



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

TUESDAY, MAY 27, 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 8:31AM.

II. ROLL CALL

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

ECVA Board Member Absent: Dave Zornes

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

*Visitors: Mark Paris, McMucllen & McPhee
Jeanie Erickson, McMullen & McPhee
Dain Uriarte, LP Insurance*

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 April 22, 2025 Minutes

FOR POSSIBLE ACTION

Vice Chair Anderson moved to approve April 22, 2025, minutes as submitted. Board Member Burrows seconded. Motion carried (4-0). No public comment was received.

VI. BUDGET HEARING FOR FISCAL YEAR 2025/2026

A. Pursuant to NRS 354.596, conduct and hold a Public Hearing, for the approval of the Final Budget for Fiscal Year 2025/2026 for the Elko Convention and Visitors Authority. The ECVA Tentative Budget is available for review at the ECVA and the Elko County Clerk's Office.

FOR POSSIBLE ACTION

Executive Director Kerr presents the final budget for Fiscal Year 2025-2026. Board Member Burrows inquired about the landscaping project, while reviewing the budget, noting that he had not noticed a specific line item for it and wanted to confirm whether it was included. Executive Director Kerr responded that landscaping is included, explaining that if the project exceeds \$10,000, it is categorized as a capital expense. Board Member Andreozzi noted that room tax revenue appears to be declining and emphasized that it is important to be thoughtful of the budget moving forward. Board Member Andreozzi moved to conduct this Public Hearing and approve the Final Budget for Fiscal Year 2025/2026 for the Elko Convention and Visitors Authority. Vice Chair Anderson seconded. Motion carried (4-0). No public comment was received.

VII. NEW BUSINESS

A. Discussion and consideration to allow Kim Longley, Sales & Events Manger, the authority to sign ECVA checks up to \$2,500.00.

FOR POSSIBLE ACTION

Executive Director Kerr explained that, in the past, ECVA check-signing privileges allowed Executive Directors to sign checks up to \$10,000, and the accountant could sign up to \$2,500. All checks required two (2) signatures. Since the ECVA has outsourced its accounting duties, there is no longer an in-house accountant available to provide a second signature. Therefore, Executive Director Kerr requested that another in-house staff member be authorized to sign checks up to \$2,500. Vice Chair Anderson moved to approve to allow Kim Longley, Sales & Events Manger, the authority to sign ECVA checks up to \$2,500.00. Board Member Burrows seconded. Motion carried (4-0). No public comment was received.

B. Discussion, consideration, and possible action regarding the renewal for the 2025-2026 Insurance POOL Quotation from LP Insurance Services. The annual premium decreases from \$89,022.35 to \$88,418.03. This is a 0.68% decrease, with a \$5,000 deductible.

FOR POSSIBLE ACTION

Dain Uriarte with LP Insurance presents the insurance renewal for the 2025-2026 Insurance POOL Quotation from LP Insurance Services. Board Member Andreozzi moved to approve the 2025-2026 Insurance POOL Quotation from LP Insurance Services in the amount of \$88,418.03. Vice Chair Anderson seconded. Motion carried (4-0). No public comment was received.

- C. Discussion and possible action to award a bid for the completion of landscaping at the Convention Center.

FOR POSSIBLE ACTION

Executive Director Kerr explained that four (4) bids were solicited from local landscapers including Artistic Curb, Team Green, Ruby Rose Landscaping, Green Day, stating that Green Day did not submit a bid. Board Members review the bids submitted and discuss the matter. Vice Chair Anderson moved to approve the Artistic Curb bid without the riverbed in the amount of \$28,905.43. Board Member Andreozzi seconded. Motion carried (4-0). No public comment was received.

- D. Discussion, review, and possible approval of the wage scale beginning July 2025 through June 2026.

FOR POSSIBLE ACTION

Executive Director Kerr presented the board with two wage scales, explaining each one. Each year, a new wage scale is brought before the board to discuss and approve the next year's wage schedule. The updated schedule for fiscal year 2025–2026 will go into effect on July 1, 2025. The wage scale was originally implemented in July 2022, as the ECVA previously did not have a formal scale, so this is a continuation of that scale, and it reflects the COLA (Cost-of-Living Adjustment) increases for the past three (3) years. She noted that this year, PERS will be increasing from 33.5% to 36.75%. One version of the wage scale reflects a 3% COLA increase adjusted down by 1.626% to account for the employee's share of the PERS increase in lieu of a salary increase, while the other shows a straight 3% COLA increase without adjustment. Board Members discuss the matter. Board Member Andreozzi moved to approve the 3% COLA increase, adjusting down the 1.626% in lieu of salary increase. Vice Chair Anderson seconded. Motion carried (4-0). No public comment was received.

- E. Discussion and consideration regarding the Executive Director's annual performance evaluation and matters related thereto.

FOR POSSIBLE ACTION

Executive Director Kerr presented the composite of the scores that were received as well as the Boards comments. Board Member Andreozzi stated he was out of state and was not able to fill out the evaluation and that's why his is missing but is happy to share his feedback. Board Members review that rating scale, scores and Board comments. Board Member Andreozzi wanted to acknowledge Executive Director Kerr for her ability to negotiate behind the scenes for the Conference Center refinancing as well as always working long hours with her staff, rolling up her sleeves working on plumbing. Board Member Andreozzi moved to approve providing Executive Director Kerr another step, moving to Step 7 in grade E21 as she has had another more than successful evaluation. Board Member Burrows seconded. Motion carried (4-0). No public comment was received.

VIII. VIII. REPORTS

- A. Financial Reports

FOR POSSIBLE ACTION

Executive Director Kerr presented the Financial Reports. Board Member Andreozzi moved to approve the April payables in the amount of \$83,520.47. Vice Chair Anderson seconded. Motion carried (4-0).

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

Board Member Andreozzi shared that his wife threw him a surprise birthday party and was highly complimentary of the ECVA staff and the treatment and service she received. Chairman Stone shared that yesterday, May 26th was the annual memorial celebration at the cemetery and would like the ECVA to push advertising this event next year.

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 June 24, 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 10:03am.

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.