

**ELKO CONVENTION & VISITORS AUTHORITY  
REGULAR BOARD MEETING  
TUESDAY, SEPTEMBER 27, 2016  
ELKO CONVENTION CENTER  
CEDAR ROOM 8:30 A.M.  
MINUTES**

Roll call

ECVA Board Members Present: Matt McCarty  
Barry Bhakta  
Delmo Andreozzi

ECVA Staff Present: Tom Lester, Tourism & Convention Manager  
Susan Paprocki, Comptroller  
Steve Wehde, Facility Manager  
Delynn Jones, Comptroller  
Amber Merz, Administrative Assistant

Visitors Guy Jensen  
Doris Toothman

Call to order and Pledge of Allegiance

Mr. Matt McCarty called the meeting to order at 8:35 and stated that Mr. Gary Morfin would be about 30 minutes late so he has asked that we move to the Staff Reports portion of the agenda first so that he can be here for the New Business portion on the agenda. Mr. McCarty stated that Mr. John Rice may be coming in a few minutes late as well.

**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.

Mr. McCarty stated that we would now be moving to the Staff Reports, starting with agenda item 7A-0927-06.

**STAFF REPORTS:**

7A-0927-16 Comptroller's Report/Approval of the August expenditures and all matters related to –  
**Action Item (Public Comment)**

Mrs. Delynn Jones stated that the financial statement was for the month ending August 31<sup>st</sup> 2016. The Room Tax payment we received in the month of August were for the month of July and we are down about .6%. Ad Valorem received in the month of August was also for July and we are only down .2% there. Mrs. Jones stated that our total claims are \$267,718.86. She stated that the major differences between this year and last year are highlighted in her report, the main ones being the Conference Center lease and the purchase of the new work truck from Gallagher Ford. Mrs. Jones then asked the Board if they had any questions for her.

Mr. Andreozzi stated that his only question was already answered by Mrs. Jones, he then explained that as we are 2 months into the fiscal year he was going to ask if we should have expended about 16% of our budgeted funds by the end of August.

Mr. McCarty asked Mr. Wehde what the purchase for \$10,000 to Codale Electric was for.

Mr. Wehde stated that it was for the new light poles.

Mr. McCarty then asked what disposal method they decided on with the old work truck.

Mrs. Jones stated that it was traded in to Gallagher Ford for \$5500.

***Mr. Delmo Andreozzi made a motion to approve the August 2016 Claims in the amount of \$267,718.86. Mr. Barry Bhakta seconded the motion. Motion passed unanimously.***

#### 7B-0927-16 Convention & Tourism Report - **Non-Action Item**

Mr. Tom Lester listed his travel schedule for the Board starting with Small Market Meetings in Huntsville Alabama. He and Mr. Newman will then attend the Governor's Conference on Tourism in the Reno area. Then he will be in Gerlach for the next Cowboy Country Territory Meeting on October 25<sup>th</sup>. He and Don Westfall from the Northeastern Nevada Museum will then attend the Nevada Museum Association Conference where they will be bidding to host the event in Elko in 2017. In November he will be doing a NCOT sales mission to Los Angeles and then possibly another sales mission with the NCOT, after Thanksgiving, to Mexico. Mr. Lester then stated that he just got back from Connect in Dallas Texas, it is probably the largest Meeting Planner Trade Show. He stated that he did come away with 3 RFPs from that show and those leads and RFPs have already been sent out to the lodging partners. Currently Cowboy Country Territory has over 3400 likes on their Facebook page, the Quarterly Cowboy Country Territory newsletter is now out. The Territory will be doing 5 Consumer Travel shows, the Bay Area Travel Show, the Denver Travel and Adventure Show, the ISE show in Sacramento and a couple of shows in Utah. Second cycle grants are coming up, the deadline is September 30<sup>th</sup> for those. Mr. Lester passed around various leads reports for campaigns he has been working on and explained them to the Board. He stated that he has been working on the new 2017 Elko Area Visitors Guide and it is coming along. The new Meet Me in Elko Video is finished and he stated that he will be playing it for them shortly. He then passed around various publications featuring Elko. He stated that he is working with the NCOT on bringing in two Media FAM Tours, the first being a Go West group and the second for Cowboy Poetry.

Mr. Andreozzi stated that when he was in Jarbridge over 4<sup>th</sup> of July he met some people who had come in on their motorcycles and he found out that there is an all dirt motorcycle trail that goes all the way from Canada to Jarbridge. He stated that he had never heard about it before that.

Further discussion took place.

Mr. Lester then showed the Meet Me in Elko video to the Board.

#### 7C-0027-16 Marketing Report - **Non-Action Item**

#### 7D-0927-16 Events Report - **Non-Action Item**

Mr. McCarty stated that Mr. Newman, Mrs. Nelson and Mrs. Fallowfield were all in Las Vegas for the Mine Expo but they had reports included in the packet for the Board to read. He asked if any of the other staff had anything to report for them.

Mr. Lester stated that he had some ads and marketing materials for Mrs. Nelsons report, and thank you cards from clients for Mr. Newman's report. He then passed those materials around.

Mrs. Jones stated that Kandiss and Juli have both started working on the Festival of Trees.

Mr. McCarty asked how the Elko Classic Car Show went.

Mrs. Jones stated that it went well, she stated there were still a lot of people who did not pre-register, and they just showed up the first day of the show. Mrs. Jones explained that this does make things difficult which is why Mrs. Fallowfield had changed the pricing this year giving early registration discounts to those who registered before August 31<sup>st</sup>.

Further discussion on the Elko Classic Car Show took place.

#### 7E-0927-16 Facilities Report - **Non-Action Item**

Mr. Steve Wehde stated that the biggest thing he has to discuss is the lobby lighting. He stated that we have Guy Jensen from Allstate Electric here to discuss it with them as well. Mr. Wehde stated that the estimated cost is about \$25,000 but NV Energy is offering rebate currently so we will only end up paying about \$18,000 for the total project.

Mr. McCarty explained that we will need to discuss this matter once we move to the correct agenda item. He apologized to Mr. Jensen for the delays and explained that we were still waiting on our Board Chairman to arrive. Mr. McCarty then asked Mr. Wehde if he had anything else to tell the Board about before they move on to the next agenda item.

Mr. Wehde stated that the new work truck is working out great. They got it licensed and they are taking it in to have the bed Rhino Lined, hopefully tomorrow. He stated that almost all of the landscaping is done as well as most of the plumbing, they just have one more urinal to fix. Mr. Wehde then stated that he was hoping to have the bid for the theater lighting by this meeting but unfortunately he is still waiting on it. He did speak with them about it yesterday, so it should be in before the next meeting. He stated that the new light poles have been installed and the new banners that Juli designed have been hung and they look really nice.

#### 7F-0927-16 Administrative Report – **Non-Action Item**

Mrs. Jones stated that there was one thing she forgot to mention during her report that she would like to bring up now. She stated that they would like to add Susan to all of their financial accounts, two checking accounts and two investment accounts.

Mr. McCarty asked if that would require action from the Board.

Mrs. Jones stated that it would. They would have to address it at the next meeting as she did not think of it until Thursday, after the agenda was posted. She stated that she does have all of the required forms from the 4 entities. Mrs. Jones stated that at this time they would like to add Susan, after her surgery she will return to work for a few weeks and after she is done they will then remove her from the accounts. At that point they will also remove Mr. Morfin, as he is termed out, and they will replace him with Mr. Zornes or whoever takes the open seat on the Board.

Mr. McCarty asked if we should call a special meeting as Delynn leaves for her surgery before the next meeting on October 25<sup>th</sup>. Mr. Newman would be the only authorized signer from the time Mrs. Jones left for her surgery to the time the action item is approved at the October Board Meeting.

Mr. Andreozzi stated that he has no issues with calling a special meeting but he also doesn't see an issue with adding Susan to the accounts now and then ratifying that action at the October Meeting once it is on the agenda.

Mr. McCarty thanked Mr. Andreozzi for that suggestion, he stated that he was going to ask if there was a way the staff would be able to add Susan to the accounts before the meeting and Mr. Andreozzi's suggestion answered his question. Mr. McCarty asked Mr. Bhakta if he would like to comment on the matter.

Mr. Barry Bhakta stated that this sounded like good idea to him.

Mr. McCarty stated that as long as Mr. Newman is comfortable moving forward with this he sees no issues.

Mrs. Jones stated that she has all of the paperwork so when Mr. Newman gets back she will discuss it with him and get his signature.

Mr. McCarty stated that he, Mr. Newman, Mr. Andreozzi and Mr. Rice were all recently present at meeting with the Lieutenant Governor. It was a good meeting, the Lieutenant Governor just wanted to know what his office could do to assist Elko. Mr. McCarty stated that they discussed various topics such as air service, healthcare, issues with Lifepoint Hospital, issues with federal lands, discussion on Great Basin College as well as economic development and mining.

Further discussion took place.

## **NEW BUSINESS:**

5C-0927-16 Discussion and possible approval to enter into an agreement with Allstate Electric to retrofit the Convention Center lobby from Halogen to LED lighting per the NV Energy Commercial Energy Services rebate program in the amount of \$24,163.55 as budgeted – **Action Item (Public Comment)**

Mr. McCarty apologized to Mr. Jensen again and stated that they would have to address this item without Mr. Morfin and Mr. Rice. He stated that Mr. Wehde had given them a brief introduction earlier and asked if he had anything else that he would like to add.

Mr. Wehde stated that he does not, he thinks it would be best to let Mr. Guy Jensen with Allstate Electric explain the process to them.

Mr. Jensen referenced the bid proposal included in the Board Packet and explained what lighting the ECVA lobby currently has and that they will be retrofitted with 9w and 13w LED Downlight Retrofit Kits. He stated that his work is warrantied for 1 year, if anything goes wrong with it he will come in a fix the issue. He explained that the customer payment is estimated at \$24,163.55, 90 days after completion of the job you will receive your NV Energy rebate which will bring your cost down to \$18,800.03. Guy then stated that the ECVA should save about \$7,000. a year in energy costs and the return on investment is only two and a half years.

Mr. Andreozzi stated that he has a lot of experience with LED retrofits with the City of Elko and he is a big fan of LED lighting. He then asked if this bid was for the entire building.

Mr. Jensen stated that this takes care of the lighting in the lobby. He explained that the rebate incentive program with NV Energy closes at the end of October so he has to have the project completed by that time and the lobby seemed to be main area of concern so they are addressing it first.

Mr. Wehde stated that eventually he would like to have the whole facility done in LED.

Mr. Andreozzi stated that the customer payment portion on the bid is listed as an estimate and stated that his motion is going to state that the amount it not to exceed the estimated customer payment. Mr. Andreozzi asked if that was ok with Mr. Jensen.

Mr. Jensen stated that the amount is the customer payment amount, not an estimate, he can change that wording if they would like.

Mr. Bhakta referred to the exclusions portion of the bid and asked about permitting.

Mr. Jensen stated that a permit is not required for this project.

Mr. Andreozzi asked if he was sure about that.

Mr. Jensen stated that because NV Energy does an inspection before and after the completion of the project it is not required.

Discussion regarding permitting took place.

Mr. Jensen asked the Board and Staff what kind of lighting they wanted. He explained that they currently have “mood” lighting, he asked if they liked that or wanted something more similar to daylight.

Mr. Wehde stated that they really wanted to brighten the lobby up.

Mr. Jensen stated that they should go with daylight lighting then.

Further discussion took place.

Mr. Delmo Andreozzi made a motion enter into an agreement with Allstate Electric to retrofit the Convention Center lobby from Halogen to LED lighting per the NV Energy Commercial Energy Services rebate program, not to exceed the amount of \$24,163.55, Mr. Barry Bhakta seconded the motion. Motion passed unanimously.

Mr. McCarty stated that it might be a good idea to look at budgeting to do the rest of the facility in the next fiscal year. He asked Mr. Jensen if he knows if NV Energy will be offering this rebate again.

Mr. Jensen stated that it will be offered next year, it kicks off in February and runs through October again.

Further discussion took place.

5B-0927-16 Discussion and possible approval to raise threshold for fixed asset accounting from \$500.00 to \$1000.00 - **Action Item (Public Comment)**

Mrs. Jones stated that the threshold for capitalizing an asset has been \$500 since she has been here. She stated that they thought that it was time to increase that, as things have become more cost effective, that way we are not keeping track of so many small items. Mrs. Jones explained that this is for personal equipment, not additions to the facility.

Mr. McCarty asked what would happen to the items already on the list.

Mrs. Jones stated that they would stay there.

Mr. McCarty asked if there would be any issue with NRS.

Mr. Andreozzi stated that there would be no issue with NRS, he stated that he believes the recommendation is \$5,000 for personal assets.

***Mr. Delmo Andreozzi made a motion to raise threshold for fixed asset accounting from \$500.00 to \$1000.00, Mr. Barry Bhakta seconded the motion. Motion passed unanimously.***

5A-0927-16 Introduction of Susan Paprocki, recently hired Comptroller for the ECVA – **Non-Action Item**

Mr. Matt McCarty welcomed Mrs. Paprocki and asked her to tell them about herself.

Mrs. Susan Paprocki stated that she is a native Nevadan. She stated that she was raised in born and raised in Ely and has also lived in Tonopah, Pahrump, Elko and Reno. Mrs. Paprocki stated that she loves this area, it feels just like home to her and she is very excited to spend the next ten or eleven years here at the Convention Center.

Mr. McCarty asked where she worked before getting hired here.

Mrs. Paprocki stated that she has worked at the Red Lion since living in Elko and before that she worked for Nye County. She explained that she worked her way up from a Clerk to the Comptroller position during her time there.

Mrs. Jones stated that she is very happy to have Susan here.

The Board of Directors welcomed Mrs. Susan Paprocki.

## **OLD BUSINESS:**

6A-0927-16 Update regarding the support letter to the lodging community for support of the 2016 EMJ –  
**Non Action Item**

Mrs. Delynn Jones stated that we sent out the letter to the Lodging Partners on behalf of the EMJ and received 3 checks back. The total amount of support received so far is \$1180.

Approval of minutes from the Board meeting of August 23, 2016 – **Action Item (public comment)**

Mrs. Jones stated that under her portion of the minutes she doesn't see mention of Ad Valorem, she asked that Ms. Merz go back and change that.

*Mr. Delmo Andreozzi made a motion to approve the August 23, 2016 minutes with the stated amendments, Mr. Barry Bhakta seconded the motion. Motion passed unanimously.*

## **Public Comments – Non-Action Item**

None at this time.

## **Board Comments – Non-Action Item**

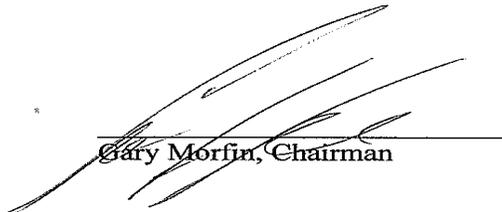
Mr. Matt McCarty stated that during the discussion on the meeting with the Lieutenant Governor he forgot to mention that there was some discussion on a NCOT trip to India. He stated that Mr. Newman may have discussed this with everyone already but he wanted to bring it up.

Further discussion took place.

## **Adjournment**

*Meeting adjourned at 9:59 am.*

1. To change the order of agenda items; and
2. Recess the meeting and continue at another specific date and time.

  
Gary Morfin, Chairman