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MINUTES, OCTOBER 21, 2014

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 Wednesday, October 21, 2014 with Chairman Terry Boyle presiding.

2. Pledge of Allegiance.

3. Attendance. *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Herb Ross	Business Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Dan Cassinelli	County Representative
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Patricia Setzer	Wmca Host Lions Club
Joyce Sheen	Humboldt Sun

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, October 16, 2014 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 October 21, 2014 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, September 17, 2014.

Jim Billingsley made a motion to accept the minutes of the September 17, 2014 meeting. Motion carried, 4-0.

- 7. **Claims.** The following claims were reported to the Board Members by a copy of the proposed Check Register CD-000239 and CD-000240 as a portion of the pre-meeting board packets provided to the Members as supplemented by supplemental Check Register CD-000241 at time of meeting.

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	19567-19637	\$149,029.35

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

8. **General Business.**

8.1 Denio Junction Motel – report on status of room tax payments, possible authorization to file tax lien against business & underlying real property, discussion & possible action

Denio Junction Motel room taxes were paid through May of last year but checks for January, February and March room taxes were returned by the bank for insufficient funds. WCVA has not received any room taxes from them since then. Each month Shelly sent the WCVA room tax return form. This form is sent to all properties and is to be returned with room taxes due. None of these returns came back to the Convention Center so we believe that the mailing address we have is correct. Shelly also mailed the penalty notices to Denio Junction Motel each month that room taxes went unpaid. As the months went by and there were no returns or room taxes received by the WCVA, nor was the annual application for room tax license returned, Shelly asked Bill to contact this property to see if he could get this taken care of since we believe that they have been renting motel rooms during all this time. Kendall has also tried to contact the owner/manager, Bobby Putney, but has been unsuccessful. After last month’s meeting, Bill prepared a letter

notifying the owners of possible action this board may take to start lien proceedings, as required by NRS. This was sent to the owners of the property to give them the opportunity to respond at tonight's meeting if they choose to do so (a copy of this letter is included with Bill's packet). Mr. Putney called Bill after receiving his letter and told him that he would take care of all room taxes, along with applicable penalties and interest, soon. To date, that is the last correspondence we have had with him. Bill advised the WCVA board that the details of these lien proceedings are confidential by statute but that they have the authority to waive this confidentiality so that all actions may be conducted in an open, public meeting. ***Don Stoker made a motion to waive the confidentiality of the details relating to delinquent room taxes and possible lien proceedings against Denio Junction Motel. Motion carried, 4-0.*** Even though all room taxes remain due to the WCVA for the months they have remained unpaid, a lien would only apply to the last six months. The remaining unpaid taxes, penalties and interest would have to be collected by bringing a lawsuit against them in justice court. The approximate amount due to WCVA is \$5,000. Bill advised the board that the county revoked their business license in July. The board was in agreement that they would like Bill to proceed with the lien and also a suit in justice court. ***Jim Billingsley made a motion authorizing Bill Macdonald to prepare a resolution which would outline the actions necessary to proceed with a lien against Denio Junction Motel for unpaid room taxes, penalties and interest and also to proceed with a lawsuit in Union Township Justice Court for the remainder of unpaid room taxes, penalties and interest not included in the lien. Motion carried, 4-0.***

There was some discussion as to why this board does not have a standard policy in place so that action is initiated for unpaid room taxes before it gets to the point, as it did with Denio Junction Motel, where room taxes have gone unpaid for well over a year. They felt that after 3 or 4 months the lien proceedings should be started. Board members thought that there had been a similar discussion several years ago when there was an issue with the Sante Fe Inn. Chairman Boyle asked Bill to start the process of writing up a policy to address this issue.

8.2 Patricia Setzer, Winnemucca Host Lions Club, request for EH facility grant, Health & Safety Fair, March 14, 2015, for possible action

This is a request that is made every year. The Lions Club, in conjunction with Humboldt General Hospital, offer medical testing and services at little or no cost to members of our community who otherwise would not be able to afford them. ***Don Stoker made a motion to approve an East Hall facility grant (Main Floor, \$600) to the Winnemucca Host Lions Club for their annual Health & Safety Fair that they will produce in***

conjunction with Humboldt General Hospital on March 14, 2015. Winnemucca Host Lions Club is responsible for any other customary Convention Center charges. Motion carried, 4-0.

8.3 Bonnie Cassinelli, 777 Barrel Racing, request for funding

No request will be made tonight for their event.

8.4 Request for payment of WEC facility fees – Cody Louk Invitational Wrestling, December 12 & 13, 2014, NIAA 1A Zone Wrestling Duals, January 30 & 31, 2015 and NIAA State Wrestling Tournament, February 13 & 14, 2015, for possible action

The cost to the WCVA for rental fees paid to the Winnemucca Events Complex for these wrestling events are included in each board member's packet. The total for rental fees plus additional fees relating to the installation and removal of the plastic floor is \$6,600 (rental fees for each tournament are \$1,600, floor expense is \$600) . Everyone agreed that these are good events that fill motel rooms during a time of the year that is usually slow. *Terry Boyle made a motion to approve the payment of facility fees, totally \$6,600, for the Cody Louk Invitational Wrestling Tournament, December 12 & 13, 2014, NIAA 1A Zone Wrestling Duals, January 30 & 31, 2015 and the NIAA State Wrestling Tournament, February 13 & 14, 2015. Motion carried, 4-0.*

Jim advised the board that the organizers of the USA Wrestling organization are looking into the possibility of adding a youth wrestling tournament on Sunday, February 15, 2015. This is the weekend of the state wrestling tournament so families would be in town anyway. Shelly confirmed that they had contacted the Convention Center several weeks ago to let them know this may be in the works for this weekend but, so far, no one has confirmed.

Jim also wanted to discuss the possibility of this board providing some kind of sponsorship as an incentive to the NIAA to keep the state wrestling tournament here. We have the best facility for this tournament. It could be used to offset some of the expense to wrestling teams traveling from the south. Board members were agreeable to this but wanted a definite plan before committing funds. Jim will contact the appropriate people and report back to this board.

8.5 Marc Page, WSRRA Ranch Rodeo Finals, October 30-November 2, 2014, request for funding, for possible action

This is another event that this board has funded for the past several years. Terry stated that his properties are almost full and Herb said the same was true for Winners. They are both predicting a good weekend. Again, this is a good event that brings people to town during a slow time of the year and board members wanted to provide funding once again. Marc is requesting a

\$20,000 grant. There was discussion about some of his expenses being rather high for this type of event. Still, board members are optimistic about this event, and want to provide funding but also want to notify Marc that due to the downturn in room taxes, funding at this level may not be possible in the future. ***Jim Billingsley made a motion to approve a \$10,000 grant and a \$10,000 underwriting for the WSRRA Ranch Rodeo Finals, October 30-November 2, 2014 at the Winnemucca Events Complex. Motion carried, 4-0.***

8.6 Accommodation tax 9-month refund requests, for possible action Simonette (\$477.17), Muldoon (\$519.71), Dafoe (\$397.80), Raya (\$831.45), Neill (\$432), Schulze (\$407.05)

Terry Boyle made a motion to approve the accommodation tax 9-month refund requests Bill Simonette (\$477.17), Betty Muldoon (\$419.71), Aaron Dafoe \$397.80), Felix Raya (\$831.45), Robert Neill (\$432) and Kurt Schulze (\$407.05). 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 2015 Tri-County Fair Concert report, for possible action

Kim notified the board that he has entered into a tentative contract for an entertainer for next year's concert. He was on a deadline to commit for this entertainer since the agency we go through to book our concerts is putting together 20+ dates next year for this entertainer at a reduced rate compared to what he would normally charge. Board members wanted to know who it was but Kim is unable to release the name until it is confirmed. It continues to be challenging to book some of these up-and-coming country entertainers because they tend to tour with the big names and so are out of our price range. He and Shelly both feel this entertainer will put on a good show and be a great addition to our other fair activities.

9.3 2014 Run-A-Mucca, event report, discussion and possible action

9.4 2014 Fifties Fever, event report, discussion and possible action

Committees for both Run-A-Mucca and Fifties Fever are working to come up with ideas to increase participation since the last few years have been disappointing. Financial reports on both events were included in board packets. Board members are always welcome at these meetings to add their

input. The meeting dates and times can be found on our online calendar at www.winnemucca.com.

9.5 East Hall parking structure repairs, update, discussion and possible action.

Kim presented board members with a report from the engineering group that did the structural testing on the area of concern on the parking structure. Luckily, there are no major structural issues in these areas. But, there are cosmetic repairs that need to be made to stop any further damage. The next is to make these repairs at the direction of the engineers. Kim asked the engineers if there was someone they could recommend for this work and they suggested Michael Clay. Kim spoke with Michael and he will prepare an estimate for the work.

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

Report for September was reviewed by Bill.

10.2 Chamber of Commerce report, for discussion

September 2014 Report was included in Bill's report.

10.3 Update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, for discussion

No report.

10.4 Update on delinquencies, if any, for discussion & possible action

See item 8.1.

10.5 Annual report on lodging tax revenues to Taxation, for discussion & possible action

No report.

10.6 Personnel policies concerning prohibited conduct, for discussion

Recently, Kim and a couple of staff members were investigated by the County Administrator's office after they received a complaint of harassment against them by a former employee. It was determined that these charges were totally unfounded but it brings up a concern about the way that the county's harassment and bullying policy is written. Bill read an excerpt of this policy to the board and it is very general and encompasses all types of behavior which may take place during on-going, daily interactions among employees and could be construed to be "bullying". This could make it hard to get anything done with the way the policy is written. He feels that this is

something that should be addressed.

10.7 Job descriptions and classifications, for discussion

No report.

11. Board Administrator.

11.1 September Financial Reports, for discussion

Room taxes continue to be well below previous years.

12. Other Business.

12.1 New soccer field

Terry announced that on Monday at 12:15 pm there will be a ground-breaking at the new soccer fields. Board members are invited to attend.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, November 19, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.* The meeting was adjourned at 5:45 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 _____, 2014

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and Hotel Representative

ABSENT

DAN CASSINELLI
County Representative

DON STOKER
Treasurer and Motel Representative

JIM BILLINGSLEY
City Representative

HERB ROSS
Vice Chairman & Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator