

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

February 18, 2015

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MINUTES, FEBRUARY 18, 2015

1. **Time, Place and Date.** The Winnemucca Convention and Visitors Authority met in regular session in full conformity with the law at the Winnemucca Convention Center, East Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, February 18, 2015 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Herb Ross	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Jim Billingsley	City Representative
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:
None

Others Present:

Jacy Jackson	Downtown Business Association (DBA)
Debbie Hummel	Western Art & Craft Show
Susan Rorex	Humb Hospital Auxiliary
Stan Rorex	Humb Hospital Auxiliary
Holly Rudy-James	The Humboldt Sun
Lyle Avey	Rocky Mtn Elk Foundation

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, February 12, 2015 at Humboldt County Library, Court House, Post Office, City Hall and Convention Center West Hall. No persons have requested mailed notice during the past six months.

5. Business Impact Determination. After review of the February 18, 2015 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***Don Stoker made a motion that no proposed agenda item is likely to impose a direct and significant economic burden on a business or directly restrict formation, operation, or expansion of a business. The motion carried, 4-0.***

6. Minutes.

Prior meeting minutes of January 21, 2015.
Don Stoker made a motion to accept the minutes of the January 21, 2015 meeting. Motion carried, 4-0.

7. Claims. The following claims were submitted for payment and approved on February 18, 2015:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	19841-19914	\$151,191.26

Don Stoker made a motion to approve all claims as submitted. The motion carried, 4-0.

8. General Business.

8.1 Lori Timko, Young Life Banquet, September 19, 2015, request for facility grant, for possible action

Ms. Timko is here tonight representing Young Life, which is a faith-based youth organization open to all area youth. They have been active in our community in the past, but re-launched here last April with 6 participants.

They now have close to 100 area youth attending each month at meetings and various activities. At this time they are working toward raising funds to attend summer camp. Tonight's request is for a facility request for their banquet in September that will include a motivational speaker and other activities. ***Herb Ross made a motion to approve a \$700 facility grant (WH \$600, kitchen \$100) for the Young Life Banquet on September 19, 2015. Motion carried, 4-0.*** Young Life will be responsible for any other customary convention center charges.

8.2 Alicia Cramer, Humb Vol Hospice, Nev Assoc of Hosp Volunteers Conference, October 13-15, 2015, for possible action

The agenda item lists the organization making this request as Humboldt Volunteer Hospice. It should read Humboldt Hospital Auxiliary.

Stan and Susan Rorex are here tonight representing the Auxiliary and make the request. This state convention has been held in Winnemucca before, but the last time it was here was at least ten years ago. Hospital volunteers from all over the state will be attending. Locally, some of the Auxiliary's activities include donating funding for medical equipment to the hospital, funds for scholarships and projects at Harmony Manor and they also operate the Poke & Peek Thrift Shop. ***Don Stoker made a motion to approve a \$1,800 facility grant (WH, 3 days @ \$600/day) for the Nevada Association of Hospital Volunteers Conference, October 13-15, 2015. Motion carried, 4-0.***

8.3 Ray Parks, NIAA State High School Wrestling Tournament, February 13 & 14, 2015, request for funding, for possible action

At last month's meeting Mr. Parks was here to see if this board would be open to offering some funding for a "hospitality room" for coaches and volunteers at this wrestling tournament. This is a requirement by the NIAA to the host site. Since it was not an action item, the board could not officially approve any funding but all agreed that this was an excellent event that filled motel rooms and was good for the community. Tonight Mr. Parks presented an invoice that Lowry High School received from Las Margaritas in the amount of \$5,000 for catering services during this tournament. Since these arrangements were all made at the last minute, there was no contract with Las Margaritas, but the 12% catering fee on this is still due to the Winnemucca Events Complex. ***Don Stoker made a motion to approve a \$5,000 grant to Lowry High School to cover the cost of the hospitality room at the 2015 NIAA State High School Wrestling Tournament, February 13 & 14, 2015. WCVA staff will invoice Las Margaritas for the catering fee that is due and payable at this time. Motion carried, 4-0.***

8.4 Debbie Hummel, Western Art & Craft Show, July 29-31, 2015, request for facility grant, for possible action

This will be the third year that Mrs. Hummel will be coordinating this show during the Superior Livestock Auction. She has vendors located in the East Hall that offer one-of-a-kind items for sale to attendees and their families.

Herb Ross made a motion to approve an \$1,800 facility grant (EH Main Floor, 3 days @ \$600/day) for the Western Art & Craft Show, July 29-31, 2015. Motion carried, 4-0.

8.5 Mike Scott, Wmca Regional Raceway Association, 2014 Cooperative Funding loan repayment, for discussion and possible action

Last year this board approved funding for WRRRA in the amount of \$22,000. Of that amount, \$11,000 was a grant and the remaining \$11,000 was a no-interest, five-year loan. Due to bad weather and other factors, WRRRA did not have the successful season they had been anticipating. They had hoped to be able to repay the loan in full but, instead, are proposing that it be rolled over into this year's funding which will be repaid after the Dwarf National event that they will host. After a lengthy discussion, ***Ron Cerri made a motion to approve a \$5,000 grant and a \$6,000 underwriting for the 2015 Winnemucca Regional Raceway Association season. This funding will be used to repay the loan from 2014. If the 2015 is successful, they will be responsible for returning the \$6,000 underwriting to WCVA. Motion carried, 4-0.***

8.6 Holly Rudy-James, Just Desserts Bookmobile Fundraiser, September 12, 2015, request for facility grant, for possible action

This is a fundraiser that was very successful two years ago. They raised \$8,000 for this project. Last year it was not held due to scheduling conflicts, but they are ready to hold another event. This is a family-friendly evening of games and raffles for the entire community. ***Ron Cerri made a motion to approve a \$600 facility grant (WH, one day) for the Just Desserts Bookmobile Fundraiser, September 12, 2015. Motion carried, 4-0.***

Holly Rudy-James and the committee producing this event are responsible for any other customary convention center charges.

8.7 Lyle Avey, Rocky Mountain Elk Foundation Annual Banquet, March 21, 2015, request for facility grant, for possible action

This will be the 25th year that RMEF has held their banquet and fundraiser. It is always well attended, with approximately 50% of the attendees coming from out of town. ***Herb Ross made a motion to approve a \$600 facility grant (WH, one day) for the Rocky Mountain Elk Foundation Annual Banquet, March 21, 2015. Motion carried, 4-0.*** RMEF is responsible for any other customary convention center charges.

8.8 Jacy Jackson, Downtown Business Association, Dames-n-Design, September 19, 2015, request for facility grant, for possible action

This will be the second year for this event. Last year it was co-produced with Humboldt Volunteer Hospice. They had approximately 250 people attend. This year the DBA will be coordinating it with their members only. It is a dressy evening of food, vendors and music. Funds will be used for downtown improvements. *Don Stoker made a motion to approve a \$700 facility grant (EH Main Floor, \$600, kitchen, \$100) for the Downtown Business Association's Dames-n-Designs, September 19, 2015. Motion carried, 4-0.* The Downtown Business Association is responsible for any other customary convention center charges.

8.9 Donation to City of Winnemucca Special Events Fund, for possible action

For the past several years WCVA has made this donation to help offset some of the expenses incurred by the city during our events. Kim is requesting that we make this gesture and, once again, donate \$10,000 towards these expenses. *Don Stoker made a motion to approve a \$10,000 donation to the City of Winnemucca Special Events Fund. Motion carried, 4-0.*

8.10 Accommodations tax 9-month refund requests, for possible action, Miler (\$391.14), Dickinson (\$860), Davey (\$993.60), Harber (\$390.60), West (\$388.42), Bruckler (\$567.80), Venable (\$495), Skeen (\$432.48)

Herb Ross made a motion to approve the accommodation tax 9-month refund requests for Mike Miler (\$391.14), Zebediah Dickinson (\$860), Charles Davey (\$993.60), Michael Harber (\$390.60), Gordon West (\$388.42), K. Michael Bruckler (\$567.80), James Venable (\$495), Gary Skeen (\$432.48). Motion carried, 4-0.

9. Director's Report.

9.1 Financial reports on WCVA events

Bank reconciliations for the Tri-County Fair and Ranch Hand Rodeo were included in the board packets for review.

9.2 Approval for increase in WCVA credit card purchase limit, for possible action

Some of the vendors that we do business with are now requiring a credit card for purchases instead of waiting for a check to be issued. Currently, our limit is \$5,000, which is fine most of the time but there are a few times throughout the year where we meet that limit and are unable to make additional purchases. Kim is requesting an additional \$5,000 be added to our Nevada State Bank VISA card, for a total of \$10,000. Shelly has been working with

our rep from Nevada State Bank and has the forms for board signatures, if this request is approved. ***Don Stoker made a motion to approve an additional \$5,000 credit be added to the WCVA Nevada State Bank VISA card, for a total line of credit of \$10,000. Motion carried, 4-0.***

9.3 East Hall parking structure update, for discussion & possible Action

It has been quite a while since Kim spoke with Mike Sheppard about getting an estimate on the necessary repairs to the East Hall parking structure, so he wrote him a letter requesting that he be present at tonight's meeting. Mr. Sheppard came to the meeting with a letter prepared with items to be discussed. This letter outlined several options and cost estimates, but the bottom line was that the initial report prepared in October by Tectonics Design Group was very general and that more in-depth engineering and analysis must be done before we will know exactly what is required. One option that looks promising is a special water jet machine, operated by a company out of Elko, that can be adjusted to remove the deteriorating concrete and also rust from the rebar. It's quite expensive but looks to be more precise in its work than someone doing it by hand. The board all agreed that Kim should work with Mike Sheppard to get this additional analysis completed and request bid specs be prepared by Tectonics for the project. Mike will relay this information to Tectonics and keep Kim informed of their progress.

9.4 Change of April meeting date, for possible action

Kim will be attending the Nevada Commission on Tourism's Annual Rural Roundup in April on our regular meeting day. He would like to request that our meeting date be changed to April 22. ***Herb Ross made a motion to approve changing the WCVA meeting date in April from the 15th to the 22nd. Motion carried, 4-0.***

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

No report.

10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

10.3 Update on delinquencies, request for authorization of disclosure of confidential information, for discussion & possible action

No report.

10.4 Report on standardized delinquency procedure, discussion & possible action

No report.

10.5 Update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action

No report.

10.6 Confirmation of filing of ethics acknowledgments with state ethics commission, discussion

Counsel reported he had received written acknowledgment from Ethics Commission that they received our Board's 2015 acknowledgments.

11. Board Administrator.

11.1 January Financial Reports, for discussion

Room tax revenue continues to decline.

12. Other Business.

12.1 Indoor Event Center addition

Kim would like to re-open the discussion regarding the expansion of the Indoor Event Center. He presented board members with copies of the drawings that were prepared in January 2013 when this board started this discussion. The estimated cost of this expansion is \$1.6 million. Kim would like to work towards a 2-way split in funding this project, Ag #3 and WCVA. This expansion would be utilized in conjunction with several of our annual large events and would also offer additional concession and/or vendor space, or could be used independently for meetings, family celebrations or other events. The room taxes that are deposited with the county each month have been accumulating in a capital projects fund and could be designated towards covering a portion of the cost. Last year some of these funds were diverted towards operational expenses and the purchase of a tractor at the Winnemucca Events Complex. As the county's budgetary concerns continue, this board was concerned that these room taxes that the county is holding will be depleted further for other expenses. WCVA board members support this project and directed Kim to go before the Ag District #3 board for their approval to include it in the Winnemucca Events Complex FY 2016 budget. Once they have approved including this in their budget, Kim will go before the Commission to make his request.

12.2 Convention Center security cameras

Kim reported that the security cameras that have been operational at the Convention Center for the past couple of years have, once again, proven very

valuable. Over the weekend there was a memorial service in the East Hall. On Friday the caterer worked in the kitchen preparing food for the event. When she came in on Saturday morning several thousand dollars worth of food was missing. By going back and reviewing the recording, Kim was able to watch as a man with a dog made several trips outside with bundles of food, along with wandering around the East Hall in the middle of the night. He recorded the best view of the man on a thumb drive and gave it to the police officer investigating the theft. There are still some blind spots that Kim would like cameras installed to cover. He will be speaking with the company that he worked with before.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 18, 2015, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.* The meeting was adjourned at 6:30 pm to the next regular meeting, or to the earlier call of the Chairman or to the call of any three (3) members of the Board on three (3) working days notice.

Respectfully submitted,

Shelly Noble

APPROVED ON _____, 2015

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

HERB ROSS
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

ABSENT
JIM BILLINGSLEY
City Representative

RON CERRI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator