



- 10.4 Retrofit of Joe Mackie Hall chiller room, discussion and possible action
- 11. Board Secretary & Counsel Report for discussion & possible action
  - 11.1 Chamber of Commerce Report for February 2020, for review
  - 11.2 Update on Room Tax delinquencies, possible request for authorization for disclosure of confidential information on one or more licensees, for possible action
  - 11.3 2019 Room Tax Report to Taxation
  - 11.4 Improvement projects status reports –,  
Event Center LED wall/board retrofit, Permanent storage facility for removable WEC & Pavilion floors, Joe Mackie Hall study, West Hall signage project, for information
  - 11.5 Recent developments
- 12. Board Administrator Report, for discussion & possible action
  - 12.1 Financial reports, for information
- 13. Other Reports
- 14. Next Meeting Date
- 15. Adjournment

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### MINUTES, MARCH 18, 2020

- 1. Time, Place and Date.** The Winnemucca Convention & 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, March 18, 2020 with Chairman Terry Boyle presiding.

In accordance with Governor Sisolak’s Declaration of Emergency in Response to the COVID-19 epidemic, the configuration of the Board’s meeting room was doubled in size to accommodate a set-up of a minimum of 6 feet between each Board and Staff member at the head table. The audience chairs were set up not closer than 6 feet to the head table, with seats not less than a minimum of 6 feet apart in all directions; the audience did not exceed 3 in number at any one time.

- 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                |
| Bill Macdonald  | Secretary and Counsel                  |
| Kendall Swensen | Board Administrator                    |

*Convention and Visitors Authority Board Officials Absent:*  
 Ron Cerri County Representative

*Staff Members Present:*

Kim Petersen Director  
 Shelly Noble Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Doris Phillips HCHS & Lowry Reunion  
 Vince Mendiola HCHS & Lowry Reunion  
 Flint Lee NRCCHA  
 Darrel Field WCVA/Run-A-Mucca

**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 Friday, March 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.

***Jim Billingsley made a motion that there appears to be no business impacting fee matter on today's agenda. The motion carried, 4-0.***

**7. Minutes, Review & Action**

Prior meeting minutes of February 19, 2020.

***Brian Stone made a motion to accept the minutes of the February 19, 2020 meeting. Motion carried, 4-0.***

- 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 March 18, 2020:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	24335 – 24398	\$132,774.14

*Brian Stone made a motion to approve all claims submitted for March 18, 2020. The motion carried, 4-0.*

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

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

Bailey (\$748.80), Maumary (\$385.74), Blakely (\$511.20), Dean (\$663), Schirado (\$830.36), Bergman (\$475.20)

*Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Daniel Bailey (\$748.80), David Maumary (\$385.74), Steve Blakely (\$511.20), David Howard Dean (\$663), Frank Schirado (\$830.36), John Bergman (\$475.20). Motion carried, 4-0.*

### 9.2 Doris Phillips, Humboldt County & Lowry High School Reunion, August 15, 2020, request for West Hall facility grant and Cooperative Funding, for possible action

Doris is here with Vince to discuss this reunion that is held every five years. In the past, this reunion has just been for Humboldt County High School graduates but, as those numbers have been steadily decreasing, they are now adding Lowry grads through 1975 and will add more Lowry classes each time the reunion is held. Past reunions have been well attended (the 2015 event had over 300 attendees) and the committee is working to continue their success. Doris estimates that 75% of the attendees are from out of the area. In the past the only assistance that the planning committee has requested is a facility grant for the West Hall. But as the planning for this event has progressed, it has become apparent that, in order to keep the price down for those attending, the committee is in need of additional funds to cover the increase in costs ranging from the DJ and the caterer to postage. At the end of each of the past events, if there are any funds available the committee donates them to one of the local schools. They are planning to continue to donate any excess funds to local students. Doris would also like to request that the end of the event be extended to 2 am, instead of 12:30 am that is stated in the License Agreement. *John Arant made a motion to approve the request for a 2 am closing time for the HCHS & Lowry Reunion, August 15, 2020. Motion carried, 4-0.*

*John Arant made a motion to approve a West Hall facility grant (\$600) and a \$2,500 grant for the HCHS & Lowry Reunion, August 15, 2020. Motion carried, 4-0.* HCHS & Lowry Reunion Committee is

responsible for any other customary Convention Center charges.

**9.3 Flint Lee, NRCCHA Dave Grashuis Memorial Spectacular & Derby, June 18-21, 2020, request for Cooperative Funding, for possible action**

Flint Lee is here representing the Nevada Reined Cow & Cutting Horse Association and to answer any questions the board may have. This is an event that was previously produced by the late Dave Grashuis under the name Winnemucca Stock Horse Classic. The Nevada Reined Cow & Cutting Horse Association, an organization that Dave was very active in, are taking it over and would like to honor Dave's memory by naming this year's show after him. NRCCHA is confident they can continue the success of this show but will be starting from scratch since they do not have any records of past shows. This has been a good event for the community and Kim would like to see it continue. NRCCHA produces other shows here (NRCCHA Horse Show & Derby in April and Winnemucca Summer Cutting in July) so they are very familiar with the equine community and our facilities on the Winnemucca Events Complex. *Brian Stone made a motion to approve a \$7,500 grant and \$7,500 underwriting for the NRCCHA Dave Grashuis Memorial Spectacular & Derby, June 18-21, 2020. Motion carried, 4-0.*

Note: Mr. Lee expressed his concern about whether their April show will go on after the governor's speech last night. At this time those dates are outside of the 30-day time period outlined by the governor for cancelation of group activities. We will keep it on our calendar and hope that it can go on as planned. Shelly will not distribute their funding for this event until the date gets closer in case it needs to be canceled.

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

At last month's meeting Craig made his request for this year's tournament. He and his brother, Lyle, have changed their tournament dates and plan on attracting additional teams. It was his opinion that the June date will help them accomplish this. He acknowledged some of the issues that they had and also complaints they (and this board) received after the tournament. Even so, this board did not want to make a commitment until they received financial information from the 2019 tournament. There was none included with their request. Craig agreed to provide this information to Kim and so any decision was tabled until the March meeting so the board could review their financial information. After February's meeting Kim did receive correspondence from Craig Walters and financial information. It was a handwritten list of income and expenses. Brian questioned whether the list was complete since it did not include the donation made by Winners Casino. Since Craig is not present today this board is, once again, tabling any action until they can have more discussions with him about this event. This request will be placed on the April agenda.

### **9.5 Koyote Kruisers Car Show, June 20, 2020, sponsorship and event information, for possible action**

Since the decision has been made to discontinue the Winnemucca Wheels event in July, Kim and Darrel attended a meeting of the Koyote Kruisers to see if we could be of assistance to their event. They have a one day show in Vesco Park each June that is very popular. In response to this, WCVA recently received a letter from the organization thanking them for their interest in the event and outlining sponsorship opportunities. Koyote Kruisers has an active membership and while they have several sponsorship opportunities available, they declined our offer to help with the event. Kim asked for direction from the board as to whether they wanted him to pursue any type of sponsorship or not on behalf of WCVA. The board agreed that since their letter indicates that they do not need any assistance at this time the WCVA will not pursue any type of support for the Koyote Kruisers Car Show in June.

### **9.6 Joe Mackie Hall, remodel priorities for planning purposes, for possible action**

Now that this board has decided not to move forward with a major remodel/construction project on Joe Mackie Hall, there has been interest in proceeding with a variety of smaller projects that would enhance this building. Since TSK Architects have been involved, Kim contacted them to see if they would be willing to work with us. As he reported last month, they indicated that they would but that they were committed to other projects until late summer/early fall. When they are available to assist us, they will contact Kim. In the meantime, this board will need to prioritize projects so that we have a place to start. Kim has prepared a list of projects for the board to consider and prioritize. These include:

- Complete/repair issues relating to chiller enclosure.
- Obtain costs related to completing the upgrade of the HVAC system.
- Solicit bids to upgrade the main restrooms on the 2<sup>nd</sup> floor.
- Obtain costs to upgrade/replace the two elevators.
- Discuss options for relocating the Buckaroo Hall of Fame, animal display and the race care.
- Discuss location of new restrooms on the main floor.
- Confirm exterior design and solicit bids to complete.
- Discuss options to open up the main floor with the possible addition of moveable walls.

The chiller repairs are being addressed now since the state is requiring these updates. In February this board approved a proposal by Gardner Engineering to evaluate the situation and prepare a plan to bring this chiller into compliance. Also, Alan is working on a cost proposal for the upgrade to the HVAC system. Board members would really like to work on seeing that main floor restrooms are a priority. These would, most likely, be added to the

rear of the building so any exterior improvements would need to wait until this addition is complete. The board instructed Kim to get as many cost estimates for these projects as possible. Our room taxes are going to be taking a considerable hit so we want to carefully evaluate any major expenditures.

## 10. Director's Report.

### 10.1 Financial reports on WCVA events

Included for review.

### 10.2 2020 National Horseshoe Pitching Association World Tournament Trade Show & Presentation, July 13-25, 2020, for possible action

As the host of the 2021 National Horseshoe Pitching Association (NHPA) World Tournament, we are required to attend the 2020 tournament in Monroe, Louisiana and staff a trade show booth. Kim is also required to make a presentation to their delegates promoting Winnemucca as their 2021 destination. Tonight, Kim showed the board the two videos that have been produced promoting Winnemucca. One will be shown at the delegate meeting that Kim will be speaking at and the other will be on a continuous loop in our trade show booth. Board members were quite happy with both videos. The July tournament is two full weeks. Our promotional materials for the booth will be shipped to Louisiana and we must have our booth staffed throughout the tournament, so Kim has broken that time up into three sections, as explained in a memo he presented to board members. Steve and Sheree Tibbals will be in Monroe at the beginning of the tournament, get everything set up and staff it from July 13-17. Kim and his wife, Yvonne, will staff the booth from July 17-21. During this time, Kim will also be making his presentation to the delegate meeting. Elaine and Jim Perry will staff the booth from July 19-25. Then they will pack up all of our materials and arrange to have them shipped back to Winnemucca. With the exception of Kim, all of these individuals will be volunteering their time to answer questions and invite tournament participants to Winnemucca. WCVA will cover the cost of their flights, lodging and meals. WCVA was awarded a NCOT tourism grant for the 2021 tournament (awarded this year for 2020 expenses) so a portion of these expenses will be reimbursed by them. Kim wanted this board to be award of some of these unusual expenses that will be incurred in preparation for the tournament here next year.

### 10.3 Discussion regarding Coronavirus concerns and its impact on WCVA special event, for possible action

With the mounting concerns regarding the on-going Coronavirus outbreak, the decision was made to cancel Shooting The West, scheduled for April 1-5. Our registrations were well below last year and we have had instructors and

presenters call with concerns about traveling for this event. We have already spent between \$5,000 - \$8,000 that we will not be able to recoup. In light of the governor's call for all non-essential businesses to shut down for thirty days, today Kim had a meeting with all the county department heads to discuss how this will impact county operations. Departments were instructed to operate with as little close contact as possible with the public. As far as the Convention Center and fairgrounds are concerned, these facilities will be closed but the WCVA office and the fairgrounds office staffs will continue to work. Contact with customers will be by email or phone. Shelly has been working to contact people who have meetings or other events scheduled at the Convention Center during this time to let them know of this decision and try to reschedule. Darrel asked about the possible cancelation of Run-A-Mucca. At this time, the board does not want to cancel since it is a few weeks off. Planning for the event will continue. The shutdown will be a major hit to our community as casinos, hotels, restaurants, etc have all been ordered to close for thirty days.

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

The proposal from Gardner Engineering, that was approved at last month's meeting, was signed and sent to them. Kim will update this board as information becomes available.

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

#### **11.1 Chamber of Commerce Report for February 2020, for review**

This report is included in Bill's report.

#### **11.2 Update on Room Tax delinquencies, possible request for authorization for disclosure of confidential information on one or more licensees, for possible action**

The rural property that has been delinquent for the past few months is supposed to be sending in their room taxes for these months. To date, we have not received anything. Bill will contact them again if we do not receive anything in the next few days.

#### **11.3 2019 Room Tax Report to Taxation**

This report has been completed and distributed as required by NRS.

#### **11.4 Improvements project status reports**

No report.

#### **11.5 Recent developments**

No report.

## 12. Board Administrator.

### 12.1 Financial Reports, for discussion

The board discussed their concerns about a significant decline in room tax revenue due to the governor's call for closures.

### 12.2 Approval of WCVA Tentative Budget, year ending June 30, 2021, for possible action

Kendall presented a tentative budget for the fiscal year 2021. As discussed previously, in anticipation of a decline in room taxes, this budget shows a reduced amount of income with expenditures increased slightly. He advised that if this board is cautious in their spending, they will weather this situation. Adjustments can be made, if necessary. *John Arant made a motion to accept the WCVA Tentative Budget for the year ending June 30, 2021 as presented. Motion carried, 4-0.*

## 13. Other reports

### 13.1 2020 Winnemucca Ranch Hand Rodeo Weekend

Kim reported that this year's event was one of the most successful ever. The weather was good so our attendance was great, both participants and spectators. Kim believes that the barrel race was the largest one held, so far, at the Winnemucca Events Complex. The video production crew did a great job and the new electronic wallboard and monitor above the concession stand were a great addition to the event as they let spectators enjoy re-plays and sponsor information in between participants. Darrel was able to operate cameras during some of the events and learn that part of the production.

## 14. Public Comment

None.

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

**16. Adjournment. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 4-0.***

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

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

JOHN ARANT  
Business Representative

Attest:

\_\_\_\_\_  
BILL MACDONALD  
Board Secretary and Counsel

\_\_\_\_\_  
KENDALL SWENSEN  
Board Administrator