

STATE OF NEVADA                    )  
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COUNTY OF HUMBOLDT            )

December 15, 2010

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### MINUTES DECEMBER 15, 2010

**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, December 15, 2010 with Chairman Terry Boyle presiding.

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

Terry Boyle	Chairman and Hotel Representative
Rodd William Stowell	Vice Chairman and Business Representative
Dan Cassinelli	County Representative
Joyce Sheen	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

*Convention and Visitors Authority Board Officials Absent:*

Don Stoker	Treasurer and Motel Representative
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*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Others Present:*

Paige Brooks	LHS Drug Free Graduation Committee
Tiffani Laird	LHS Drug Free Graduation Committee

Taylor Laird	LHS Class of 2011
Madeline Burgher	LHS Class of 2011
Shane Bell	LHS Class of 2011
Julie Tipton	LHS Drug Free Graduation Committee
Dean Vetter	LHS Class of 2011
Dillon Bryan	LHS Class of 2011
Darrel Field	Run-A-Mucca

### 3. Pledge of Allegiance.

### 4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, December 10, 2010 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. Minutes.

Prior meeting minutes of November 17, 2010 were reviewed. ***Joyce Sheen made a motion to accept the minutes of the November 17, 2010 meeting. Motion carried, 3-0. Dan Cassinelli was not present for this vote.***

### 6. Business Impact Determination.

After review of the December 15, 2010 agenda, ***Joyce Sheen 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, 3-0. Dan Cassinelli was not present for this vote.***

### 7. Claims.

The following claims were submitted for payment and approved on December 15, 2010:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16009-16066	\$127,171.99

***Rodd William Stowell made a motion to approve all claims as submitted. The motion carried unanimously, 4-0.***

### 8. General Business.

#### 8.1 Jim Rackley, Nevada Chukar Foundation, request for WH facility grant, January 8, 2011

Jim Rackley did not make it to the meeting but he did fill out a facility grant request form that was included in the board packets. This request is for their annual fundraising banquet to be held in January. ***Terry Boyle made a motion approving a \$600 WH facility grant for the Nevada Chukar Foundation Fundraising Banquet to be held on January 8, 2011.***

***Motion carried unanimously, 4-0.*** Nevada Chukar Foundation is responsible for the facility deposit and any other customary Convention Center charges they may incur.

### **8.2 LHS Drug Free Graduation Committee, request for donation**

Paige Brooks and Tiffani Laird came before this board to request a donation for this annual event. It continues to be a wonderful event for our local graduating high school seniors. As in the past, prizes and other purchases are made locally. In previous years, WCVA has made a \$2,500 donation to this committee. This year some of the grants they have utilized are no longer available, so they would like to request an increased donation amount. ***Dan Cassinelli made a motion approving a \$3,500 donation to the Lowry High School Drug Free Graduation Committee for their annual celebration to be held on June 2, 2011. Motion carried unanimously, 4-0.***

### **8.3 Mike Scott, Winnemucca Regional Raceway Association, projects update and funding request**

Mike and his volunteers have set their racing calendar for the 2011 season. He and Kim have been working with the Nevada Health Department to clear up the confusion regarding the requirements for restroom and kitchen facilities at the race track. Initially, we were informed that we must have an engineered septic system and catering kitchen on the site of the raceway. After some further investigation, there seemed to be a few other options available such as the purchase of a portable restroom trailer. We may also be able to utilize a food truck for concessions. A copy of a letter from Ellen Kunz of the Nevada Health Department was included in the board packets and provides additional information along with applicable Nevada statutes. Kim will continue to work with Mike and the Health Department to work out a mutually agreeable solution to this so that the racing season can roll out without any glitches.

The IMCA Modified circuit is going to run 10 races in 10 days, the Wild West Iron Man Challenge, and Mike would like Winnemucca to participate. The dates for the races here would be June 13 and 14, which is a Monday and Tuesday. Other cities participating are Fallon, Lovelock, Battle Mountain and Elko. Drivers and other pit crew members pay a fee to participate but a majority of this fee goes to the IMCA organization. Since WRRRA has minimal funds available to promote this event, Mike would like to request WCVA assist with promoting and producing this event. ***Rodd William Stowell made a motion approving an underwriting, up to \$5,000, to the Winnemucca Regional Raceway Association for promotion and production of the IMCA Wild West Iron Man Challenge to be held at the Winnemucca Regional Raceway June 13 & 14, 2011. Motion carried unanimously, 4-0.***

Mike would also like to request advertising funds from this board to promote the upcoming 2011 WRRR racing season. He is hoping that if he can make more people aware of the dates that there are races, gate receipts will increase and they can improve their overall financial health. ***Terry Boyle made a motion approving a \$6,000 grant to the Winnemucca Regional Raceway Association for advertising of the 2011 WRRR race season. Motion carried unanimously, 4-0.***

#### **8.4 Winnemucca Mobile Home Park, room tax refunds**

When we first were informed that there would be an influx of people to town that would be working on the natural gas pipeline, this board discussed the need to collect room tax from mobile home parks that would accommodate some of these transient residents in RVs. Letters were sent to the parks requesting compliance with this city and county ordinance. Some of the parks responded, some did not. Winnemucca Mobile Home Park has been collecting room tax and filing returns with payments. It has come to our attention that these residents have met the requirements for “permanent” residents since they have their own power and water meters and so Kim is requesting that we refund the amounts that have been paid to date. A list of the people to receive refunds and the amounts is included in the board packets. ***Joyce Sheen made a motion approving the Winnemucca Mobile Home Park room tax refunds as outlined in the packet information. Motion carried unanimously, 4-0.***

#### **8.5 Purchase of 2011 Run-A-Mucca Motorcycle**

After polling last year’s motorcycle raffle participants, Darrel and the Run-A-Mucca Committee have selected a Harley-Davidson Road King as the 1<sup>st</sup> prize in the raffle for 2011. A copy of the invoice for the purchase of this motorcycle is included in the board packet. ***Terry Boyle made a motion approving the purchase of a 2011 Harley-Davidson Road King, at a cost of \$17,233, for the annual Run-A-Mucca Motorcycle Raffle. Motion carried unanimously, 4-0.***

#### **8.6 Accommodation tax 9-month refund request, Mohr (\$413)**

#### **8.7 Accommodation tax 9-month refund request, Gomes (\$751.53)**

***Rodd William Stowell made a motion to approve the 9-month accommodation tax refunds for Rufus Edwin Mohn (\$413) and George Gomes (\$751.53). Motion carried unanimously, 4-0.***

#### **8.8 East Hall repairs & upgrades, discussion of next major project**

The cooling tower on the East Hall has been temporarily repaired. Additional repairs will be completed next spring.

## 9. Director's Report.

### 9.1 Financial reports on WCVA events

The financial reports from the Tri-County Fair and the Ranch Hand Rodeo were included in the board packets for review.

### 9.2 Major projects/expenditures proposal

Kim has started to compile a list of major expenditures, at the direction of this board. Some of the items included are wall cabinets in the Convention Center offices, removal of the old WH sound system, pave EH parking lot and the alley between the EH and the WH, electronic marquees for both EH and WH, re-furbishment of WH irrigation system, repair and replace pavers around exterior of WH, paint interior and exterior of WH, replace WH roof, construct media room in EH, replace fence around EH parking, purchase lot across the street. Kim will continue to add items to this list as they come to his attention.

### 9.3 East Hall paint bid

There is only one licensed painting contractor in Winnemucca, so he can be considered a sole source provider. This contractor is D.R. Dins Painting and he has provided us with an estimate for the East Hall. Since a lot of the walls over there have wall paper on them, they were not able to give us a firm amount for its removal. Their bid for the building is \$39,985 plus labor at \$25 per hour for removal of wall paper. After some discussion at the NRS amount that requires a formal bid process, ***Dan Cassinelli made a motion approving the East Hall paint bid from D. R. Dins Painting for \$39,985 plus \$25 per hour labor to remove the old wall paper, not to exceed a total expenditure of \$50,000. Motion carried unanimously, 4-0.*** Bill will check the statutes to verify the dollar amount that requires a formal bid process be followed.

### 9.4 East Hall re-texture bid

Besides the paint bid, we needed to have some of the walls re-textured before they were painted. There are no licensed local contractors that do this type of work so we asked Mr. Dins and he recommended Ray Co Drywall out of Fernley. Their bid amount came in at \$11,500. ***Dan Cassinelli made a motion approving the East Hall re-texture bid from Ray Co Drywall in the amount of \$11,500. Motion carried unanimously, 4-0.***

### 9.5 Purchase of West Hall chairs

Kim has been in contact with two different chair companies to get bids for 450 chairs for the West Hall. He had samples of two of the chairs at the meeting for board members to look at and give their opinion. The Convention Center office staff gave their preference, which was a banquet chair manufactured by Mill Brook Industries. The board approved of their

selection. Total bid amount for 450 of these chairs is \$24,535.35. ***Dan Cassinelli made a motion approving the purchase of 450 banquet chairs for the West Hall from Mill Brook Industries at a total cost of \$24,535.35. Motion carried unanimously, 4-0.***

#### **9.6 WEC Covered Arena update**

Since the arena was damaged last spring, and subsequently repaired, we are dealing with substantial limitations in its use and it cannot be used as it was intended. This is going to be a hurdle if event producers who rent the arena and plan to use it are unable to. Kim would like this board and the County Commissioners to consider working with the Building Department to file a claim on the covered arena and, subsequently, remove it and erect a metal building. Dan will present this idea to the other commissioners in the near future.

#### **9.7 Update on speedway health requirements**

This is included in Mike Scott's report above, section 8.3.

#### **9.8 WEC campground bids**

Kim reported that he is moving forward with bids on the temporary campsites. Also, he is in contact with Cindy Ulch to meet the restroom requirements.

### **10. Secretary & Counsel, Monthly Report.**

#### **10.1 Monthly report including compliances**

Bill presented his report for November.

#### **10.2 Chamber of Commerce report**

This is included in Bill's packet.

#### **10.3 East Hall carpet bid requests**

No report.

#### **10.4 Gaming Control Board approval of lottery**

On December 2, 2010 we received notification that the Gaming Control Board has approved our 2011 Run-A-Mucca lottery. We can now begin to sell tickets for the motorcycle raffle.

#### **10.5 Confirmation of designated charitable donations by WCVA for 2010 lottery and designation of charitable donations by WCVA for 2011 lottery**

As in the past, Bill has designated our Drug-Free Graduation Celebration donation and various facility grants as the recipients of our lottery proceeds.

*Terry Boyle made a motion confirming the allocation of the 2010 Run-A-Mucca lottery proceeds as follows: \$2,747 LHS Drug Free Graduation Celebration, \$960 Community Blood Drive Facility Grants, \$400 Lions Club Community Health Fair Facility Grant. Motion carried unanimously, 4-0.*

*Terry Boyle made a motion confirming the allocation of any proceeds in the 2011 Run-A-Mucca lottery as follows: LHS Drug Free Graduation Celebration (amount to be determined), WEC Facility Fees for High School Wrestling Tournaments (amount to be determined) and WEC Facility Fees for High School Basketball Tournaments (amount to be determined). Motion carried unanimously, 4-0.*

#### **10.6 Delinquencies, border motels accounts and liens**

No report.

#### **10.7 Resolution authorizing Silver State International Rodeo 5-year contract**

*Joyce Sheen made a motion authorizing the WCVA Chairman and WCVA Secretary to sign the 5-year agreement with Silver State International Rodeo as discussed in previous meetings and prepared by Mr. Macdonald. Motion carried unanimously, 4-0.*

#### **10.8 Copyright license renewals**

Invoice for this year not yet received by the county.

#### **10.9 Porcupine Creek 2-sided billboard lease space renewal**

See Bill's report.

#### **10.10 Counsel's annual audit rep letter**

See Bill's memo included in his report.

#### **10.11 Year-end actions**

Several of our board member's terms end this year. Requests for appointments must be made in writing to the county. Please get these requests in soon since board appointments are made at the beginning of 2011.

### **11. Board Administrator.**

#### **11.1 November financial reports**

Room taxes were up this month but this is to be expected with the increase in the room tax amount collected and the influx of pipeline workers that are currently residing in many of the local properties.



**11.2 Diversified fund deposit or investment accounts update**

After last month's meeting where several investment options were approved by this board, it came to Kendall's attention that there were some limitations on where WCVA could invest funds. Kendall is working with Bill and the State Treasurer's office to make sure we are in compliance with all statutes. Until this is clarified, we will continue to keep our funds in the Local Government Investment Pool.

**11.3 End of year calendar year actions**

No report.

**12. Other Business**

None.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 19, 2011, 4:00 pm.**

**14. Adjourn.**

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 \_\_\_\_\_, 2010

As written \_\_\_\_\_

As corrected \_\_\_\_\_

Winnemucca Convention & Visitors Authority Board

\_\_\_\_\_  
TERRY BOYLE  
Chairman and  
Hotel Representative

\_\_\_\_\_  
RODD WILLIAM STOWELL  
Vice Chairman and Business Representative

\_\_\_\_\_  
ABSENT  
DON STOKER  
Treasurer and Motel Representative

\_\_\_\_\_  
JOYCE SHEEN  
City Representative

\_\_\_\_\_  
DAN CASSINELLI  
County Representative

Attest:

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

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