7th with the Golf Tournament being on Monday and Tuesday, at the Ruby View Golf Course, the Opening Reception on Wednesday at the Red Lion and exhibit days Thursday and Friday. She stated that as of right now she has contacted everyone on her waiting list so she is working in real time. She then explained that one of the major changes made this year is that the Golf Tournament registration has been moved way out to April 23rd. she explained that this will help them considering the fact that they are only allowing companies to sign up for golf if they are registered exhibitors. She stated that they are currently looking for a sponsor for the Golf Shirts for the Golf Tournament as well as for the Opening Reception.

Mr. Newman stated that they will be meeting with Komatsu on Thursday about possible sponsorship opportunities.

Further discussion took place.

Ms. Myers stated that the next event the ECVA is responsible for after the Mining Expo is the Safety Olympiad. She explained that the hosting mine this year is Barrick Cortez. She stated that they sent out the registration packets themselves this year. She has not received any team registrations back yet.

7E-0326-19 Facilities Report - **Non-Action Item**

Mr. Steve Wehde stated that the maintenance crew is doing well. He stated that they have been doing lots of work next door at the Conference Center, staying very busy over there cleaning and painting. They have also been

doing various upgrades to the bathrooms in both buildings. He explained that there were a few gas leaks found during the RT-2 project so they will be doing a careful inspection of all of the gas lines and having any leaks repaired. He stated that Rafael has been doing some electrical upgrades and installing new HDMI splitters in the Convention Center. Mr. Wehde explained that they have always had weed issues on the property, they have been putting down weed blockers in the hopes that it will help to curb the growth of weeds this summer.

7F-0326-19 Administrative Report – **Non-Action Item**

Mr. Newman stated that we brought on a temporary worker named Roxane Weeks during the Cowboy Poetry Gathering. She turned out to be a great fit for us so we kept her on for another month as a temporary worker so that she could get a feel for the job and we just officially transferred her over to a full time ECVA employee. He stated that Newmont has cancelled a few meetings which he feels may be a ramification of the merger. He stated that he believes that things will balance out with that soon enough though. Mr. Newman then went over the Nevada Broadcaster report with the board.

Further discussion took place.

Mrs. Katie Neddenriep stated that her first week was great, she is very excited to be here. She stated that she did receive some feedback from one of the caterers recently so she and Mrs. Longley will be sitting down with all of the approved caterers to discuss various things in the future. She stated that she will be meeting with Lauren Roovaart, the director from the Northeastern Nevada Museum, later this week as they are concerned with the level of representation they have been receiving. She then stated that she has been asked to write a letter in support of Assembly Bill 242, for air service to Elko, this has to be in by Thursday.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time

9. Board Comments – Non-Action Item

Mr. Chip Stone stated that he will be attending League of Cities with Curtis Calder later this week.

Further discussion took place.

10. Adjournment:

Meeting adjourned at 10:00 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