

**ELKO COUNTY ECONOMIC DIVERSIFICATION AUTHORITY**

**(ECEDA)**

**FRIDAY, JUNE 23, 2006 AT 9:00 A.M.**

**REGULAR BOARD MEETING MINUTES**

**GREAT BASIN COLLEGE**

**BERG HALL**

**PRESENT:**

David Crawford

Glen Guttry

Terry Sullivan

Charlie Myers

Kerry Aguirre

Cliff Eklund

Phyllis Peterson

Pax Kelly

Be-Be Adams

Rhonda Zuraff

Greg Brorby

Angela Hansen

Helen Hornbarger

Paul Killpatrick

Elaine Barkdull

Kim Abeyta

**GUESTS:**

Brad Woodring, Sierra Pacific Power Company

David Hensen, Northeastern Nevada Regional Hospital

**REPRESENTATIVE ABSENT:**

Cashman Equipment

Newmont Mining Corporation

1. ECEDA Chairman Paul Killpatrick opened the meeting.
2. Public Comment - No public comments was made.
3. Correspondence - Executive Director Elaine Barkdull provided copies of newspaper articles relating to ECEDA and the NNRR Railport Project. Elaine Barkdull presented a letter from Keyth Durham, of West Wendover, requesting consideration by board members for his reappointment to the Board of Directors to the Rural Nevada

Development Corporation (RNDC). Board Members discussed the request for Keyth Durham's reappointment. Glen Guttry made a motion to reinstate Keyth Durham to the Board of Directors of RNDC and Rhonda Zuraff seconded the motion. The motion passed unanimously.

4. Approval of the May 2006 Regular Board Meeting and Annual Retreat Minutes –

The regular monthly board meeting and planning retreat was held on May 6, 2006 at Great Basin College, in Elko, Nevada.

Action Item - Terry Sullivan made a motion to approve the May Minutes and Charlie Myers seconded the motion. The motion passed unanimously.

5. Approval of Warrants for May 2006 - Executive Director Elaine Barkdull reviewed the warrants for May 2006. Elaine Barkdull explained that \$7,824.71 was paid to Railroad Industries for Phase I of the NNRR Plan for Business. All other expenses had been pre-approved by the Board via the 2006 Budget.

Action Item – Charlie Myers made a motion to approve the May Warrants and Rhonda Zuraff seconded the motion. The motion passed unanimously.

6. New Business

NNRR Project

Executive Director Elaine Barkdull told board members the Groundbreaking Ceremony for the Northeastern Nevada Regional Railport would be held at 3 p.m. at the Railport Site. She stated that the VIP Reception would immediately follow at Great Basin College at 5 p.m. Elaine added that ECEDA received over 100 RSVP's to the event and 4 prospective companies for the NNRR would be attending the ceremony.

Elaine Barkdull gave a brief report on the NNRR County Planning Committee. She stated the committee was working on a scope of work, work items and stakeholders communication plan.

Leads Update-Executive Director Elaine Barkdull discussed several leads that the ECEDA office received during the month of May 2006 and ongoing leads as well. A generalized list of leads was distributed. Elaine Barkdull informed board members that detailed information is confidential and located in the ECEDA office.

Executive Director's Report - Elaine Barkdull informed board members that she recently returned from San Francisco where she successfully completed and received a certificate from "The Training Camp 5-Day Project Management Professionals Association" in Project Management.

Executive Director Elaine Barkdull reported that Elko Daily Free Press would sponsor the 2007 ECEDA Guide and will once again make a contribution to ECEDA.

Summary of Suggested Changes from SWOT Exercise- Executive Director Elaine Barkdull summarized SWOT results and highlighted the changes provided by board members at the 2007 Annual Board Retreat. Board members received a copy of the summary. All suggestions and changes approved by the board members.

- Board of Directors – The Executive Board will now be called the Executive Committee. Seven representatives from the board will serve on the Executive Committee. Four seats will belong to the government entities and private entity representatives will fill the remaining three seats. The Executive Committee will consist of Chairman, Vice-Chairman, Past Chairman and four Executive Committee representatives.

Action Item - Glen Guttry made a motion to approve the changes to the Executive Board and Pax Kelly seconded the motion. The motion passed unanimously.

- Staff and Daily Operations – Add lobbying, sales and marketing and maintaining confidentiality to the Executive Director’s job description. Format the job descriptions to look uniform. Add ECEDA data entry responsibilities of the office manager in order to cover various programs. Add, “Adheres to Policies and Procedures and Bylaws” to Office Managers job description. Add changes to ECEDA’s Policies and Procedures.

Action Item - Terry Sullivan made a motion to approve the changes to “Staff and Daily Operations” and Charlie Myers seconded the motion. The motion passed unanimously.

- Leads Policy and Procedure - Stay within State guidelines as explained by Tim Rubald of NCED. Add an area for a signature for anyone wishing to review the leads files. Active leads files are kept at the ECEDA office. Any board member wanting more detail will need to view the documents in the ECEDA office.

Action Item - Charlie Myers made a motion to approve the changes to the Leads Policy and Procedures and Pax Kelly seconded the motion. The motion passed unanimously.

- Committees and Task Groups – Change the Policies and Procedures to say “working groups” as opposed to “task groups”. Working groups will require a timeframe, an objective, and a project and will be formed as needed. They are not an annual committee. Annual committees will meet monthly or quarterly and are formed to complete the annual Work Plan of ECEDA.

Action Item – Charlie Myers made a motion to approve the changes to the Committees and Task Groups and Terry Sullivan seconded the motion. The motion passed unanimously.

Election of 2007 Executive Committee-Executive Director Elaine Barkdull explained that the Executive Committee will include seven members from the board which will include 3 private entity seats and 4 government entity seats.

Executive Director Elaine Barkdull stated that Chairman Paul Kilpatrick's term was ending. Elaine Barkdull expressed that the past 2 years were very exciting working with Paul Killpatrick. Elaine Barkdull added that there was great communication between them and they were able to accomplish quite a bit over the past 2 years.

Policy changes were approved for the new committee structure. Last years policy and procedures calls for Vice Chair to step up. 1<sup>st</sup> Vice Chairman Charlie Myers declined the position of ECEDA Chairman based on the fact that he has recently started a new business and there could be some conflict of interest because of his position on the Elko County Commission.

Executive Director Elaine Barkdull asked for nominations for the 1 additional private entity seat.

Action Item -Glen Guttry made a motion to nominate Terry Sullivan of Great Basin Bank and Charlie Myers seconded the motion. The motion passed unanimously. Terry Sullivan accepted the Executive Committee nomination.

#### 2007 Board of Directors

- Greg Brorby, Sierra Pacific Regional Manager was elected as Chairperson.
- Pax Kelly, City of Wells Councilwoman was elected as Vice-Chairperson.
- Paul Killpatrick, Great Basin College will serve as Past Chairman

- Cliff Eklund, City of Carlin Councilman, Glen Guttry, City of Elko Councilman and Charlie Myers Elko County Commissioner will serve as government representatives.
- Terry Sullivan, Great Basin Bank President/CEO will serve as a new private entity representative.

Approval of New 2006-2007 ECEDA Work Plan and Committee Elaine Barkdull and board members reviewed and discussed the 2007 Work Plan and assigned board members to the various committees:

### **Projects Committee**

- Railport: Charlie Myers, Elaine Barkdull, Paul Killpatrick, Phyllis Peterson, Greg Brorby, Pax Kelly, and Helen Hornbarger
- Elko: Glen Guttry, Elaine Barkdull and Kerry Aguirre (Kerry will report back to ECEDA board in Executive Director Elaine Barkdull's absence)
- Carlin: Cliff Eklund and Elaine Barkdull
- Wells: Pax Kelly and Elaine Barkdull

### **Recruiting and Marketing Committee**

- Elko Plan: Glen Guttry, Curtis Calder, Dennis Crooks, Kerry Aguirre, and Elaine Barkdull
- Carlin Plan: Cliff Eklund and Elaine Barkdull
- Wells Plan: Pax Kelly and Elaine Barkdull
- Elko County: Charlie Myers and Elaine Barkdull
- Regional Plan: Dennis Crooks, Curtis Calder, and Elaine Barkdull

### **Workforce Committee**

- Pax Kelly, Rhonda Zuraff, Phyllis Peterson, Helen Hornbarger, Charlie Myers, David Hensen, Angela Hanson, and Elaine Barkdull

## **Business Retention and Expansion**

Executive Director Elaine Barkdull informed Board Members that she had a candidate for the BR&E contract employee. Elaine Barkdull stated that Norlene Wilson was a local business owner and would be great to put in front of any company. She also added that Norlene Wilson was very polished.

Action Item – Rhonda Zuraff made a motion to approve Norlene Wilson as the contract employee for ECEDA's Business Retention and Expansion Program, and Charlie Myers seconded the motion. The motion passed unanimously.

### **BR&E Committee**

- Paul Killpatrick, Terry Sullivan, Helen Hornbarger, Glen Guttry, Angela Hansen, David Crawford, Greg Brorby, Rhonda Zuraff, Pax Kelly, Phyllis Peterson, Bill Kohbarger, Charlie Myers, Elaine Barkdull, Norlene Wilson and Kim Abeyta.

### **Lobbying/Government Activities Group**

- Be-Be Adams, Elaine Barkdull, and Greg Brorby

### **Infrastructure Committee**

- Greg Brorby, Elaine Barkdull

Approval of the 2007 Working Budget- Executive Director Elaine Barkdull reviewed and discussed changes to the proposed 2007-Working Budget. Elaine stated that \$3,600 was transferred from Travel to Marketing.

Action Item - Charlie Myers motioned to accept the 2007 Working Budget and Glen Guttry seconded the motion. The motion passed unanimously

The next board meeting will be held in Elko on July 21, 2006 at 9:00 a.m. at Great Basin College's Berg Hall Conference Room.

**MEETING ADJOURNED**

Respectfully submitted,

Kim Abeyta  
Office Manager

\* Note new policy and procedures will change this advancement. The Chairman will be elected by the ECEDA Board Members rather than advanced by rank.

See new updated Policy & Procedures.