



Elko Convention & Visitors Authority
BOARD OF GOVERNORS REGULAR MEETING
Elko Convention Center, Cedar Room
700 Moren Way, Elko, NV 89801.

TUESDAY, April 22, 2025 8:30AM 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 Governors Chairman Stone called the meeting to order at 8:30AM.

II. ROLL CALL

ECVA Board Members Present: Pat Anderson, Vice Chair
Chip Stone, Chairman
Delmo Andreozzi
Dave Zornes
Steve Burrows

ECVA Staff Present: Annette Kerr, Executive Director
Michelle Cromwell, Marketing & Advertising Manager
Selina Morales, Sales & Events Coordinator

Visitors: JB Anderson, Elko Lions Club
Doris Toothman
Rilen Smith, EHS Robotics
Trent Moorhead, EHS Robotics
Brandon Couter, EHS Robotics

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

No public comment was received.

V. APPROVAL OF MINUTES

A. Approval of March 25, 2025 Minutes

FOR POSSIBLE ACTION

Board member Andreozzi moved to approve March 25, 2025 minutes as submitted. Vice Chair Anderson seconded. Motion carried (5-0).

No public comment was received.

VI. OLD BUSINESS

Presentation by various organizations in regard to the success of their events or sponsorships. These organizations received marketing funds and/or sponsorship funding from the ECVA. Presentations are required as outlined in the Notice of Funding Opportunity, and by the ECVA Board of Governors.

FOR POSSIBLE ACTION

The Elko High School Robotics team gave a presentation on the robot they built and competed with at the FIRST Las Vegas Regional Competition. They also thanked the ECVA for their sponsorship. Board Member Andreozzi moved to request a letter of commendation recognizing the students for the incredible robot they designed and expressing gratitude for the opportunity to participate to be addressed to their supervisor or teacher, the ECSD Superintendent, and the Board of Trustees. Vice Chair Anderson seconded. Motion carried (5-0)
No public comment was received.

VII. NEW BUSINESS

A. Discussion and possible action regarding the approval of an ECVA sponsorship for this year's 4th of July, 2025 Fireworks Show. The Elko Lions Club is seeking a sponsorship of \$5,000 to help with the costs of this community event. ECVA has donated \$5,000.00 in the past years.

FOR POSSIBLE ACTION

JB Anderson with the Elko Lions Clubs gave a presentation on the 2025 4th of July Fireworks Show, outlining how the sponsorship funds would be used if awarded. Board member Andreozzi moved to approve \$5,000 donation to the Elko 4th of July fireworks. Vice Chair Anderson seconded. Motion carried (5-0).

B. Pursuant to NRS 354 Budget Augmentation, the Elko Convention and Visitors Authority will discuss and possibly take action to approve Resolution No. 2025-01 augmenting the 2024/2025 Budget Facility Expansion Fund in the amount of \$5,824,015 due to the refinancing of the ECVA Conference Center.

FOR POSSIBLE ACTION

Executive Director Kerr stated that the City of Elko had previously placed a restriction in the ordinance related to the balloon payment, now that the balloon payment is no longer required, the funds can be released for the refinancing payments. The City has approved the updated ordinance, which released \$124,250.14 and is now just in the facility fund and can be used to make payments to the County and/or JP Morgan/Chase. Executive Director Kerr explained that Resolution No. 2025-01 includes funds received from the bond and the County, which were not part of the original budget requiring a budget augmentation, as well as the June debt payment, which was originally for Alliance Bank but will now be made to the County and JP Morgan/Chase, an additional \$44,015 in transient lodging tax revenue is also anticipated and while not required, the expenditure side was augmented for transparency, as advised by the State and auditors.
Board member Andreozzi stepped away from the meeting at 8:47am and was not available for the vote.

Vice Chair Anderson moved to approve Resolution No. 2025-01 augmenting the 2024/2025 Budget Facility Expansion Fund in the amount of \$5,824,015. Board member Burrows second. Motion carried (4-0).

No public comment was received.

- C. Pursuant to NRS 354 Budget Augmentation, the Elko Convention and Visitors Authority will discuss and possibly take action to approve Resolution No. 2025-02 augmenting the 2024/2025 Budget General Fund in the amount of \$6,818,317 due to the refinancing of the ECVA Conference Center.

FOR POSSIBLE ACTION

Executive Director Kerr explained that Resolution No. 2025-02 addresses the general fund side of the augmentation, following the previous facility fund augmentation and noted increases in transient lodging tax revenue from the general fund side by \$45,481 and an increase in facility rentals this year anticipating them to exceed the budget by \$87,000, outlining that this is another housekeeping item. Vice Chair Anderson moved to approve Resolution No. 2025-02 augmenting the 2024/2025 Budget General Fund in the amount of \$6,818,317 due to the refinancing of the ECVA Conference Center. Board member Burrows seconded. Motion carried (4-0).

No public comment was received.

Board member Andreozzi returned at 8:57am. Member Andreozzi was not present for the vote.

- D. Review, discussion and possible acceptance of recommendations made by Strategic HR Partners, LLC following an audit of the accounting department efficiency and staffing.

FOR POSSIBLE ACTION

Executive Director Kerr stated that in early January 2025, a third-party efficiency study was initiated through Strategic HR Partners, in consultation with POOL/PACT HR, Ms. Osborne from Elko County, and legal counsel. The purpose was to assess the accounting department's duties, time management, and overall efficiency. Interviews and time studies were conducted with (3) three office staff, (2) two outside professionals, including the Executive Director. The findings concluded that the core accounting tasks typically require only 20 hours per week with experience. The overall recommendation was to outsource the Accounting I department and cut \$57,840 annually in wages and benefits. Chairman Stone stated that after reviewing the efficiency study, he agrees with the findings from Strategic HR Partners, noting that they are helping the team and board members understand how to be more efficient and cognizant of how it happens. Chairman Stone said that eliminating this department will affect personnel and suggested discussing severance options for this person and recommended at least 60 days of protection to help with the transition. Board members discuss the matter. Board member Andreozzi moved to approve the recommendation as presented and provide a (60) sixty-day severance package or a (2) two-month severance package subsequent to a signed acknowledgement letter. Vice Chair Anderson seconded.

Motion carried (5-0)

No public comment was received.

- E. Review, discussion, and acceptance of the proposal for accounting services from McMullen, McPhee & Co, LLC. in the amount of \$60,000 for one year.

FOR POSSIBLE ACTION

Executive Director Kerr stated that she reached out to (4) four local accounting firms, (3) three of the (4) four indicated that there would be no response to bid this out, making it a sole-source bid. The contract is for \$60,000 (\$4,000 per month), including a \$12,000 audit assistance fee. The firm will handle payroll and reconciliations, ensure accurate bank statements, and manage other duties similar to what is currently done. Accounts payable will remain in-house to maintain separation, while the firm handles the rest of the accounting functions. Board member Andreozzi moved to

approve and accept the proposal for accounting services from McMullen, McPhee & Co, LLC. in the amount of \$60,000 for one year. Board member Zornes seconded. Motion carried (5-0). No public comment was received.

- F. Discussion and possible action regarding approval to purchase 500 new chairs and 5 new chair carts for the Conference Center in the amount of \$87,323.

FOR POSSIBLE ACTION

Executive Director Kerr explained that the chairs at the Conference Center have been in use for (9) nine years, with some no longer in good condition and insufficient for larger events noting that the purchase of 500 new chairs will come out of next year's capital budget. Board member Andreozzi moved to approve the purchase 500 new chairs and 5 new chair carts for the Conference Center and direct staff to sell the remaining chairs pursuant to NRS, with a discussion on donating them to a 501(c)(3) if not sold. Vice Chair Anderson seconded. Motion carried (5-0). No public comment was received.

- G. Discussion and possible action regarding approval to purchase new carpet tiles for the Convention Center in the amount of \$129,503.

FOR POSSIBLE ACTION

Executive Director Kerr explained that the carpet in the Convention Center which is 13-15 years old and has started to wear out with stains and holes will be replaced with blue carpet to match the chairs, sourced locally, and an extra palette and a half will be ordered, with renovations only affecting the main areas, not the theater, upper balcony, or stair walls. Board member Burrows shared that he was glad to see we're working with a local company. Vice Chair Anderson moved to approve the purchase and installation of new carpet tiles, along with any necessary adhesive, from Desert Design for the Convention Center in the amount of \$129,503. Board member Burrows seconded. Motion carried (5-0). No public comment was received.

- H. Discussion and possible action regarding approval to purchase and install exterior Ledger Stone for the Convention Center in the amount of \$82,766.80.

FOR POSSIBLE ACTION

Executive Director Kerr stated that this is the final phase of the exterior upgrades, which includes adding Ledger Stone to the front corner and patio area of the building. Board member Andreozzi moved to enter into a contract with M and M Tile and Granite to install the Ledger Stone as outlined in the estimate, not to exceed \$82,766.80, and to direct staff to review the costs if tariffs increase significantly before proceeding and acknowledge that this is the only bid received for the project. Vice Chair Anderson seconded. Motion carried (5-0). No public comment was received.

VIII. REPORTS

- A. Financial Reports

FOR POSSIBLE ACTION

Executive Director Kerr presented the financial reports. Board member Zornes moved to approve the payables in the amount of \$121,852.96. Board member Andreozzi seconded. Motion carried (5-0).

No public comment was received.

- B. Marketing Report

NON-ACTION ITEM

Michelle Cromwell presented the marketing report.

- C. Events and Catering

NON-ACTION ITEM

Executive Director Kerr presented the events and catering report.

- D. Facilities

NON-ACTION ITEM

Executive Director Kerr presented the facilities report.

IX. ECVA BOARD AND STAFF COMMENTS:

This time is devoted to comments by the Elko Convention and Visitors Authority Board of Governors/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

Chairman Stone congratulated the team on a successful 50th anniversary, mentioning how great it was to see the theater lit up and noting a strong turnout. Board member Andreozzi shared that the State of Nevada has been selected to provide the Christmas tree for Washington D.C. the capital tree. Board member Burrows provided an update on the lab draws conducted by NNRH at the Health and Fitness Fair, noting that 748 were done that day and an additional 351 since then, highlighting the positive growth in numbers since before the pandemic.

X. COMMENTS BY THE GENERAL PUBLIC

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NON-ACTION ITEM

No public comment was received.

XI. MEETING SCHEDULE

The next Board of Governors meeting is scheduled for May 27, 2025 at 8:30am.

FOR POSSIBLE ACTION

No action was taken. No public comment was received.

XII. ADJOURNMENT

FOR POSSIBLE ACTION

Chairman Stone adjourned the meeting at 9:32am.

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

Mission

The Elko Convention and Visitors Authority is a public asset and destination marketing organization, providing first-class facilities, marketing our communities and the region, and supporting various activities, events, and attracting conferences and conventions that improve our community's overall quality of life and contributes to broader economic development and vitality efforts.

Vision

We are committed to the continued modernization of competitive facilities, the positive marketing of our communities and region, and the hosting of activities and events that serve the current and future needs of the community. The Elko Convention and Visitors Authority is dedicated to a high quality of life which includes building a positive community identity, increasing overall tourism and visitation, creating quality future employment opportunities, wealth creation and economic vitality, and future value for everyone that we serve.