



Elko Convention & Visitors Authority
BOARD OF DIRECTORS MEETING MINUTES
Elko Convention Center, Cedar Room
700 Moren Way, Elko, NV 89801
TUESDAY, JULY 25, 2023 8:30 AM P.S.T

MINUTES

NOTICE: In accordance with NRS 241, the Board may: 1) Change the order of the agenda, 2) Combine two or more agenda items for consideration, 3) Remove an item from the agenda or delay discussion relating to an item on the agenda at any time, 4) If the agenda is not completed, recess the meeting, and continue on another specified date and time. The public can comment on any agenda item by being acknowledged by the Chair while the Board considers that agenda item.

This Agenda, for this meeting of the Elko Convention and Visitors Authority, has been properly posted for this date and time in accordance with NRS 241 requirements.

I. CALL TO ORDER

Board of Directors Chairman Chip Stone called the meeting to order at 8:34AM.

II. ROLL CALL

ECVA Board Members Present *Chip Stone*
Pat Anderson
Marissa Lostra
Delmo Andreozzi

ECVA Staff Present: *Michelle Cromwell, Events & Marketing Coordinator*
Selina Morales, Administrative Assistant
Michelle Romano, Accountant I
Kimberlee Longley, Convention & Event Manager

Visitors: *Doris Toothman*
Kerry Aguirre, Elko Desert Sunrise Rotary
Fred Steinmann, Director of the University Center for Economic
Development, University of Nevada, Reno
Rafael Jacobo, Facilities Lead Team

III. PLEDGE OF ALLEGIANCE

IV. COMMENTS BY THE GENERAL PUBLIC

Pursuant to NRS 241, 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.

NON-ACTION ITEM

Kerry Aguirre with the Elko Desert Sunrise Rotary gave an update on the 2023 Ruby Roubaix event. Mrs. Aguirre stated that there was a 260% increase in registration over the last year and she thanked the Board of Governors for their support.

V. APPROVAL OF MINUTES

A. Approval of June 27, 2023 Minutes

FOR POSSIBLE ACTION

Board Member Lostra moved to approve June 27, 2023 Minutes. Board Member Anderson seconded. Motion carried (4-0)

No public comment was received.

VI. NEW BUSINESS

- A. Presentation by Fred Steinman, DPPD, Director, University Center for Economic Development, University of Nevada, Reno with discussion and consideration of approval of the Strategic Plan for the Elko Convention and Visitors Authority, 2023 through 2028.

FOR POSSIBLE ACTION

Fred Steinmann, Director of the University Center for Economic Development presented an overview of the revised/new Elko Convention and Visitors Authority 5 Year Strategic Plan for 2023 through 2028.

Board Member Andreozzi moved to approve the 5 Year Strategic Plan for the Elko Convention and Visitors Authority, 2023 through 2028. Board Member Lostra seconded. Motion carries (4-0)

No public comment was received.

- B. Discussion and consideration of approval of the Fiscal Year 2023-2024 Debt Management Plan, Capital Improvement Plan, and Indebtedness Report for the Elko Convention and Visitors Authority.

FOR POSSIBLE ACTION

Board Member Lostra read NRS 350.013 from the introduction page of the Debt Management Plan.

Board Member Andreozzi moved to approve the 2023-2024 Debt Management Plan, Capital Improvement Plan, and Indebtedness Report for the Elko Convention and Visitors Authority. Board Member Anderson seconded. Motion carried (4-0)

No public comment was received.

- C. Discussion, consideration, and possible action regarding the purchase of an AquaPlus 24” walk-behind extractor 251 with wet battery in the amount of \$14,612.84.

FOR POSSIBLE ACTION

Rafael Jacobo, Facilities Team Lead entered at 9:21AM

Mr. Jacobo explained that the AquaPlus 24” walk-behind extractor 251 with wet battery is one that he found to be best for the facility.

Board Member Anderson moved to approve the purchase of AquaPlus 24” walk-behind extractor 251 with wet battery from Gem State Paper & Supply Company. Board Member Andreozzi seconded. Motion carried (4-0)

No public comment was received.

- D. Discussion, consideration, and possible approval to go out to bid to replace the handicap ramp, curb/cutter, and patch the asphalt at the southeast entrance of the circular drive and allow staff to award the bid to the lowest if under \$50,000.

FOR POSSIBLE ACTION

Mr. Jacobo presented a quote from SMG Paving. Mr. Jacobo explained that the quote given is not an accurate quote due to the company quoting a different location of the property. Mr. Jacobo stated that he is expecting new quotes from SMG Paving as well as other companies. Chairman Stone explains that this repair is critical due to upcoming events which is why they will allow staff to award the bid to the lowest if under \$50,000.

Board Member Andreozzi moved to authorize staff to enter into a contract for less than \$50,000 with a proper licensed contractor to perform the repairs in the circular drive. Board Member Anderson seconded. Motion carried (4-0)

No public comment was received.

VII. REPORTS

- A. Budget and Finance Reports
- B. Convention/Events Report
- C. Sales & Marketing Report
- D. Facilities: Update on facility projects and work

**FOR POSSIBLE ACTION
NON ACTION ITEM
NON ACTION ITEM
NON ACTION ITEM**

Michelle Romano, Accountant I presented the Detailed Balance Sheet. Chairman Stone explains the monthly payables for July 2023.

Board Member moves to approve payables as indicated in report. Board Member Lostra seconded (4-0)

***Kimberlee Longley presented Convention & Events Report.
Chairman Stone presented Sales & Marketing Report.
Rafael Jacobo presented update on facility projects and work.***

No public comment was received.

VIII. ECVA BOARD AND STAFF COMMENTS:

This time is devoted to comments by the Elko Convention and Visitors Authority Board of Directors/and or Staff for general information or update purposes. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

NON-ACTION ITEM

No public comment was received.

IX. COMMENTS BY THE GENERAL PUBLIC

Pursuant to NRS 241, 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 comment was received.

X. MEETING SCHEDULE

The next Board of Directors meeting is scheduled for August 22, 2023 at 8:30am.

FOR POSSIBLE ACTION

XI. ADJOURNMENT

Chairman Stone adjourned meeting at 9:44AM.

FOR POSSIBLE ACTION

ELKO CONVENTION AND VISITORS AUTHORITY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Mission

The Elko Convention & Visitors Authorities mission as a public asset will provide safe and quality facilities, marketing of the community and partners for community events and activities that improve the community's overall quality of life and adds to economic development and vitality.

Vision

In the continued advancement of the organization's mission, the Elko Convention and Visitors Authority commits itself to the further development of competitive facilities, the positive marketing of our community and area, and events serving current and future community needs. The Elko Convention and Visitors Authority is dedicated to building a positive community identity, creating quality future employment opportunities, wealth creation and economic vitality, and future value for everyone the Elko Convention and Visitors Authority serves.