



- discussion & possible action
  - 10.6 Possible standardized delinquency procedure, timetable & forms, for discussion & possible action
  - 10.7 Possible update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action
  - 11. Board Administrator
    - 11.1 April Financial reports
  - 12. Other Reports
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  - 14. Adjournment
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### MINUTES, MAY 21, 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, West Hall, Winnemucca, Nevada at 4:00 pm on Thursday, May 21, 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
Jim Billingsley	City Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

*Convention and Visitors Authority Board Officials Absent:*  
None

*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*  
None

*Others Present:*

Vanessa Davis	Steele & Associates
Demo Herrera	Winnemucca Motocross

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Monday, May 18, 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 May 21, 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, 5-0.*

**6. Minutes.**

Prior meeting minutes of April 22, 2015.  
*Don Stoker made a motion to accept the minutes of the April 22, 2015 meeting. Motion carried, 5-0.*

**7. Claims.** The following claims were submitted for payment and approved on May 21, 2015:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	20077-20153	\$147,138.27

*Don Stoker made a motion to approve all claims as submitted. The motion carried, 5-0.*

**8. General Business.**

**8.1 Presentation & acceptance of FY 2014 audit report, Steele & Associates, for possible action**

Vanessa Davis, representing Steele & Associates, came before the board to report on the FY 2014 audit that was conducted by her firm. The WCVA received a “clean” opinion with no findings. Ms. Davis reviewed the highlights of the financial position of the WCVA during this time period. The only non-compliance issue is that the audit was turned in late to the state. This item is included in their report. *Don Stoker made a motion to accept the WCVA FY 2014 audit as presented by Vanessa Davis of Steele & Associates. Motion carried, 5-0.*

Kendall wanted board members and Ms. Davis to be aware that at next month’s meeting we will, most likely, have to do a budget augmentation to the FY 2015 budget due to room taxes not meeting the budgeted amount.

## **8.2 Public comment on WCVA FY 2016 Tentative Budget, for possible action**

No public comment.

## **8.3 Approval of WCVA FY 2016 Final Budget and 5-Year Improvements Plan by Resolution, for possible action**

Board members reviewed and discussed the budgeted amounts for FY 2016 and felt that if the current trend continues as they expect it will, the room tax income will not meet the budgeted amount. In addition to the funds that are allocated for operating expenses and other grants this board awards to promote tourism, we will have some large expenditures coming due next year such as the Event Center expansion and repairs to the East Hall parking structure so expenses will need to be increased. Board members would like Kendall to make the following changes to the FY 2016 Budget:

### Revenue:

Other taxes (room tax) reduced from \$1,800,000 to \$1,700,000

Miscellaneous revenue reduced from \$179,000 to \$150,000

Total revenues to be reduced from \$2,152,000 to \$2,023,000

### Expenditures:

Culture & Recreation increased from \$1,955,000 to \$3,155,000

Total expenditures to be increased from \$2,412,680 to \$3,610,000

***Terry Boyle made a motion to approve the tentative budget as the final budget with the changes as listed above. Bill Macdonald will prepare a resolution to adopt this budget for board member's signatures at next month's meeting. Motion carried, 5-0.***

## **8.4 Demo Herrera, Winnemucca Motocross, request for additional funding, for possible action**

Demo is here tonight to report on their racing season last year and to present the board with a payment on the water truck loan. This organization had six races last year including the Labor Day Weekend Race, which they plan to repeat this year. They are racing with Carlin and Battle Mountain this spring, which is good. They are also planning a motocross series in the fall. Demo presented the board with a check for \$5,000 as a payment towards the water truck this board helped them buy in late 2013. Demo thanked the board for their support.

## **8.5 Accommodations tax 9-month refund requests, for possible action, Corn (\$924), Knighton (\$379.28)**

***Don Stoker made a motion to approve the accommodation tax 9-month refund requests for Robert Corn (\$924) and George Knighton (\$379.28). Motion carried, 5-0.***

## 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 East Hall parking structure update, for discussion & possible action

Kim received a letter last week from Tectonics outlining the project and estimated costs. The board discussed the fact that this is just a "best guess" by the engineers. The actual repairs and their associated cost won't be known until they start the project. Still, it has to be done so they directed Kim to move forward on this as quickly as possible.

### 9.3 WEC Indoor Event Center expansion update, for possible action

Kim has been working with Kent Maher on the pre-construction proposal. This project will involve a "hard bid" so we need to re-work some items in the proposal so that we can move forward with the CMAR (construction manager at risk) process. At this point it looks like even with the addition of the showers, the cost will be in line with the original projection. Kent will write to the county to let them know that WCVA will take the lead on this and that they plan to use the CMAR process.

### 9.4 WCVA records retention and elimination

The WCVA has records (meeting minutes and recordings, function sheets, etc.) in the EH basement that date back to the 1980s. Shelly has done some online research and located the State of Nevada Local Government Retention Schedule. Different documents have different retention requirements but the longest period of time is six years so we would like to hold all records for six years and destroy any that are older. The county has scheduled a shredding truck to come every month to the courthouse. We would have to get our boxes up to them on this date and then pay a per box fee for each box that was shredded. *Jim Billingsley made a motion to allow WCVA staff to retain records for six years and destroy records that are older. These older records will be shredded by the service that the county uses each month. Motion carried, 5-0.*

## 10. Secretary and Counsel, Monthly report.

### 10.1 Review monthly report, for discussion

Bill reviewed his report.

### 10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

**10.3 Update on delinquencies, possible request for authorization of disclosure of confidential information of one or more licensees & possible action**

There are no longer any outstanding NSF checks, only penalties and interest that are due from these checks. Bill is working to collect these fees.

**10.4 Report on possible lease of delinquent property, discussion & possible action**

Bill has spoken with someone who is interested in leasing the Denio Junction Motel. She was asking about her liability for any past room tax that is unpaid. This board had discussed holding a new leasee liable for past room taxes that remain unpaid, but do not want this to hinder anyone from taking over a property. The board agreed that she should be given an opportunity to operate this motel without the threat of lien or foreclosure proceedings from past debts. As long as she stays current with her room tax payments, this board will not initiate these proceedings.

**10.5 Status of Event Center project & possible update on contract with construction manager at risk re expansion of Event Center project, for discussion & possible action**

See item 9.3.

**10.6 Possible standardized delinquency procedure, timetable & forms, for discussion & possible action**

No report.

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

No report.

**11. Board Administrator.**

**11.1 April Financial Reports, for discussion**

Room tax revenues were up slightly for March but are still down for the year.

**12. Other Business.**

**12.1 Silver State International Rodeo**

This the final year of our 5-year contract with SSIR. Kim has started the negotiations to extend their commitment to holding their event here.

**12.2 Nevada High School and Junior High School Rodeo Finals**

There is a meeting tonight that Kim will attend and this organization will be discussing future locations for these events. They will also discuss possibly

combining these events over one weekend. Kim would like to make a proposal to hold these events here. We have had the Junior High School Finals here the past two years and it has gone well. The High School Finals are a much larger event but we could definitely accommodate them.

### **12.3 Event Center swamp cooler project**

Kim reported that the Event Center swamp cooler project is almost completed and should be done in time for Lowry graduation.

### **12.4 Run-A-Mucca**

It looks like the weather will be cool and wet for this year's event. Registrations are down. Jim reported to the board that the City Council has concerns about the viability of this event and the possibility of violence after the shootings in Texas last weekend. They would like the WCVA to come up with another event to produce on this weekend.

### **12.5 TCF Concert**

Ticket sales for this year's Tri-County Fair Concert, Jerrod Niemann, are slow, but steady. This year we are not advertising as much early on. As the date draws closer there will be more advertising, which should drive sales higher.

### **12.6 New Frontier RV Park**

Jim wanted to know if this board was aware that New Frontier RV Park is renting their "man camp" three room trailers to over-nighters. We are aware of this and they are paying room tax on these rentals. When this park was built and these were going to be rented exclusively to contractors at Hycroft, they were exempt from room tax due to the agreement between New Frontier and Hycroft. Now that they are renting these overnight, the question comes up as to what kind of permit they have and does it allow these transient rentals. Kendall is going to meet with the manager to make sure that they are following our room tax regulations for reporting, etc. but Kim will also speak with Kent Maher to find out about what kind of stipulations are included in their operating permits. It was stressed that WCVA has no authority over the enforcement of City or County zoning, planning, special use plan or building code provisions which govern any lodging business. The City Council or the Board of County Commissioners (depending on whether in City or County) or Regional Planning Commission have any authority. Our authority is just enforcement of collection and payment of room tax.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, June 17, 2015, 4:00 pm.**

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 5-0.* The meeting was adjourned at 5:50 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

\_\_\_\_\_  
JIM BILLINGSLEY  
City Representative

\_\_\_\_\_  
RON CERRI  
County Representative

Attest:

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BILL MACDONALD  
Board Secretary and Counsel

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KENDALL SWENSEN  
Board Administrator