

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, NOVEMBER 27, 2018
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

1. Roll call

ECVA Board Members Present: Matt McCarty
Delmo Andreozzi
Barry Bhakta
Reece Keener

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

Visitors Doris Toothman
Katie Neddenreip
Chip Stone
Toni Jewell
Mary Cain
Teri Gage

2. Call to order and Pledge of Allegiance

Board Chairman, Mr. Matt McCarty, called the meeting to order at 8:33 am and stated that all Board Members were present today except for Mr. Dave Zornes.

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 October 23 and November 8th, 2018 – **Action Item (public comment)**

Mr. Delmo Andreozzi made a motion to approve the minutes from the Board Meeting of October 23, 2018, and the Special meeting of November 8, 2018. Mr. Reece Keener seconded the motion. Motion passed unanimously.

5. **NEW BUSINESS:**

5A-1127-18 Presentation and possible approval of the 2017/2018 ECVA Annual Financial

Audit Report as presented by Teri Gage, Eide Bailly LLP. - **Action Item (public comment)**

Mrs. Mary Cain introduced herself and stated she would be going over the Financial Statements packet with them. She stated that they should have a copy in front of them and asked the Board and staff to follow along with her. Mrs. Cain explained that page 1 was the “Independent Auditors Report” and that it was basically just an explanation of their responsibilities as the Auditors as well as the ECVAs responsibilities. She then moved on to page 2 and stated that their “Opinion” was listed at the top. The ECVA received a “Clean Opinion” which Mrs. Cain explained to the Board was the goal. Mrs. Cain asked the Board to turn to page 33, she stated that at the top of the page they could see an item titled “Note 12”. She explained that there was a “Correction of Error” in this year’s audit and that this note explains it. Mrs. Cain stated that the correction has to do with GASB and PERS. next she moved to the auditor’s report and findings on page 40 and stated that they found no deficiencies. Mrs. Cain then read through the Auditors Comments on page 42 to the Board.

Mrs. Teri Gage introduced herself and then stated that she would be going over the second packet they were given that contained the charts. She asked the Board to follow along as she explained the charts pertaining to each account.

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.

Mr. Matt McCarty stated that Mr. Bhakta would have leave soon so he would like to skip to item 5C-1127-18 as he would be recusing himself until this matter has been voted on.

5C-1127-18 Discussion and possible approval of the salary and benefit package counter offer for the new ECVA Executive Director and all matters related to – **Action Item (public comment)**

Mr. Delmo Andreozzi went over the offer briefly. He explained that she is asking for the top of the pay scale and 2 weeks vacation and paid time off to be made available upon start instead of accrued over time.

Discussion took place.

Mr. Reece Keener made a motion to approve the salary and benefit package counter offer for the new ECVA Executive Director. Mr. Barry Bhakta seconded the motion. Motion passed.

Mr. Keener asked what Mrs. Neddenreips official start date with the ECVA would be.

Mrs. Neddenreip stated that they would have a more in-depth conversation about that once she has spoken with Barrick and she has the official counter offer. She stated that she will be making herself available for meetings etc. with the ECVA.

Mr. McCarty returned and congratulated Mrs. Neddenreip on the new position, he stated that he is excited to work with her and feels she will be a great addition to the ECVA. He then stated that we will move on to agenda item 5B-1127-18.

5B-1127-18 Review, discussion and possible approval for Change Order #1 for the RT-2 HVAC project in the amount of \$4732.00 - **Action Item (public comment)**

Mr. Newman stated that as the RT-2 project progressed and they began work on one of the rooms that the unit will be going into it became apparent that some electrical and lighting work would need to be done. He stated that this is the first change order they have encountered.

Mr. McCarty asked how the project is progressing.

Mr. Newman stated that is going great and that everything is on schedule, they are still expecting to be done on time.

Mr. Reece Keener made a motion to approve Change Order #1 for the RT-2 HVAC project in the amount of 4732.00. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

Further discussion took place.

Mr. McCarty stated that we would now move to agenda item 5D-1127-18.

5D-1127-18 Discussion and possible approval to cancel the December ECVA Board meeting – **Action Item (public comment)**

Mr. Newman stated that they had discussed rescheduling the December Board Meeting for the 19th but he will be at his last Commission meeting in Carson that day. He stated that the December meeting is usually not a big one, they normally only have staff reports and then hold their Christmas potluck after so he doesn't feel it would be a big deal to cancel it.

Mr. Keener stated that he will be out of town that day as well.

Mr. Andreozzi stated he is hesitant to cancel the meeting only because he wants to have a going away party for Mr. Newman and was thinking after the December meeting would be a good time.

Mr. Newman stated that he will still be in and out of the office for a few months so they can do that in March.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to cancel the December 2018 ECVA Board of Directors Meeting, Mr. Reece Keener seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

6A-1127-18 Confirmation of the current Executive Director retainer compensation at current salary and benefits through March 31, 2019 – **Action Item (public comment)**

Mr. Newman clarified that current salary and benefits referred to the compensation agreed upon at the last meeting.

Mr. Reece Keener moved that the current Executive Director retained compensation at current salary and benefits through March 31, 2019. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

Mr. McCarty stated that they would now move to agenda item 6C-1127-18

6C-1127-18 Review, discussion and possible approval to update the ECVA Personnel Policy manual and all matters related to – **Action Item (public comment)**

Mrs. Paprocki stated that she and Mrs. Longley worked together to go over and update the Personnel Policy manual to cover a staff of 15 or more. She stated that included in the packet was an outline of the changes made and that each of them should have a copy of the updated manual as well.

Mr. McCarty asked if it will be easy to change back if we drop below 15 employees.

Mrs. Paprocki stated that it would be easy but also not necessary to change back. She explained that even if we drop below 15 employees the updated manual can still be used as the policies will still be relevant to our staff.

**Mr. Barry Bhakta, Mrs. Teri Gage and Mrs. Mary Cain excused themselves at 9:47 am.*

Further discussion took place.

Mr. Reece Keener made a motion to approve the update to the ECVA Personnel Policy manual. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

Mr. McCarty stated that they would now move to agenda item 6B-1127-18

6B-1127-18 Update regarding the status of the RT-2 rooftop HVAC project and all matters related to
Non-Action Item

Mr. Newman stated that everything is going fine and that we are on schedule.

**Mrs. Neddenreip excused herself at 10:01 am.*

Mr. Wehde stated that everything is looking good. He stated that they have the new plumbing in the maintenance room in already so they might even be ahead of schedule.

7. STAFF REPORTS:

7A-1127-18 Comptroller's Report/Approval of the October expenditures and all matters related to
– **Action Item (Public Comment)**

Mrs. Paprocki stated that Room Tax received in October 2018 was for the month of September 2018 and was as follows, General Fund Room Tax received \$69,403.53 compared to the \$62,192.48 received in September of 2017 this is an increase of 11.59%. Marketing Fund Room Tax received \$51,139.45 compared to the \$45,826.04 received in September 2017 this is also an increase of 11.59%. Year to date Room Tax proceeds are up 10.42%. Ad Valorem received in October 2018 was also for September 2018 and was in the amount of \$60,176.29 compared to the \$78,790.57 received in September of 2017 this is a decrease of 23.63%. Year to date Ad Valorem

taxes are down 7.26%. Mrs. Paprocki then stated that there were no Print n Copy claims this month and that the total claims were in the amount of \$240,975.76.

Mr. Reece Keener made a motion to approve the October 2018 claims in the amount of \$240,975.76. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

7B-1127-18 Convention & Tourism Report - **Non-Action Item**

Mr. Tom Lester went over his travel schedule with the Board. He stated that he attended the Governors Conference on Tourism with Mr. Newman and the TAC Meeting where grants were awarded. He stated that he had 22 meetings with various tour operators at NTA and that the leads and information on those operators went out to our lodging partners last night. He stated that he has been working on the 2019 Visitors Guide and that it is almost done, he does need headshots and letters from Katie and Reece though. Mr. Lester stated that they recently met with representatives from OCTA and he is happy to say that the OCTA Conference will be returning in 2020. He is currently working with the travel writers who wrote the award-winning story about Elko last year and they will be returning to the Cowboy Poetry Gathering again this year.

Further discussion took place.

7C-1127-18 Marketing Report - **Non-Action Item**

Mrs. Nelson stated that she and Ms. Myers will once again be attending AEMA in Seattle. She stated that this is a great show for promoting the Mining Expo, they see a lot of positive results and they always have fun. She stated that Ms. Myers did a great job with the Festival of Trees, everything looks wonderful over there so they should all go take a look when the meeting is over. Mrs. Nelson stated that the next big project she would be working on is the Great Basin Gear Show which the ECVA helps John Wright of Capriolas to put on. She invited everyone to the opening reception of the Gear Show and stated that this year they have moved it to the new Cowboy Arts and Gear Museum downtown. Mrs. Nelson then passed around various publications and ads she has been working on for the Board to see.

Further discussion took place.

7D-1127-18 Events Report - **Non-Action Item**

Mr. McCarty stated that Ms. Myers was next door overseeing the Festival of Trees. He stated that her report was in the packet for them to read. He stated that the final festival of trees numbers were not in yet but that he was sure Ms. Myers would have them at the next meeting.

7E-1127-18 Facilities Report - **Non-Action Item**

Mr. Wehde stated that the maintenance crew is doing ok right now. Things are kind of slow right now so it is giving them time to do some routine upkeep and cleaning. He stated that the maintenance crew is short staffed right now.

Further discussion took place.

7F-1127-18 Administrative Report – **Non-Action Item**

Mr. Newman stated that all staff took place in the County Wellness program, it went great. He explained that this program saves the ECVA money on insurance premiums as well as saving the staff money on their insurance deductible. Mr. Newman stated that they did purchase another catering storage cabinet for the facility. He then referenced Mrs. Longley's report and stated that even with 2 buildings they continue to turn down bookings. Mr. Newman then stated that they will address appointing new Lodging and Marketing Chairs as well as Board Chairman, Vicechair and new Board Members at the January 2019 Board Meeting. He stated that they will also have to get new signature cards at that meeting.

Mr. Keener asked if there was any update on the Barry Crawford sculpture.

Mr. Newman stated that it was actually leased to a park in Reno for 2 years so hopefully they can use that time to come up with the funds to purchase it.

Further discussion took place.

**Mr. McCarty excused himself at 10:41.*

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

None at this time.

10. Adjournment:

Mr. Andreozzi stated that they no longer have a quorum and adjourned the meeting at 10:41 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