

**ELKO COUNTY ECONOMIC DIVERSIFICATION AUTHORITY
REGULAR MEETING MINUTES**

**ECEDA Regular Board Meeting
Great Basin College
Foundation Conference Room
Wednesday, December 8, 2010
1:00 p.m. PST**

STAFF:

Pam Borda- Executive Director
Diana Duncan Elwess- Operations Coordinator

BOARD MEMBERS:

Angela Hansen-AMEC Earth & Environmental
Mayor Cliff Eklund- City of Carlin
Mayor Mike Franzoia- City of Elko
Jolene Supp- City of Wells
Charlie Myers- County of Elko
Betti Magney-Elko Daily Free Press
Dan Hoover- Frontier Communications
Mike Hachquet- Gold Dust West
Carl Diekhans- Great Basin College
Shirley Alen- Nevada State Bank
Nichole Volk- Northeastern Nevada Regional Hospital- Alternate
Jason Ashby- P & H MinePro Services
Kelly Wilson- Pacific Steel & Recycling
Bill McCrary-RAM Enterprise- Alternate
Bill Vincent- Red Lion Hotel & Casino- Alternate
Gayle Ratliff- US Bank

GUESTS:

Ben Veach- Summit Engineering

MEMBERS ABSENT:

City of West Wendover
NV Energy
Newmont Gold
Savage Services
Stewart Title Company

A. CALL TO ORDER: By ECEDA Chairman of the Board Angela Hansen

The agenda for this meeting of the Elko County Economic Diversification Authority (ECEDA) has been properly posted for this day and time in accordance with NRS requirement. **ECEDA's monthly board meeting agenda and board meeting minutes are now posted for public viewing on our website at www.eceda.com. They can be found under the *ECEDA at Work* link.**

B. ROLL CALL: Introductions of Board Members and Guests.

C. PUBLIC COMMENT PERIOD:

This agenda item is to provide time for the general public to address the authority regarding items of concern. Action cannot be taken at this time, but a matter can be set on the agenda for a future meeting, as appropriate.

None

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**** DENOTES POSSIBLE ACTION ITEM**

D. APPROVAL OF THE OCTOBER 2010 REGULAR MEETING MINUTES**

Carl Diekhans brought to the attention of the minute taker that the attendance roster listed the name of Carl Diekhans for Great Basin College then recorded John Rice as having made a motion to accept an action item. After research, it was established that Carl Diekhans had left the meeting and John Rice did make the motion.

ACTION: Nichole Volk motioned approval of the October 2010 Minutes with correction to the attendance roster. Charlie Myers seconded the motion. The motion passed.

E. ECEDA FINANCIALS:**

1) **APPROVAL OF WARRANTS FOR OCTOBER AND NOVEMBER 2010:

Review and approval of expenditures and financials for the month of October and November 2010

Pam Borda reported that the revenue is up, due to the Marketing Project Funds and expenditures are for Atlas Advertising marketing project, Notary fees, and computers.

ACTION: Carl Diekhans motioned approval of the October and November 2010 Warrants. Cliff Eklund seconded the motion. The motion passed.

2) QUARTERLY REPORT AB317 (NRS 448)

Pam Borda explained that ECEDA will be receiving the first Quarterly Payment from the Department of Taxation for SAS Global. The money is designated for marketing.

(An ACT relating to taxation; providing for the disbursement of a portion of the proceeds of the state tax imposed on certain businesses to regional organizations for economic development; and providing other matters properly relating thereto.)

F. NEW BUSINESS

1) **REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF THE QUARTERLY NEWSLETTER, BEING SENT OUT FOR THE 1ST AND 2ND QUARTERS COMBINED.

Executive Director Pam Borda explained that this is a routine item providing the Board with a copy. The current Newsletter design reflects 1st and 2nd quarters. Nichole Volk asked who we send the Newsletter out to. Pam Borda explained that we send to media, NCED, other EDAs', JOIN, City and County agencies. This is an email newsletter.

ACTION: Charlie Myers motioned approval of the Quarterly Newsletter. Mike Franzoia seconded the motion. The motion passed.

2) **REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2010-002, A POLICY ESTABLISHING A CONTINGENCY FUND FOR ECEDA.

Executive Director Pam Borda recommended approval of this item with 10% of balance being the desired amount to set aside for the Contingency Fund for ECEDA versus the 5% that is currently listed in the Policy 2010-002. The 10% would be 2 months expenses for ECEDA. After discussing which type of account would be better, Capital Acquisition Fund or Contingency Fund, with Cash Minor, Elko County CFO, it was decided that the Capital Acquisition Fund would present too many problems. We have estimated that there is 24,000.00 in our ending fund balance and will divide that in half. Putting half in the Contingency Fund and the other half

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in ECEDA's general fund. City of Elko Mayor Mike Franzoia felt that 10% was too high and it was a state requirement that it could be not that high. Pam explained to the Board the state requirement did not pertain to ECEDA as we are not a governmental entity.

ACTION: Charlie Myers motioned approval to authorize staff to set up the Contingency Fund Policy 2010-002 not to exceed 3% of annual budget and to establish an ending fund balance by allocating the 2010/11 balance forward to establish the fund. Mike Franzoia seconded the motion. The motion passed.

3) ****REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2010-003, A POLICY ESTABLISHING THE PROCEDURES FOR A NOTARY PUBLIC.**

ACTION: Charlie Myers motioned approval of Policy 2010-003, A Policy Establishing the Procedures for a Notary Public. Mike Franzoia seconded the motion. The motion passed.

4) ****REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF EMERGE, THE STRATEGIC PLAN FOR ECEDA AND MEMBER CITIES.**

Pam sent the plan to County and each City to be reviewed and provide comments. Then distributed to the ECEDA Board for review and comments. Now on the agenda for approval.

Jolene Supp stated that the document was very good and appreciated the effort. She reminded the Board that this is a dynamic document and not etched in stone.

ACTION: Jolene Supp motioned approval of EMERGE, the Strategic Plan for ECEDA and Member Cities. Charlie Myers seconded the motion. The motion passed.

5) ****REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2010-001, A POLICY TO AUTHORIZE THE CHAIRMAN AND EXECUTIVE DIRECTOR TO CONDUCT ECEDA BUSINESS WHEN THE ITEM IS DEEMED IMPORTANT AND TIME IS NOT SUFFICIENT TO BE TAKEN TO A REGULAR BOARD MEETING OR TO CALL A SPECIAL BOARD MEETING.**

Mike Franzoia is concerned because government type entities cannot do this (authorize the Chairman to make decisions). Parameters could be set in the policy for the Executive Director to consult with the Chairman and only give the Executive Director the authorization to make these emergency decisions. The Executive Director then would put the item on the agenda to be ratified later.

ACTION: None taken, it was deemed that a policy is not needed as it is already in the authority of the Executive Director to make the best decisions for ECEDA.

6) ****REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF ECEDA BALANCE FORWARD AND PROPOSED ALLOCATION TO THE FY2010-2011 BUDGET.**

This item was covered under New Business Item F2.

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- 7) ****REVIEW, DISCUSSION AND POSSIBLE APPROVAL OF THE REVISIONS TO THE INTERLOCAL AGREEMENT THAT CREATES ECEDA. THE INTERLOCAL AGREEMENT ONCE APPROVED WILL NEED TO BE APPROVED BY THE COUNTY AND EACH MEMBER CITY AS WELL.**

County Manager Rob Stokes has been very helpful in this process. He brought in Kristin McQueary the Assistant DA to help ECEDA establish the correct verbiage for the Interlocal. ECEDA is establishing the Executive Committee as the voting authority of the ECEDA Board. The Executive Committee will be comprised of 7 voting members which are the representatives of the County, City of Carlin, Elko, Wells, West Wendover, Chairman, and Vice-Chairman. The Immediate Past Chairman is considered ex-officio and is a non-voting participant along with the Executive Director. A quorum would constitute a simple majority of those present with a minimum of 4 voting members present. This will create more pressure on the Executive Committee to attend meetings.

We will need to determine what the effective date will be. The document will need to be presented to the county Commission and each member City for resolution. Cliff Eklund asked, if one entity does not participate in ECEDA is the Authority gone. The answer is no, the Interlocal would have to be redone to remove the entity that does not want to participate.

ACTION: Kelly Wilson motioned approval of the revisions to the Interlocal agreement. Mike Franzoia seconded the motion. The motion passed.

G. REPORTS

- 1) **LEADS:** Staff will provide a summary of ECEDA's active leads.
We have received a fair amount of leads from NCED along with the rest of the state. Working with a company to locate in the Carlin Industrial Park, still working with Warner Trucking on locating to the area.
- 2) **NNRR PROJECT:** Commissioner Charlie Myers and staff will report on the progress of the County's NNRR Planning Committee and the Railport Project.
- 3) **RNDC** – report from Shirley Alen- No meeting, nothing to report
- 4) **STATUS REPORT:** Staff will provide status on various activities and projects.
A written Staff Report was provided in the Board Packet. ECEDA staff recently attend the NCED Annual Workshop in Carson City. Carlin Mayor Cliff Eklund attended along with Steve Feasel. He is a new City Councilman for Carlin. Wells City Manager Jolene Supp also attend along with Layla Watz a new Well City Councilwoman. Pam Borda reported that EDA's are coming together to work in concert better. Rob Hooper of NNDA spoke about ECEDA's involvement in Open Source Economic Development and the Dream It. Do It. program. In future meetings Pam will go over what involvement in the Dream It. Do It. program entails.

H. BOARD MEMBER REPORTS

Members will be provided the opportunity to give a short report on their business or their city/county.

I. SCHEDULE NEXT MEETING

ECEDA's next regular Board of Directors meeting is normally scheduled for Wednesday, January 26, 2011 at 1:00 pm at Great Basin College.

J. ADJOURN

Respectfully submitted:

Diana Duncan Elwess- Operations Coordinator