**White Pine County Tourism & Recreation Board**

**MINUTES**

**Regular Meeting**

**DATE: June 25, 2019**

**TIME: 10:00 am**

**LOCATION: Bristlecone Convention Center – White Pine Room**

**Members Present:** Bryane Goeringer **Staff Present:** Kyle Horvath

Ian Bullis James Beecher

Marietta Henry

Caroline McIntosh

**Public Present:** Geri Wopschall

George Chachas

Mark Bassett

Chairman Goeringer called to order the meeting of the White Pine County Tourism and Recreation Board on June 25, 2019 in the White Pine Room at the Bristlecone Convention Center. Chairman Goeringer led in the Pledge of Allegiance.

**I. PUBLIC COMMENT:** George Chachas spoke on Item II. New Business No. 11. He is requesting that the Board consider Tuesdays at 8 a.m. for the meetings. Other days of the week are stacked with other government agencies and it makes it hard to attend two meetings, let alone four on some given days, especially if a person is working. He has days where he has been gone more at meetings than at the store. Mr. Chachas said in the meeting minutes dated May 29, 2019 they don’t properly reflect his comments regarding the junkyard offensive signs on the fence next to the new Holiday Inn that is being built. The verbiage of the signs Bite Me, Boned by the City Council, etc., need to be included in the minutes. Otherwise no one would understand what the difference is between offensive and vulgar. I appreciate the fact that vulgar was put in there, but I don’t consider those completely vulgar; I consider them offensive. The Open Meeting Law is specific that the minutes reflect what was said. We are doing this Main Street America and here we are months later allowing something like that to happen. You are squandering money and not just you folks. I mean the City and the County and all these government entities. If we are going to put a good foot forward, a good face, let’s clean the mud off first. Or we are just collecting money from the different hotel and motel properties that bring in tourism, to do what. Show how ignorant we are? We are not ignorant. We have some that are, and we need to address that. Under the special grants’ agenda, the Nevada Northern Railroad has applied for additional funds. They are not operating under the Nevada Open Meeting Law. The citizen, the taxpayer, cannot see how monies are spent. They have received over $200,000 from you just in room tax. That doesn’t include any grants. They recently were given permission for a $200,000 loan by the Ely City Council and if they don’t pay it by the end of the year, guess who is on the hook. The City of Ely. We need to have accountability. We need to know how that money is being spent and it is not happening. It needs to be. It is the law. You can’t just ignore that. They need to be cut off and be held accountable. I want to remind you that Mr. Bassett’s wife was or is the bookkeeper. Nepotism. You can’t do that. They have been written up for that by the auditors in the past, separation of duties. Regarding the $4,300 that was given to the community choir for pigeon control, that needs to come back. The IRS forbids you from supporting a private business or private club. They have stated that they have a 501c status. Again, I am asking. Where is the proof? What is the date that it was granted? They don’t even meet minimum ADA access standards for the handicapped. How are you going to promote tourism or let anybody else in that building if they have a problem? It is a private club. Lastly, I would like to see a little bit of cleanup done on the parking lot. Maybe paint the corners with red No Parking. You have shrubs and trees growing onto the sidewalk. Someone with a handicapped problem would have difficulty there. The only one sprucing up the town right now is Mr. Goeringer and we need to set a good example, especially for the Fourth of July.

**II. NEW BUSINESS:**

**1. Approval of Agenda, including Removal of Agenda Items – Chairman Goeringer**

**Motion:** Caroline McIntosh moved to approve the agenda as posted.

**Motion Seconded:** Ian Bullis **Unanimously Approved. Motion Passed.**

**2. Approval of Minutes: May 29, 2019 Regular Meeting**

**Motion:**  Caroline McIntosh moved to approve the minutes with Mr. Chachas’ comments to be included.

**Motion Seconded:** Marietta Henry **Unanimously Approved. Motion Passed.**

**3. Review of the Financial Report:**

Kyle reviewed the Room Tax Report, monies taken in and the distribution amounts. He then reviewed the Year-to-Date Budget. From what we budgeted, we are currently at 103.41% for room tax collected from the City and 102.87% for room tax collected from the County. We have exceeded what our budget revenues were expected for the year with the month of June still to come in. Our expenses were under budget. We do have an operating surplus right now of $228,950.43 but that will change because we are getting the final paperwork for the parking lot redo. That money will be spent before the end of the fiscal year. The bathroom we are pushing off to the new fiscal year. We will have some grant reimbursement money coming in. Member McIntosh commented that it is nice to see the Center Events at 142% in revenues this year as that was one of our strategic goals. Kyle then discussed the Rom Tax Revenues Comparison Report. It shows we are up 10.8% this month from this time last year. Finally, we are above budget on revenue and below budget on expenses.

**4. Ratify Bills**

Member McIntosh disclosed that she has a small interest in Bath Lumber and will be abstaining from the vote.

**Motion:** Caroline McIntosh moved to pay Check Nos. 24067 through 24118, less Check No. 24093 for the reason stated, in the amount of $123,857.39.

**Motion Seconded:** Ian Bullis **Unanimously Approved with one abstention. Motion Passed.**

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

Member McIntosh disclosed that she has a small interest in Bath Lumber and will be abstaining from the vote.

**Motion:** Marietta Henry moved to pay Check No. 24093 in the amount of $98.41 to Bath Lumber.

**Motion Seconded:**  Ian Bullis **Unanimously Approved with one abstention. Motion Passed.**

**6. Approval to Require a 25% match, either cash or in-kind, on all future grant requests made to WPCT&R – Member McIntosh**

Member McIntosh said of the grants that I have worked with generally have a fifty percent match that is required so there is some skin in the game by the organization. I would like to propose that we start at a twenty-five percent match so that it is not seen as a handout but a handup that everyone has that ability that they can do through in-kind or cash. This would be starting with the next grant cycle of FY 20/20. Chairman Goeringer thought this was a good idea. He originally thought that it might be in our best interest to have anybody that sees pass thru money do a fifty percent match. He feels with the twenty- five percent match we are looking at is a good start at least in getting everybody together. Member Henry was in agreement. Kyle asked Chairman Goeringer to elaborate on what he meant by pass though money. The organizations that receive pass through money from us, they tend to be the organizations that request money through grants from us. His original thought was that maybe when you are taking a lump sum through us it would be a fifty percent match to apply for these grants. You are receiving so much money from us anyways; we are almost doubling down on the situation without getting any solid skin in the game. He feels this would be a smart move on our part because there are a lot of groups that need this money and they tend to get kicked to the side by people that are receiving pass through monies. Member McIntosh made another point that sometimes when we go through Aid to Organization, they haven’t considered other ways to earn money or gather money. We just look like the one-stop shop and there are a lot of other funding sources. That could mean that we need to put on some grant workshops. Member McIntosh said she would follow up on USDA putting on a grant workshop to expose the organizations to the different types of grants. Kyle asked re: the match – are we talking about cash only match or cash and in-kind as well. It was said cash and in-kind match. George Chachas made a comment that any aid given out should be to those buildings that are owned by City, County or government entities. No private clubs. No pass through from a 501c to a friend of theirs. That is not how the law is written. The law is specific as to what you can do. Counsel Beecher said to George that this is off topic. If you have a comment about requiring a twenty-five percent match – we will take that comment. George then said not a twenty-five percent match unless it owned by the City, County or a government entity.

**Motion:** Ian Bullis moved to approve a 25% match, either cash or in-kind, on all future grant requests made to WPCT&R.

**Motion Seconded:** Marietta Henry **Unanimously Approved. Motion Passed.**

**7. List of Items with approximate replacement costs that are within the Convention Center that may at some time need to be replaced at a moment’s notice – Member McIntosh**

Member McIntosh said one of our priority goals is to increase revenues and usage of the Convention Center. When we increase, we also increase the usage of all this equipment. We have had such a low amount/threshold for our Director to be able to replace things that he would have to wait sometimes almost a month before we could approve things. Because of that we asked for an increase in that. She started asking was that high enough in the sense that if we have coolers that go out, or dishwashers go out, they are vital. They need to ordered right away and replaced. This gives us an idea of aging and what we can expect when we are building our budget as far as a replacement schedule on things. None of these things are new. If we put this in a master plan for our facility, then this is what we are aware of that may need to be replaced. A couple years ago we had a discussion about upgrading our kitchen and I think we need to get back on that conversation, so we have a more functional kitchen. That leads to the other things that we may need to be replacing. We need to make a list of what we can refresh. As an example, the dishes are probably original, and they are heavy. Lighter weight would be better. We need to make a master plan for our facility, so we are not surprised if something goes down. It could mean that we have someone come in and actually take a look at all of this equipment. Member Henry said that it would be very helpful if we knew the actual age and when things were purchased. Chairman Goeringer said that infrastructure is what most people don’t see but it takes the most money. That is everything from the dishwasher to the cooling system on the roof. This is a great start to mapping out how we go about maintaining and replacing things. Member McIntosh said we could improve on this list by adding the HVAC system and building in the age of each item. George Chachas commented that he was under the impression that the Convention Center had a contingency plan/budget to address any of these issues. Kyle said that we do have a contingency plan. The request for this came out of the discussion of the director’s spending limit and then what the spending limit was going to be with the Chairman’s approval and so Member McIntosh had asked for a price list of what the replacement costs for these items would be to see if the approval limits that we were talking about are appropriate. The purpose of this is so we can make quick decisions to fix things when necessary. Chairman Goeringer suggested Nicole come up with a list with dates of purchase and include everything in the building of major infrastructure. No action taken.

**8. Approval to Raise Executive Director’s Spending Limit from $4,999 to $7,500 with Chairman’s approval – Chairman Goeringer**

Ian Bullis said after seeing this list, he wondered if that limit shouldn’t be made higher. Counsel Beecher said you could raise to $7,500 this round and raise it again at a next meeting. Member McIntosh asked for his recommendation. Counsel Beecher said legally speaking he is comfortable in that range. He said he has been thinking about this in the context of Roger Moore’s caution that because we have such a small office and such little oversight, that most items should, according to Roger Moore, come before the Board for discussion and scrutiny. On the other hand, you have that exigency issue and it will be reported. So again, just to reiterate. Legally speaking you are fine. If you wanted to raise it next month to $10,000 or even $12,000, I would just caution that when ratifying the bills that the entire Board be aware just to keep that check there and is retrospectively looking at that with a critical eye. Chairman Goeringer said he is hesitant to raise it based on that because it makes the Chairman vulnerable. Maybe it is something that when we do have an emergency it has to be put on the next agenda or in the ratified bills showing where this money went to. Counsel Beecher said we do have the option of calling an emergency meeting if we need to on occasion. Member McIntosh said that for every meeting she comes in before and goes through every single bill and talks with Kyle about if there is any confusion. The bills are gone through one by one before any checks are signed. Chairman Goeringer said that anything over $4,999 in the future that gets passed by your Chairman and Director gets put on the ratified bills as a standout item. Member Henry asked Counsel what the definition of an emergency meeting is. Counsel Beecher said there is a specific set of statutes that refer to emergency meetings. He would have to look at that. He said if anything did come up, Kyle could give him a call and we would figure it out. Member Henry asked that if the air conditioner went out and Kyle needed to replace it right now, could the Chairman or someone on the Board sign with him on a moment’s notice. Counsel Beecher said he could make a presentation at the next meeting about how to and when we can do emergency meetings.

**Motion:** Caroline McIntosh moved to approve to raise the Executive Director’s spending limit from $4,999 to $7,500 with the Chairman’s approval.

**Motion seconded:** Marietta Henry **Unanimously Approved. Motion Passed.**

Chairman called for a quick break at 10:30 am.

Chairman called the meeting back to order at 10:35 am.

**9. Approval to Amend WPCT&R HR Policy to reflect the acceptance of White Pine County to provide HR services and remove Counsel James Beecher from complaint process**

Counsel Beecher gave a brief review. The current policy states that if an employee has an issue with the Executive Director, Board or the Chair, then the person with the complaint comes to me. I represent the Board and I must keep the Board’s best interests in mind so if I was doing an investigation, I would be doing an investigation with the eye of trying to protect the Board, which is a direct conflict with an employee who would have an issue that needed to be dealt with through HR. Removing me from that process would clean up our procedure and allow me to do my job without being a violation of policy.

**Motion:** Ian Bullis moved to approve amending the WPCT&R HR policy to reflect the acceptance of White Pine County to provide HR services and remove Counsel James Beecher from the complaint process.

**Motion seconded:** Marietta Henry **Unanimously Approved. Motion Passed.**

**10. Employee Annual Review Process and potential pay increases**

Counsel Beecher cautioned everybody that you cannot consider character and competence. Obviously with Kyle being the Executive Director, you can talk about him. But for the other employees’ character and competence at an open meeting without the notice required and waivers, you can’t do that. Kyle said that he had the opportunity to do annual reviews for two of the part-time employees. The reviews were favorable, and Kyle wants to offer them a pay increase of a dollar an hour starting July 1, 2019. The Board approved in the budget a pay increase. Chairman Goeringer felt that we should in the future think about a starting rate and then an adjustment after two to three months if doing job properly. At that point after they are a solid employee giving them a starting set wage.

**Motion:** Caroline McIntosh moved to approve the employee annual review process for the two employees starting with an increase in the upcoming FY for a dollar an hour.

**Motion Seconded:** Ian Bullis **Unanimously Approved. Motion Passed.**

**11. Determine the Board’s meeting dates for the next six months**

Kyle said at the last meeting it was approved that the fourth Tuesday of the month to hold the meetings. Kyle said it is the time that needs to be discussed. Member McIntosh said we will be receiving our City liaison and she would like to see this person’s schedule taken into consideration. For clarification, Kyle said we are still going with the fourth Tuesday of the month, but we are going to table the time. Kyle said the next meeting will be July 23, 2019 at 10am. Chairman Goeringer said we can then decide on a future time after conferring with the City liaison. No action taken.

**12. Executive Director’s Report:**

**a. Marketing**

**b. Events**

**c. Facilities**

Kyle gave an update on what has been happening during the last month concerning marketing. He spoke about social media re: Facebook, Instagram, Twitter and YouTube. He gave an update on the upcoming targeted digital ads; the YouTube targeted video that is still out; the Geofence ad, horse race ad and the Las Vegas ad. For our design projects we have been working on, the Visitors’ Guide will be done soon. The lodging mailer, the horse race mailer, pow wow mailer, pow wow poster, Fourth of July poster, Take It To The Lake poster and golf course rack card have all been done. From a grant standpoint, I am currently writing reimbursements out for all the grants we received the last two cycles. We did get fully funded for our four grant proposals that we submitted. Kyle talked about the upcoming events with the big one being the Independence Day celebration. He gave dates for future events.

**III. OLD BUSINESS:**

1. **Parking Lot Sub-Committee – Goeringer**  Kyle said we are getting the final designs from Reck Bros.
2. **White Pine Golf Course – McIntosh** Caroline said the survey is complete that will feed into the strategic plan for the golf course. New rack card is coming. The signage is up. Mr. Bassett spoke about an upcoming event on August 2 which will involve taking the 220 participants on the train up to Keystone, and then drop them off at Renaissance Village. The following day will be the golf tournament.
3. **White Pine Trails Update – Goeringer** We had 170 participants at the Tears, Beer and Fear event.
4. **Nevada Northern Railway Update – Bassett** Mark gave a shout out to Kyle re: a card he received in the mail. The first time in 17 years he has ever received something like this from the Convention Center. We are working on locomotive 81. He gave some stats on ridership and ticket sales. The two big projects are the flooring in the McGill Depot and the star gazing platform. All the star trains for this year are sold out. Mark is working with the National Park to see if we can add more trains yet this year and additional trains for the 20/20 season. There were two media placements. The AT&T commercial aired.
5. **Board Member Reports** Member McIntosh said she had the pleasure of volunteering on the Star Train last year. She said they had a 4K for Cancer thirty member running team come through on Saturday. The next one will be Bike and Build on July 15. Another 4K for Cancer, this is a thirty-member bike team, July 28. Member Henry thanked Judi for the excellent work on the packets re: the numbering. Kyle said the search for a Marketing Manager continues. He said a recent graduate from UNLV who is a northern Nevada local is coming on Thursday to tour the community. It sounds promising.

**IV. PUBLIC COMMENT:**

George Chachas said on the inventory list he did not see anything in regard to the digital camera or the accessories and nothing to do with computers. On the community breakfast, he always thought it was the reunion breakfast and it was limited to fruit, pastry, coffee. He is confused now as to whether you are doing a full-blown breakfast and if it is wide open to the community, he is concerned about the businesses downtown and we are not supporting it. Kyle said what he is going off of is what was done in the past. He said it is a continental breakfast – fruit, juices, no meats, bagels, pastries and things like that. Kyle said his impression is that it is open to the community. From this point on, it is open to the community. Mr. Chachas said in previous meetings he has asked for information in regard to Mr. Spear as he was a contractor of White Pine County Tourism and Recreation Board. I would like to know again if he had a business license, home occupation license. I have asked that also of Jolene Gardner. If we are going to have people doing business with us, they need to be properly licensed, that includes anybody that has a contract. They were very well paid with big bonuses of $50,000 plus. That is wrong. That money should have gone into taking care of business here. Mr. Chachas said he mentioned at the last meeting there was an advertisement in regard to a group called Legacy. Again, who is sponsoring it, is the event taking place during the horse races. If it is, they need to consider a larger venue. If it is a private club that is fine. Chairman Goeringer said he thinks it is a bikers’ rally. Mr. Chachas said it looked like it was a bunch of impersonators of the Beatles. Kyle said that is the Beatles’ concert that the Chamber is putting on in August as a fund raiser. Mr. Chachas asked Kyle if he was funding that. Kyle said they applied for a grant in the last grant cycle in Aid to Organizations. He thought we partially funded it. George said we need to accommodate people. When we have a crowd here, we don’t want to limit participation. Kyle said he would get together with Wayne on that to see what details have developed.

**V. ADJOURNMENT:**

**Motion:** Caroline McIntosh made motion to adjourn.

**Motion Seconded:** Marietta Henry **Unanimously Approved. Motion Passed.**

**Minutes Submitted by: Judi Bourbeau**

**Minutes Approved by:**

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**Name Date**