

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

February 19, 2020

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15. Adjournment

MINUTES, FEBRUARY 19, 2020

1. **Time, Place and Date.** The Winnemucca Convention & Visitors Authority met in regular session in full conformity with the law at the Winnemucca City Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, February 19, 2020 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Motel Representative
Brian Stone	Vice Chairman and Hotel Representative
Jim Billingsley	Treasurer and City Representative
John Arant	Business Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel

Convention & Visitors Authority Board Meeting February 19, 2020

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:

Craig Walters	44-Hour Softball
Lyle Walters	44-Hour Softball
Kyle Walters	44-Hour Softball
Maria Guizar	Mexican Dance
Johna Berg	Sierra Mountain Properties
Ashley Maden	Humboldt Sun
Claire Buchanan	Full Hearts Roping
Vanessa Davis	Steele & Associates

4. Public Comment.

None.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, February 13, 2020 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.

- 6. Business Impact Determination.** Chairman Boyle asked whether any agenda item proposes the adoption by the city or by the county or by the WCVA of any rule, including any ordinance or resolution which would impose, increase or change the basis for the calculation of a fee that is paid in whole or in substantial part by businesses, which would impose a direct and significant economic burden upon a business or directly restrict the formation or expansion of a business, pursuant to NRS Chapter 237? The Chairman called for board or public input thereon; Counsel reported there was no agenda problem; there was no public comment thereon. Action taken.

Brian Stone made a motion that there appears to be no business impacting fee matter on today's agenda. The motion carried, 5-0.

7. Minutes, Review & Action

Prior meeting minutes of September 18, 2019.

Brian Stone made a motion to accept the minutes of the September 18, 2019 meeting. Motion carried, 3-0. Terry Boyle and John Arant abstained because they were not present at this meeting.

Prior meeting minutes of January 29, 2020.

Jim Billingsley made a motion to accept the minutes of the January 29, 2020 meeting. Motion carried, 4-0. Ron Cerri abstained because he was not present at this meeting.

8. **Claims, Review & Action.** The following claims, which had been submitted in list form to the board members for review with their 3-day meeting notice and agenda, with the opportunity to obtain further information before or at the meeting, were submitted for payment on February 19, 2020:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	24277 – 24334	\$248,013.19

Brian Stone made a motion to approve all claims submitted for February 19, 2020. The motion carried, 5-0.

9. **General Business, for discussion & possible action**

9.1 Accommodations tax 9-month refund requests, for possible action

Guinn (\$324.80), Hillerman (\$302.40), Reed (\$334.50)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Steve Guinn (\$324.80), Joe Hillerman (\$302.40), Leslie Reed (\$334.50). Motion carried, 5-0.

9.2 Steele & Associates, Presentation and Acceptance of FY 2019 WCVA Audit report, for possible action

Vanesss Davis from Steele & Associates is here today to present the WCVA FY 2019 audit. Overall, our audit received a “clean” opinion, so no corrective actions need to take place. There were no issues or findings. There was one compliance issue having to do with audit being late but Nevada Department of Taxation approved the date extension so no further action is required at this time. Vanessa briefly reviewed some of the information outlined in the audit report that each board member received. Our financial situation continues to be strong with no debt. ***Jim Billingsley made a motion to accept the WCVA 2019 audit report as presented. Motion carried, 5-0.***

9.3 Winnemucca Domestic Violence Shelter, Sadie Hawkins Dance, February 14, 2020, request for Joe Mackie Hall facility grant, for possible action

This is a new fundraising event for WDVS and took place last weekend. The

turnout wasn't as big as WDVS had hoped, but they felt it was a good start for the first year. They didn't get their request form returned in time for the January WCVA meeting so they are making their request today retroactively. ***Brian Stone made a motion to approve a Joe Mackie Hall main floor facility grant (\$600) for their Sadie Hawkins Dance, February 14, 2020. Motion carried, 5-0.*** Winnemucca Domestic Violence Shelter is responsible for any other customary Convention Center charges

9.4 Ramon Beltran, Mexican Dance, March 14, 2020, request to extend West Hall closing time to 2 am, for possible action

Maria Guizar is here representing Mr. Beltran and make this request. Our standard License Agreement requires events to stop the music by 12:30 am and have the building vacated by 1 am. This request is for the music to stop by 2 am. Board members were not opposed to this request. ***Terry Boyle made a motion to approve the request for a 2 am closing time for the Mexican Dance, March 14, 2020. Motion carried, 5-0.***

9.5 Claire Buchanan, Full Hearts Fast Times Roping Weekend & Horse Sale, June 12 & 13, 2020, request for Cooperative Funding, for possible action

Last year Ms. Buchanan produced this event for the first time and the WCVA board approved some funding. The 2019 event did not show a profit but, as with most events, she has identified things she can do differently to make the event larger and more successful. This year she plans to add a horse sale on Sunday. The Ag District #3 approved the addition of the horse sale on a one-year trial basis as they are concerned about the possible effect another horse sale may have on our sale in March that is held in conjunction with Ranch Hand Rodeo. For this year's event Ms. Buchanan is requesting \$4,000. Of this amount, \$3,000 will go to contestants and \$1,000 will be used for general expenses. After some discussion, ***Terry Boyle made a motion to approve a \$2,000 grant and \$2,000 underwriting to the Full Hearts Fast Times Roping Weekend & Horse Sale, June 12 & 13, 2020. Motion carried, 5-0.***

9.6 Craig Walters, Model T 44-Hour Softball Tournament, June 26-28, 2020, request for Cooperative Funding, for possible action

Mr. Walters is planning to produce this event again this summer. Selecting a date for the tournament has proven difficult as there are other, larger tournaments at various locations in the region. When he made his request last year he assured this board that he had 40 teams committed to participating. As it turned out, only 25 teams actually competed. This made scheduling the games a challenge as there weren't enough teams to actually play games the entire 44 hours. This was disappointing for everyone, including the concessionaire as she had planned to serve food and beverages throughout this time and took a considerable financial hit. After the 2019

tournament, board members heard many complaints ranging from the admission fee charged at the gate to all spectators and participants (which affected the concession stand too as many people were not willing to pay the fee to watch the games), to the lackluster number of room nights that were generated and the paltry number of teams that participated along with extra weekend activities that were promised but never actually happened. All agreed that the prizes awarded were very nice, but this did not make up for some of the other glaring miscues that occurred all weekend long. Mr. Walters kept comparing this tournament to the ones previously produced by Dennis Deputy but this board was more interested in hearing how he was going to build the event, not just make excuses. There was no financial information on the 2019 tournament provided with this request. This board was not willing to move forward and consider this request without a P & L from the event. Also, discussed was a possible tiered award that would be tied to the number of teams that participate. The request was tabled and will appear on the March agenda.

9.7 Approval of those persons authorized to sign checks on event accounts utilizing WCVA EIN number, for possible action

Due to the resignation of Holly Gallian, the Admin Clerk at the Winnemucca Events Complex and one of the signers on some of our event accounts, the people authorized to sign checks on these accounts needs to be updated. Board members were given a list of people currently authorized to sign checks and a list of the proposed signers. The proposed signers on these accounts are:

- WCVA Petty Cash Account, Nevada State Bank, account #2026523
Kim Petersen, Michelle Noble, Kendall Swensen
- Ranch Hand Rodeo, Washington Federal, account #2297003101
Kim Petersen, Michelle Noble, Gailynne Sam, Kendall Swensen
- Tri-County Fair & Stampede, U S Bank, account #153700282178
Kim Petersen, Darrel Field, Gailynne Sam, Kendall Swensen
- Wmca Labor Day Rodeo Committee, Wash Fed, account #2297006237
Kim Petersen, Gailynne Sam, Kendall Swensen

Brian Stone made a motion to approve the account signers on the event accounts that utilize the WCVA EIN as outlined above. Motion carried, 5-0.

9.8 Donation to City of Winnemucca Special events Fund, for possible action

This board is aware that the proposed amount of \$10,000 does not sufficiently offset the personnel expenses associated with special events that we sponsor. Still, this a goodwill gesture we have made over the past several years and hope to continue our working relationship with all local entities since these events are good for many businesses and groups in our community. ***John Arant made a motion to approve a \$10,000 donation to the City of***

Winnemucca Special Events Fund. Motion carried, 5-0.

10. Director's Report.

10.1 Financial reports on WCVA events

No report.

10.2 Proposal from Nevada Standardbred Racing Association, for possible action

Kim has been contacted by this organization who want to bring pari-mutuel racing back to Winnemucca. There are significant repairs and updates that would need to take place to the track at the Winnemucca Events Complex before the facility is race ready. Plus, there is quite a procedure with the Gaming Commission that would need to take place so that betting could take place. Still, this group feels it would be successful endeavor. No action is required tonight as this is in the very early stages of planning. Kim will keep the board updated as he hears more about their interest in bringing this to Winnemucca.

10.3 WCVA Melarkey Street parking lot, bid to install safety lighting, for possible action

Our parking lot across from the Convention Center is quite dark after the sun goes down and Kim would like to install safety lights. Tonight he would like approval to get bids for this project. He will also research any possible rebates we may be eligible for. *Brian Stone made a motion authorizing Kim to get bids to install safety lighting in the Melarkey Street parking lot across from the Winnemucca Convention Center. Motion carried, 5-0.*

10.4 Retrofit of Joe Mackie Hall chiller room, discussion and possible action

At last month's meeting Kim reported about the inspection we had on this chiller where we discovered that has not been in compliance for many years. We are now required to rectify this and Kim has been working with Alan to find an engineer who can work with us to make the necessary repairs. Kim has a proposal from Gardner Engineering who will evaluate the situation and make a plan for compliance. *John Arant made a motion to accept the proposal from Gardner Engineering to evaluate the situation and prepare a plan that bring the Joe Mackie Hall chiller into compliance. Their fee to do this is \$5,665. Motion carried, 5-0.*

10.5 Repair of LED sign a cemetery, for possible action

The electronic sign at the cemetery was purchased in 2009. It worked well for a few years but the last couple of years we have consistently had issues with the blocks of electronics going out. Nevada Advertising has repaired it

numerous times but the outages are on-going. Since it is the first thing that visitors see when they come into town, and it really doesn't look very good, Kim will be turning it off completely for now. Kim has received a proposal from Nevada Advertising to upgrade the sign and to provide a 10 year warranty. It will have better resolution and if we act now, the work can be done by late spring. The cost for this retrofit is \$34,000. ***Jim Billingsley made a motion to accept the proposal from Nevada Advertising for the upgrade to the electronic sign at the cemetery, at a cost of \$34,000. Motion carried, 5-0.***

11. Secretary and Counsel, Monthly report, for discussion & possible Action

11.1 Review report of February 2020, for information

Bill's report was distributed to board members at today's meeting.

11.2 Chamber of Commerce Report for January 2020, for review

This report is included in Bill's report.

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

Jim Billingsley made a motion authorizing the disclosure of confidential information on one or more licensees to this board.

Motion carried, 5-0.

The Diamond A Motel in McDermitt is delinquent in their room tax payments and room tax returns mailed to their last known address have been returned. Bill has been in contact with the owner, who lives in California, and she was unaware of these problems. She assured Bill that she would clear up these delinquencies but, to date, we have not received anything from her. ***John Arant made a motion authorizing Bill to start administrative procedures against Diamond A Motel if no room tax payments have been received by our March 18, 2020 meeting. Motion carried, 5-0.***

11.4 Annual room tax report to Taxation, Kendall is getting me the information for 2018-2019 to complete our 2019 Report to Taxation

Bill distributed a copy of our 2019 Room Tax Revenue Report to the Board with his February 18, 2020 letter of transmittal explaining the delay in filing our report.

11.5 Improvements project status reports

No report.

11.6 Recent developments

No report.

12. Board Administrator.

12.1 Financial Reports, for discussion

The investment account continues to increase in value and room taxes are up again slightly.

Room taxes continue to increase by approximately 1% per month.

13. Other reports

13.1 2020 Winnemucca Ranch Hand Rodeo Weekend

Kim reported that preparations are being finalized for this year's events. The classes in the Cow Dog Trials are full, Ranch Hand Rodeo teams are in and the new stall and camping online reservation system appears to be working very well. The long-range weather forecast is good so, if it holds, this should be another successful event. The new electronic wall board in the Event Center that this board agreed to fund (acceptance of bid from YESCO was approved by this board on November 20, 2019) was to have been completed by February 14, 2020. However, this did not happen. There have been multiple issues with equipment and the personnel that YESCO provided to handle the installation.

13.2 Annual refresher training parking

During the month of January, Nevada Gold Mines held their required MSHA annual refresher training (ART). On the days that this training was held, parking on all streets surrounding the Convention Center was filled by mine personnel attending the training even though they were instructed not to park in front of businesses, especially on Bridge Street. After the training, Jeff Garijo and other downtown business owners met with Nevada Gold Mines representatives and Kim to discuss alternatives. Going forward, Nevada Gold Mines have agreed to bus their mine personnel from the Winnemucca Events Complex (where they will park) to the Convention Center on the days of the training. This way the only people parking around the Convention Center will be the instructors.

13.3 Joe Mackie Hall update

Kim has been in contact with TSK Architects regarding their willingness to work with us on improvements to Joe Mackie Hall. They are the company that prepared the drawings for P3 Partners. They would be willing to work with us but are busy until October. This board would need to identify their priorities and then Kim can see what they require for their services. This will be placed on the March agenda.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 18, 2020, 4:00 pm.

16. Adjournment. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 5-0.*

The meeting was adjourned 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 _____, 2020

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

BRIAN STONE
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

RON CERRI
County Representative

JOHN ARANT
Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator