

## White Pine County Tourism and Recreation Board Meeting Minutes

**Date:** December 20, 2018  
**Time:** 10:00 a.m.  
**Location** Bristlecone Convention Center – White Pine Room

<b>Members Present:</b>	Steve Stork	<b>Staff Present:</b>	Kyle Horvath
	Jolene Gardner		James Beecher
	Bryane Goeringer		
	Caroline McIntosh		

**Members Absent:** Marietta Henry

<b>Public Present:</b>	George Chachas	Carol McKenzie
	Wayne Cameron	Robert Moore

Chairman Stork called to order the meeting of the White Pine County Tourism and Recreation Board on December 20, 2018 in the White Pine Room at the Bristlecone Convention Center. Chairman Stork led in the Pledge of Allegiance.

- I. **Public Comment:** George Chachas commented that at the last meeting as well as others he has asked if the former Executive Director Ed Spear had a business license. He has yet to receive any information on that. Also, at the last meeting, he stated his concern about the Main Street program, where we are spending money to bring in an outsider to help us. He has yet to see the City enforcing the rules and regulations that we have now. At the last meeting, as well as others, I still have a concern that the Community Choir needs to bring the money that they were given for pigeon control back to this Board. They are a private business. They don't have a 501 and if they do, I have yet to see any information regarding that they qualify. You cannot support a private business. George is again asking that the Board bring back the thirty-day rule. Those employees that can't find any rentals and are in the motels are paying room tax for no reason. They have nothing to do with tourism. At the last meeting and others, I have asked about the aid given to the golf course for different events. I did not get a clear explanation from

Member Henry at the last meeting. This Board has given out monies for events. I would like a breakdown of that. I see where Salt and Sucre was conducting business at different events in the City. I want to know if they have a City business license. I also want to know if they have a County business license.

## II. New Business:

### 1. Approval of Agenda, Including Removal of Agenda Items-Chairman Stork:

**Motion:** Caroline McIntosh. To approve agenda as presented.

**Motion seconded:** Jolene Gardner. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

### 2. Approval of Minutes: November 29, 2018:

**Motion:** Bryane Goeringer. To approve minutes of November 29, 2018.

**Motion seconded:** Jolene Gardner. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

### 3. Review of the Financial Report:

Kyle started with the 2018 Room Tax Report. All properties reported on time this month. We brought in \$122,341.64 in room tax collected. He went over the room tax comparison report which shows almost a 22 percent increase over this time last year in room tax collected. If you look at the budget year-to-date, it shows a total income of \$895,480.11 with expenses of \$727,804.09. That gives us an operating surplus of \$167,676.02. It shows that we are on par. Financials are looking good.

**Motion:** Caroline McIntosh. To approve financial report.

**Motion seconded:** Jolene Gardner. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

### 4. Ratify Bills:

**Motion:** Jolene Gardner. To ratify bills in the amount of \$114,607.10, check numbers 23765 through 23792, less check number 23762 in the amount of \$197.10.

**Motion seconded:** Bryane Goeringer **Unanimously approved with one absent/Marietta Henry. Motion carried.**

**5. Approval to Pay Bill to Bath Lumber:**

**Motion:** Bryane Goeringer. To ratify check number 23762 in the amount of \$197.10.

**Motion seconded:** Jolene Gardner. **Unanimously approved with one abstention/Caroline McIntosh and one absent/Marietta Henry. Motion carried.**

**6. Acceptance of Fiscal Year (July 1, 2017 – June 30, 2018) Audit-Robert Moore:**

Robert Moore was present and went through the report in detail for the Board. He did not find anything materially incorrect. Reference the auditor's comments - the Statute Compliance, Progress on Prior-Year Statute Compliance and Prior-Year Recommendations - are the same as last year. He stated it is very important that the Board be involved. When you have bills, be aware of who you are paying, why and how much. That is an essential part of the control system. Reference the auditor adjustments, he stated the organization has improved tremendously over the years. This year he had only two very minor adjustments to the governmental financial statements. Mr. Moore felt the organization was in great financial shape.

Member McIntosh thanked the auditor. To clarify, she said he was doing some augmentations but that we should be doing them on our own? Mr. Moore said it is best that the organization do it themselves so that the auditor can review them.

Kyle mentioned that further down on the agenda, there is an item about outsourcing the financial duties. We are hopefully going to approve working with a professional that has all the knowledge the auditor referred to. We are seriously trying to bring about the separation of duties as recommended.

The question was asked by Chairman Stork if the auditor recommends the augmentation be done monthly, quarterly? Response by Mr. Moore was once a year.

Member McIntosh commented she appreciates having the material far in advance so there is time to review it before the meeting.

**Motion:** Jolene Gardner. To accept the Fiscal Year (July 1, 2017 – June 30, 2018) Audit.

**Motion seconded:** Bryane Goeringer. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

Mr. Moore commented that he has completed two years out of his three-year signed contract; there is one more year to go. He acknowledged the many changes that have occurred this past year and if the Board did not want to keep him as the auditor, he would not be opposed and would not hold the Board to the contract. He stated just make sure whatever changes you do make are done before March 31, 2019 when you must notify the State as to who your auditor is.

Kyle thanked him for this information, but the Board is not able to discuss that issue at this time as it is not an agendaed item.

**7. Approval of Meeting Dates Schedule for the First Half of 2019:**

**Motion:** Caroline McIntosh. To approve the meeting dates for the first half of 2019.

**Motion seconded:** Bryane Goeringer. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

**8. Approval to Purchase Christmas Decorations from Ralph Jones Display not to Exceed \$5,000-Board Member McIntosh:**

Member McIntosh asked to have this item on the agenda. She really appreciates our new look and she would like the Board to be able to take advantage of the sales that occur right after Christmas.

Kyle commented that the company involved does have a Phase II idea of what we are able to do. If we are looking to commit, this would be the best savings instead of waiting to the last second like we did this year. If approved, items will be purchased and set aside for delivery in the future.

**Motion:** Bryane Goeringer. To approve the purchase of Christmas Decorations from Ralph Jones Display not to exceed \$5,000.

**Motion seconded:** Jolene Gardner. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

**9. Outsourcing of Bookkeeping/Accounting Services:**

Kyle said there is a proposal from Jeffrey Manuel and Company in the Board's packet. This is a person who does bookkeeping for different organizations here in town even though their main office is out of Las Vegas. We have the need to have someone immediately take over the financials of the organization. We reached out to a few local organizations. The company proposed fits all the criteria; therefore, my recommendation is that we go with him. To show his commitment to the organization, he did make a trip up from Las Vegas to work with Lori to find out what goes on. At the end of meeting, he felt confident that there would be no problems if staff was available to him if he had questions. Kyle is confident with moving in this direction at a flat rate of \$2,000/month.

Member Goeringer disclosed that Jeffrey Manuel is his compliance officer at the Jail House. He does a really good job.

Member McIntosh asked the Chairman is it still our long-term goal to have a proposal to work with the County for all these services? Chairman Stork remarked that that is still the pleasure of the Board and it is his understanding that we will work towards that means. He anticipates we will have an interlocal agreement prior to the end of this fiscal year.

Kyle said in the short term we need somebody for the financial reporting next month.

**Motion:** Caroline McIntosh. To outsource the bookkeeping/accounting services to Jeffrey Manuel and Company, certified public accountants.

**Motion seconded:** Jolene Gardner.

Board Attorney James Beecher commented that he appreciated Member Goeringer's disclosure, but he does not believe it rises to the level that he needs to abstain; he should feel free to vote. Chairman Stork commented position noted by attorney.

**Unanimously approved with one absent/Marietta Henry. Motion carried.**

At this time, a short break was requested by the Board.

## **10.Executive Director's Report:**

Kyle acknowledged and recognized the fact that there was a Strategic Plan adopted prior to his arrival. He made a power point presentation that went over the Plan, what has occurred in the past five/six months since his hire and what we are looking to do in the future regarding the Plan.

Kyle continued with the Board has hired a new Director; we defined two new positions – Marketing Manager and Conventions and Sales Manager. The Tour and Rec grant descriptions have been updated. January 14, 2019 has been set as a grant workshop.

We outsourced our minutes and as well as our financials and we are currently recruiting for a new Marketing Manager. As of today, there have been fifteen applications from across the county.

Kyle proceeded with his power point presentation by going over the Guiding Principles, Mission Statement and Strategic Priorities as outlined in the 2018 Strategic Plan Summary. The priorities were outlined as visitation and destination awareness, increase in room night growth, increase in convention center usage/revenues, and a focus on increasing visitors through community improvements and creating 365 days of activities and attractions.

Member McIntosh asked if there could be an annual update brought to us in January. Kyle will add that to the January agenda.

### **III. Old Business:**

#### **1. Parking Lot Subcommittee Report-Goeringer:**

Member Goeringer talked with Nathan and Terry Reck. They will look at what has been discussed. They said within the next two months they will come out and do an assessment. Depending on the water runoff situation, they may need to engage the services of an engineer.

#### **2. White Pine Golf Course Update-Henry:**

In Member Henry's absence, Kyle mentioned that the signs that were part of the grant project between us and Travel Nevada on behalf of the golf course

are done and have been delivered. They haven't been installed because the ground is frozen.

**3. White Pine Trails Update-Goeringer:**

Member Goeringer said the grant is in. By the end of the month we should know if we made the second round.

Wayne Cameron asked if WPCT&R made a recommendation on the Silver State trails as the deadline is the 24<sup>th</sup>. Kyle commented that he is crafting something right now.

**4. Nevada Northern RR Director's Report:**

Mark Bassett was not present, but a report had been included in the Board's packet.

**5. Board Member Reports:**

Member McIntosh acknowledged Carol McKenzie for always being here and supporting us.

Chairman Stork wished everyone a Merry Christmas and Happy New Year and is looking forward to 2019. He wanted to thank everyone for their hard work and help this year.

**IV. Public Comment:**

Carol McKenzie said she has enjoyed coming to these meetings. She said for those that are not aware, we did get the grade school in Lund on the National Historical Register.

**V. Adjournment:**

**Motion:** Bryane Goeringer. To adjourn.

**Motion seconded:** Jolene Gardner. **Unanimously approved with one absent/Marietta Henry. Motion carried.**

**Minutes submitted by:** Judi Bourbeau

**Minutes approved by:**

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