

ELKO CONVENTION & VISITORS AUTHORITY
SPECIAL BOARD MEETING
TUESDAY, FEBRUARY 26, 2008
ELKO CONVENTION CENTER
CEDAR ROOM
8:00 A.M.

1. Call to order and Pledge of Allegiance

The meeting was called to order at 8:05 a.m. by Board Vice-Chairman, Charlie Myers. Board Chairman, Dave Huckaby was not present at the meeting.

2. Roll call

ECVA Board Present: Charlie Myers
Ruben Abeyta
Gary Morfin
Jay Elquist

ECVA Staff Present: Don Newman, Executive Director
Tom Lester, Convention & Tourism Manager
Cathie Horn, Marketing & Events Manager
Delynn Jones, Comptroller
Juli Nelson, Graphics/Administrative Assistant
Jen Stotts, Administrative Assistant

Visitors: JD Long, JD Long Architects

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.

No public comments were made at this time.

4. Approval of minutes from Regular Board meeting of January 18, 2008

Gary Morfin made a motion to approve the Regular Board minutes from January 18, 2008. Jay Elquist seconded the motion. The motion passed unanimously.

5. OLD BUSINESS:

5A-0226-08 Review and possible approval of carpet replacement bids

Don Newman stated that a second solicitation for carpet replacement bids was placed by the ECVA on February 12, 2008. BT Mancini of Reno, NV, Contract Flooring of Sparks, NV and Desert

Design/Carpet One of Elko all submitted bids. Don further stated that the original bid amount was \$80,000 but the lowest bid received was \$125,658. He stated that although only \$80,000 was budgeted for carpet replacement that funds could be arranged to cover the difference. He pointed out that the difference between the two amounts was due to the increase in the cost of oil which increased the cost of petroleum based products.

Mr. Newman further stated that Desert Design/Carpet One submitted an additional bid for a like product in carpet which was cheaper in cost. The bid for the like product was \$109,000.

Mr. Newman turned the floor over to JD Long of JD Long Architects at this time for a further explanation of cost increase in carpeting.

JD Long affirmed the statement made by Don Newman that the increase to carpet prices was due to the increase in the cost of oil and added that costs in carpet have increase around 65%. He further stated that he felt that the bid submitted by Desert Design/Carpet One was equal to the inflation in the cost of oil.

A discussion of the carpet replacement costs took place at this time.

Charlie Myers asked what involvement did Desert Design/Carpet One have with the product following installation.

Don Newman explained that Desert Design/Carpet One would be responsible for concrete grinding prior to installation along with installation and warranty on the carpet. He further stated that the ECVA would be responsible for maintenance of the carpet and that additional carpet will be purchased for replacing any damage.

Mr. Newman further stated that he would seek legal counsel to affirm that the bid submitted by Desert Design/Carpet One was in concordance to the specifications of the proposal to bid.

Gary Morfin inquired what the timeline for installation of the carpet was.

Don Newman stated that no timeline was specified due to the fact that installation would be delayed during events scheduled in the Convention Center. He further added that the price of the carpet is locked for 30 days.

Charlie Myers stated that the ECVA needed to supply a list of projects that would not be completed in the fiscal year due to shifting funds to cover the cost of carpet replacement.

Jay Elquist suggested that the bid be approved not to exceed \$125,168 upon legal review.

Jay Elquist made a motion to award the bid to Desert Design/Carpet One not to exceed \$125,168 upon legal review. Gary Morfin seconded the motion. The motion passed unanimously.

6. NEW BUSINESS:

6A-0226-08 Discussion and possible approval of policy for the theatre pit cover installation and removal

Don Newman reviewed the proposed pit cover policy included in the packet. He pointed out that the ECVA is asking for entities which rent the Convention Center and request removal/ replacement to help cover the cost of labor. He further pointed out that if time does not allow removal or replacement of the pit cover that final judgment will be made by the ECVA.

Jay Elquist suggested specifying a timeline of removal/replacement of the pit cover in the policy.

Gary Morfin made a motion to adopt the theatre pit cover policy to the Events Contract. Ruben Abeyta seconded the motion. The motion passed unanimously.

6B-0226-08 Discussion and possible approval of the 2008 Marketing Committee members

Don Newman reviewed the revised 2008 Marketing Committee members list with the Board explaining additions and removals to the list. He further stated that the list has been approved by the ECVA Marketing Committee.

Jay Elquist made a motion to approve the 2008 Marketing Committee members. Gary Morfin seconded the motion. The motion passed unanimously.

6C-0226-08 Discussion and evaluation of Executive Director and ratification of possible Merit increase as authorized by ECVA Board of Directors

Charlie Myers pointed out that a possible merit increase for ECVA Executive Director, Don Newman was due. He stated Mr. Newman has done an excellent job and that he felt there was not a need to do an evaluation because of his outstanding performance. He recommended to the Board due to the lack that Mr. Newman is reaching his salary cap that he receive a 3% cost of living increase that would be given in a lump sum.

Mr. Myers pointed out that he has not met with Geri Underwood to determine how giving Mr. Newman a 3% cost of living raise in a lump sum would affect Mr. Newman's PERS.

Jay Elquist questioned if Mr. Newman's salary was in close range of topping out.

Charlie Myers stated that yes Mr. Newman's salary was close to cap and explained the 3% cost of living raise at one time is better than changing policy to accommodate a pay increase.

Mr. Myers asked ECVA Comptroller, Delynn Jones to look into how a lump sum 3% cost of living raise would affect Mr. Newman's PERS.

Delynn Jones stated that if the pay increase was given as a bonus then it would not affect Mr. Newman's bonus.

Don Newman pointed out that the ECVA does not have a bonus program however gives a merit pay increase up to 4% along with a cost of living increase on a yearly basis.

Jay Elquist stated that he preferred to give Mr. Newman a merit pay increase due to the fact

that Mr. Newman has not reached the cap on his pay level.

Don Newman stated that he is not looking for policy to be rewritten as far as his pay scale and that he was willing to accept the 3% cost of living raise presented by Charlie Myers.

Delynn Jones stated that a merit pay increase would not affect Mr. Newman's PERS.

Further discussion took place on as whether to award Mr. Newman a lump sum 3% cost of living raise or a 3% merit pay increase at this time.

Gary Morfin made a motion to award ECVA Executive Director, Don Newman a 3% merit pay increase. Ruben Abeyta seconded the motion. The motion passed unanimously.

6D-0226-08 Discussion and possible approval of adding one additional full time maintenance position to the ECVA staff

Don Newman stated that in doing the year budget review the ECVA has generated enough income from additional use of the facility to warrant the addition of another full time maintenance position.

Cathie Horn pointed out that due to the increase of facility use that in the past maintenance has not always been available to meet the demands of clients.

Don Newman stated that the position would be at an entry level.

Jay Elquist questioned if there was a peak time during the year that the facility was used more and suggested hiring two part time positions during that time.

Don Newman stated that increased use of the facility has become year round.

Ruben Abeyta made a motion to approve the addition of a full time maintenance position to the ECVA staff. Gary Morfin seconded the motion. The motion passed unanimously.

7. STAFF REPORTS:

7A-0226-08 Administrative Report

Don Newman reviewed his report included in the Board packet. He further pointed out that the ECVA is exploring ways to decrease the cost of the Channel 10 sky cam.

Jay Elquist asked if feed from the sky cam would be available on the ECVA's website.

Don Newman stated that it would be available and that he would continue to work with Terry Hritz at Channel 10 to decrease the cost of the sky cam.

Mr. Newman explained that room tax revenue showed a decrease for a second month in a row and attributed the decrease to the completion of major construction projects in the Elko area. He pointed

out that rev par averaged over 3% on a yearly basis.

Ruben Abeyta stated that he saw the same decrease in room rentals at the Hilton and explained that the decrease was also due to mining exploration being down because the cost of gold was at an all time high.

7B-0226-08 Convention & Tourism

Tom Lester reviewed his report included in the Board packet and explained current events and committees he is working with and various other events and conventions he is working on bringing to the Elko area.

A discussion on when the new California Trails Interpretive Center would open took place at this time.

7C-0226-08 Marketing & Events Report

Cathie Horn reviewed her report included in the Board packet and stated that the 2008 Elko Mining Expo was progressing and that over 161 booths have been sold.

Don Newman stated that he met with Delmo Andreozzi from the City to discuss purchasing the millings located outside of town to use as a ground base for the back lot during the Mining Expo. He further stated that he is working with the City to secure use of College Avenue to use for booth space.

7D-0226-08 Comptroller's Report/Approval of January Expenditures

Delynn Jones reviewed her report included in the Board packet and explained that the ECVA has received a letter from the Department of Taxation stating that last year's ECVA audit was accepted.

Gary Morfin made a motion to approve January 2008 expenditures of \$134,461.99. Jay Elquist seconded the motion. The motion passed unanimously.

8. Board Comments

Jay Elquist questioned of the budget review included the previous month.

Delynn Jones stated that it did.

Gary Morfin pointed out that although room tax revenue is down that the yearly rev par is higher than in previous years.

Charlie Myers stated that Dave Huckaby was at the University of California Medical Center and explained that there is a website called carepages.com that people could leave messages for him. He further stated that Mr. Huckaby would be hospitalized for no less than a month.

Mr. Myers stated that Wells, Nevada did not qualify for FEMA following the earthquake and that donations were being accepted via a website. He encouraged everyone to donate.

Mr. Myers encouraged the ECVA to become involved in the circuit dirt bikes races that take place at the Spring Creek Horse Palace.

Mr. Myers stated that the funeral for John Ellison's father was today at 11 a.m.

Mr. Myers suggested having representation from the Elko Motorcycle Jamboree Committee present at the Runnamucca Motorcycle Jamboree in Winnemucca.

9. Adjournment

Jay Elquist made a motion to adjourn the ECVA Special Board Meeting for February 26, 2008. Gary seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:41 a.m.