

STATE OF NEVADA                    )  
   :ss  
 COUNTY OF HUMBOLDT            )

February 17, 2010

*Contents*

1. Time, Place and Date
2. Attendance
3. Pledge of Allegiance
4. Meeting Notice Report
5. Minutes
  - January 20, 2010
6. Business Impact Determination
7. Claims & Budget Review & Action
  - Approval of checks (15295-15352)
8. General Business
  - 8.1 Les Sweeney, Buckaroo Hall of Fame update
  - 8.2 Chris Freed, USTRC, event update and request for 2010 funding
  - 8.3 Accommodation 9-month refund request, Henson (\$370)
  - 8.4 East Hall repairs & upgrades and possible grants status
9. Director's Report
  - 9.1 Financial reports on WCVA event
  - 9.2 Purchase of new chairs for West Hall
  - 9.3 Senior Pro Rodeo proposal
  - 9.4 Propane car display update
  - 9.5 9-month accommodation tax reporting requirements
10. Board Secretary & Counsel Report
  - 10.1 Monthly report including compliances
  - 10.2 Chamber of Commerce report
  - 10.3 Parking lot rental
  - 10.4 Statement of actual revenue & expenditures for the past fiscal year
  - 10.5 Report on wage hour law requirements and county personnel provisions
  - 10.6 Paradise Valley Community request for advertising cost reimbursement
  - 10.7 Porcupine Creek taxes paid
  - 10.8 Amended room tax rules pamphlets to authorize alternate outside auditor
  - 10.9 Possibly contact NDOT re: confusing turn signage, markings & signals – Melarkey & Winnemucca Blvd.

- 11. Board Administrator
    - 11.1 January reports
    - 11.2 Compliance audit reports
    - 11.3 Discussion of WCVA FY 2011 Tentative Budget
  - 12. Other Reports
  - 13. Next Meeting Date
  - 14. Adjournment
- 

## MINUTES FEBRUARY 17, 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, February 17, 2010 with Chairman Terry Boyle presiding.

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

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

*Convention and Visitors Authority Board Officials Absent:*

Patty Herzog	Vice Chairman and City Representative
Don Stoker	Treasurer and Motel Representative

*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Others Present:*

Chris Freed	Load 'Em in the Dark Cattle Co./USTRC
Janie Welch	

**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 Thursday, February 11, 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 January 20, 2010 were reviewed. *Dan Cassinelli made a motion to accept the minutes of the January 20, 2010 meeting. Motion carried, 3-0.*

**6. Business Impact Determination.** After review of the February 17, 2010 agenda, *Dan Cassinelli 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 unanimously, 3-0.*

**7. Claims.** The following claims were submitted for payment and approved on February 17, 2010:

CHECK NUMBERS	AMOUNT
15295-15352 Nevada State Bank	\$100,881.27

*Dan Cassinelli made a motion to approve all claims as submitted. The motion carried unanimously, 3-0.*

**8. General Business.**

**8.1 Les Sweeney, Buckaroo Hall of Fame update**

Mr. Sweeney has contacted Dan Cassinelli regarding the possibility of loaning the Buckaroo Hall of Fame (BHF) some items that have been in his family and date back to the 1800's. In the past he has expressed concerns about the security of items in the BHF. WCVA has discussed this in the past but the cost of cameras at each display case would be cost prohibitive. Plus, just having security cameras is no guarantee that any of these rare items, which might get stolen, would ever be recovered. The board discussed the limited space that is available in the East Hall and the fact that this display has been stagnant for several years since we do not have the space to expand the exhibit. One solution might be to see if the Humboldt Museum could display these items at their location. Dan will speak with Fred Stewart and see if they can come up with a viable solution.

**8.2 Chris Freed, USTRC, event update and request for 2010 funding**

Mr. Freed expressed his appreciation for this board's past support of his event. For 2009, USTRC received a \$7,500 grant plus payment of their facility fees at the WEC (estimated at \$3,200) by WCVA. In June of last year Mr. Freed came before this board to request payment by WCVA of entry fees for those participants that qualify for the USTRC Northwest Regionals. This amount would be in addition to the funding previously approved. This board authorized up to \$7,500, half of Mr. Freed's estimate of entry fees (he would put up the other half). The actual amount paid by WCVA for entry fees was

\$5,250. By paying these entry fees, Mr. Freed had hoped to increase overall attendance. Attendance was up slightly, but not as much as hoped for. In August 2009 this board authorized cooperative funding for USTRC in the amount of a \$7,500 grant plus payment of WEC facility fees (estimated at \$3,200) for the 2010 event. Mr. Freed would like to request that this board again assist him with payment of entry fees for those ropers who qualify for his event in August. There was some concern expressed that this is lot of funding for one event that has not performed as well as hoped for in the past few years. Still, it is a good event and the people that do attend spend money at our local businesses. ***Dan Cassinelli made a motion approving additional cooperative funding for the 2010 USTRC Northwest Regional Finals in August. WCVA will split the entry fees for this event 50/50 with producer Chris Freed, up to \$7,500. This additional funding is for one year only. Motion carried unanimously, 3-0.***

### **8.3 Accommodation 9-month refund request, Henson (370)**

Allie Henson (\$370) has submitted receipts and the proper paperwork to receive this room tax rebate. ***Terry Boyle made a motion to approve the 9-month accommodation tax refund for Allie Henson. Motion carried unanimously, 3-0.***

### **8.4 East Hall repairs & upgrades and possible grants status**

There is no news on the progress of grants we have applied for. A plumber had to be brought in recently after an inspection by the health department revealed the lack of hot water in one of the sinks in the kitchen. Also, we are trying to move forward with completion of the EH heating system but are having to wait for Alan's schedule to allow him to complete it.

## **9. Director's Report.**

### **9.1 Financial reports on WCVA events**

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

### **9.2 Purchase of new chairs for West Hall**

Kim is getting bids on chairs for the West Hall. We will need to purchase 400. They are approximately \$50 each. We will need to get bids on this purchase due to the total amount. Kim will get with Terry to see if he has any other vendors that could give us a bid. He will bring more information to this board at a future meeting.

### **9.3 Senior Pro Rodeo proposal**

As mentioned at a previous meeting, John South and the National Senior Pro Rodeo Association are interested in starting talks to extend their contract for their finals in October. Their current contract expires this year. Local

businesses have expressed their concern that this event really does not have an impact like it has in previous years. The current level of funding, including room nights and payment of facility fees, will need to be addressed. ***Dan Cassinelli made a motion authorizing Director Kim Petersen and WCVA President Terry Boyle to enter into preliminary negotiations with National Senior Pro Rodeo Association General Manager, John South, aimed at extending the current agreement to host their finals past 2010. Motion carried unanimously, 3-0.***

#### **9.4 Propane car display**

The carpet has been installed and glass removed from the case in the EH Lounge in preparation for the display of the car. The propane car is scheduled to be delivered tomorrow. Dave Bengochea has requested a receipt letter from the WCVA as soon as possible. Bill will draft this letter.

#### **9.5 9-month accommodation tax reporting requirements**

When the room tax regulations were drafted, one of the requirements for long-term residents to collect the room tax paid over a 9-month period was receipts for each month's rent which itemizes rental amount and room tax. With the use of computers, one of our local RV parks is not issuing hand-written individual receipts any more. Instead, they are issuing computer generated statements which lists all of the months that a tenant has paid space rent. Kim wanted to bring this to the attention of this board to see if they would approve accepting these computer generated statements in lieu of individual hand-written monthly receipts for long term tenants. ***Rodd William Stowell made a motion to accept computer generated statements as proof of rental payment for 9-month accommodation tax refund purposes. Motion carried unanimously, 3-0.***

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

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

Bill presented his report for January.

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

Included in Bill's packet.

#### **10.3 Parking lot rental**

With increased use of the Convention Center, the issue of parking has come up once again. Bill wanted to know if the board would consider exploring the possibility of renting the vacant lot across the street, on the corner of 2<sup>nd</sup> Street and Melarkey. Even if some kind of agreement could be worked out, there would still be a considerable investment to refurbish the lot, up to \$50,000. In the past when WCVA tried to work something out to acquire this lot, the cost was exorbitant so no progress was made. Terry would like the

entire board's input on this issue. It will be put on the agenda for the March meeting. In the meantime, Bill will talk to some people to see if the owners would be interested in at least discussing an agreement.

**10.4 Statement of actual revenue & expenditures for past fiscal year**

No report.

**10.5 Report on wage hour law requirements and county personnel provisions**

Bill is still reviewing county policies and labor law on this issue. He will present a full report at a future meeting.

**10.6 Paradise Valley Community request for advertising cost reimbursement**

Bill has been contacted by someone from this group. They wish to access their funds to offset advertising for the Chili Cook-off as this money is needed for operations. WCVA has not received a request from them for Small Community Grant funding. Dan will check into this and have them contact the Convention Center.

**10.7 Porcupine Creek taxes paid**

As expected, the taxes on this parcel were paid before it came up for auction.

**10.8 Amended room tax rules pamphlets to authorize alternate outside auditor**

Bill has updated our Room Tax Rules and Regulations pamphlet to reflect the changes made (with input from Kendall and Kim) when outside auditors are brought in to perform property audits. He will get this pamphlet to Shelly so she can mail it with room tax reporting forms.

**10.9 Possibly contact NDOT re: confusing turn signage, markings & signals-Melarkey & Winnemucca Blvd.**

When the road work was completed last fall the final safety signage was somewhat confusing. Does this board want to contact NCOT to see if it can be adjusted to make it easier for drivers coming into town?

**11. Board Administrator.**

**11.1 January financial reports**

Room taxes for January were down from last year.

**11.2 Compliance audit reports**

No report.

### **11.3 Discussion of WCVA FY 2011 Tentative Budget**

Kim and Kendall are gathering budget information for next year's budget. The tentative budget will need to be reviewed and approved by the WCVA board at the March meeting. A couple of items that Kim would like to include in the budget are re-paving of the fire lane between the East and West Halls of the Convention Center and repair to the parking structure behind the East Hall.

## **12. Other reports.**

### **12.1 Chris Freed, West Desert Team Roping Classic**

Mr. Freed would like to bring a roping to Winnemucca in June. We have a date available, June 19 & 20. There are roping competitions at the Reno Rodeo that have limited participants. Chris would like to have one here that ropers could compete at on their way to Reno. He will produce the event but would like to ask WCVA for assistance with facility rent at the Indoor Events Center. Since this item was not on the agenda, this board cannot take action on it tonight. It will be on the agenda for March.

### **12.2 Flag pole**

A couple months ago we had a part to the large flag pole near DeLong Ford break. Since we needed to get the flag down until we were able to order the part, we had to get assistance from YESCO and their bucket truck. After a few weeks, we acquired the part and a new flag but have not been able to coordinate with YESCO to install the part and fly the flag. We have received several inquiries and complaints about the lack of a flag at this location. The good news is that we were able to get the part and flag installed last week. It looks great.

### **12.3 Volunteer Appreciation Dinner**

The WCVA and Ag District #3 Volunteer Appreciation Dinner is this Saturday, February 20, in the West Hall. To date, the only WCVA representative to RSVP is Bill. Kim wanted all board members to know that they are welcome to attend and hopes that they will. It should be a great evening.

#### **12.4 Gas pipeline workers**

This summer the construction of the natural gas pipeline through this part of the state should begin. Kim believes that construction workers will be residing in recreation vehicles in what previously have been permanent mobile home parks. If they do, they will be required to pay room tax for the months they live there. It looks like the duration of their stay may be 2 to 4 months. Kim would like to ask that Bill draft deliver a letter to all county mobile home parks reminding them of the pertinent ordinances and payment requirements.

#### **12.5 Good Times Street Drags**

At yesterday's city council meeting the council approved the street drags to, once again, be held on Traders Way during Fifties Fever.

#### **12.6 Community Planning Meeting**

On Monday and Tuesday Humboldt Development Authority will be hosting a facilitator who will be working with community leaders on developing a process for future community planning. It will be in the Convention Center West Hall. Everyone is welcome to attend.

#### **12.7 WEC Indoor Arena Project**

The end walls on the Indoor Arena at the Winnemucca Events Complex are almost completely installed. It should be a great addition to the facility.

#### **12.8 WCVA Meeting Time**

Rodd has requested that the meeting time of the monthly WCVA meetings be changed to 3:00 pm. Members present had no problem with making this change. ***Dan Cassinelli made a motion changing the WCVA meeting time to 3:00 pm. Motion carried unanimously, 3-0.*** Next month Terry is unavailable in the afternoon. The 3:00 pm meeting time will begin in April. For the March meeting, the starting time will be 10:00 am.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 17, 2010, 10:00 am.**

**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

\_\_\_\_\_  
ABSENT  
PATTY HERZOG  
Vice Chairman and City Representative

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

\_\_\_\_\_  
RODD WILLIAM STOWELL  
Business Representative

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

Attest:

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

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