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MINUTES FEBRUARY 16, 2011

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 4:10 pm on Wednesday, January 19, 2011 with Vice Chairman Rodd William Stowell presiding.

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

Terry Boyle	Chairman and Hotel Representative
Rodd William Stowell	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel 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:
None

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Others Present:

Bonnie Cassinelli	Wmca Barrel Racing Association
Barbara Stanton	American Red Cross
Ami Rogers	American Red Cross
Steve Cochrane	Grass Valley Baptist Church
Myrna Smart	Ft McDermitt Paiute-Shoshone Tribe
Maxine Smart	Ft McDermitt Paiute-Shoshone Tribe
Dwayne Red Star	Ft McDermitt Paiute-Shoshone Tribe

Jeff Johnson	Grass Valley Baptist Church
John Arant	Wmca Trap Club
Vic Christison	Wmca Trap Club
Doug Cain	Wmca Trap Club
Tammy Mariluch	Wmca Trap Club

3. Pledge of Allegiance.

4. Meeting Notice Report.

Vice Chairman Stowell reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, February 11, 2011 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 19, 2011 were reviewed. *Joyce Sheen made a motion to accept the minutes of the January 19, 2011 meeting. Motion carried, 3-0. Terry Boyle and Dan Cassinelli were not present for this vote.*

6. Business Impact Determination.

After review of the February 16 2011 agenda, *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, 3-0. Terry Boyle and Dan Cassinelli were not present for this vote.*

7. Claims.

The following claims were submitted for payment and approved on February 16, 2011:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16150-16214	\$214,048.52

Rodd William Stowell made a motion to approve all claims as submitted. The motion carried, 3-0. Terry Boyle and Dan Cassinelli were not present for this vote.

8. General Business.

8.1 Rafael Moreno, request for extension of hours to 3 am, Wedding Reception, June 4, 2011

Mr. Moreno did not appear before this board. No action taken.

8.2 Bonnie Bassinelli, WBRA, request for WEC facility fees, Spring Barrel Race, May 6-8, 2011

When this board approved Cooperative Funding for this year they granted facility fees of \$900 to this organization for their event to take place in the outside, main arena. Mrs. Cassinelli is here today to request that award be amended to cover the rental fees of the Indoor Event Center. By moving the barrel race inside they feel their attendance and participation will increase by 30-50%. The unpredictable weather and condition of the ground in the outdoor arena were reasons given in support of moving inside. *Don Stoker made a motion approving payment of facility fees for the Indoor Event Center for the WBRA Spring Barrel Race, May 6-8, 2011. Motion approved, 4-0. Dan Cassinelli was not present for this vote.*

8.3 Donation to City of Winnemucca Special Events Fund

Last year WCVA gave the City of Winnemucca a donation in the amount of \$10,000 to help offset some of the expenses incurred during our larger events. Board members discussed making another donation this year. *Don Stoker made a motion approving a \$10,000 donation to the City of Winnemucca Special Events Fund. Motion carried, 4-0. Dan Cassinelli was not present for this vote.*

8.4 Grass Valley Baptist Church, request for WH facility grant, Living Last Supper, April 22, 2011

Jeff Johnson and Steve Cochrane came before this board to request the use of the West Hall of the Convention Center for what they plan to be an annual event, Living Last Supper on April 22, 2011. This will be a dramatic presentation open to the public. *Joyce Sheen made a motion approving a WH facility grant, 2 rooms (\$240), for the Grass Valley Baptist Church Living Last Supper on April 22, 2011. Motion carried, 4-0. Dan Cassinelli was not present for this vote.*

8.5 Tammy Mariluch, Winnemucca Trap Club, request for funding, Spring Fling Miner & Merchant Shoot, April 30, 2011

The Winnemucca Trap Club has been active in making improvements to their facility and attracting people out there to utilize it year round. On most of their events they break even, but they are not huge money-makers. Last year at this event they had 150 shooters and they are hoping to have 200 shooters this year. Their goal is to hold the Nevada State Shoot, which is a 5

day event. Tonight they are requesting \$2,000 to be used for advertising. ***Joyce Sheen made a motion approving a \$2,000 grant to the Winnemucca Trap Club to be used for advertising for their Spring Fling Miner & Merchant Shoot on April 30, 2011. Motion carried unanimously, 5-0.***

8.6 American Red Cross, request for EH facility & fees grant, Real Heroes Celebration, September 10, 2011

Ami Rogers and Barbara Stanton are here tonight to request use of the EH for their Real Heroes Celebration and well as a grant to cover the linen, marquee, stages, etc. In the past the average attendance at this event has been approximately 150. This year they have commitments from law enforcement, military and first responders that they will attend so they are expecting a much larger crowd. This is their main fundraiser for the year. ***Don Stoker made a motion to approve a facility and fees grant not to exceed \$1,500 for the American Red Cross Real Heroes Banquet, September 10, 2011. Motion carried unanimously, 5-0.***

8.7 Billy Bell, Fort McDermitt Paiute-Shoshone Tribe, request for WH facility grant, April 2 & 3, 2011

Billy Bell and Maxine Smart are before this board to request the use of the West Hall of the Convention Center for a Powwow – “Young Leaders-Old Ways”. This would be a celebration of Native American culture and would be open to the public. They are planning to bring in many other tribes to participate as well. There was some question as to whether the Convention Center is the best venue to hold an event like this. They can attract hundreds of people between participants, spectators and vendors and often goes late into the night. The Indoor Event Center would probably be better but it is not available on this date. Kim will work with Mr. Bell and Ms. Smart to see if there is another date available so that the Event Center can be utilized. If the Indoor Event Center is not available, then another possibility is to use the Exhibit Hall in conjunction with the West Hall. ***Don Stoker made a motion approving a WH facility grant in the amount of \$1,200 (2 days @ \$600/day) and payment of WEC facility fees, not to exceed \$3,000, for the “Young Leaders-Old Ways” Powwow. Date to be determined. Motion carried unanimously, 5-0.***

8.8 Dawn Swanson, Advocates for Victims of Abuse, request for EH facility grant, April 2, 2011

Ms. Swanson could not be there tonight but wrote a letter to the board outlining her event. ***Rodd William Stowell made a motion approving a \$600 EH facility grant for the “Break the Silence” event sponsored by Advocates for Victims of Abuse on April 2, 2011. Motion carried unanimously, 5-0.***

8.9 Accommodation 9-month refund request, Zuza (\$354.60)

8.10 Accommodation 9-month refund request, Miranda (\$775.78)

Terry Boyle made a motion to approve the 9-month accommodation tax refunds for Shirley Zuza (\$354.60) and Eleazar Miranda (\$775.78). Motion carried unanimously, 5-0.

8.11 East Hall repairs & upgrades and possible grants status

The wallpaper has been removed and the walls are to be textured. We are enclosing the Lounge so that it will be more conducive to meetings. Kim and Bill will begin to work on the specs for carpet. The parking structure still needs to be inspected by an engineer to make sure it is structurally sound.

9. Director's Report.

9.1 Financial reports on WCVA events

These are included in the board packets.

9.2 Bid request for WEC camping electrical hookups

Kim is still working on the bid preparation. Hunewill has been working to level the dirt east of the Indoor Event Center.

9.3 Future of YESCO highway billboards

We have three YESCO contracts expiring this spring. Kim has sent a letter to notify them that we may be making some changes to our marketing plan and do not want these billboards to re-new automatically. Kim will discuss our plans with their representative and bring a proposal to this board at a future meeting.

9.4 Electronic Convention Center marquees

Kim has asked YESCO for a bid for two electronic marquees, one at each hall. Their price for both signs is \$95,720. This dollar amount will require that it go out to bid. We will need to get specs together if this is something the board would like to proceed with.

9.5 Purchase of restroom/shower trailer

After last month's discussion about including an ADA restroom, Kim was able to get prices for units that met ADA requirements as well as a separate ADA restroom/shower. After some discussion about the best combination for our needs, board members came to the conclusion that we should proceed with 2-4 unit combo units (\$86,196) and rent an ADA compliant restroom. The total cost of this requires that we go out to bid before purchase. *Dan Cassinelli made a motion approving the purchase of 2-4 unit shower/restroom trailers at a cost not to exceed \$86,500. Kim and Bill*

are authorized to get the bid specs prepared and published as soon as possible. Motion carried unanimously, 5-0.

Since the only location that requires an additional ADA restroom is the racetrack, Kim will research renting an ADA restroom during race season.

9.6 Update on purchase of WH chairs

At our December 15, 2010 meeting this board approved the purchase of 450 banquet chairs at a cost of \$24,535.35. We placed the order and mailed our deposit after the meeting. Last month the company contacted Kim and said that their supplier had changed and the chairs were not the quality that we were expecting and they did not want us to be dissatisfied so were cancelling our order. They are researching other sources for those chairs and will contact us when they find some that they feel will meet our needs. We will put this on next month's agenda and will, hopefully, have another price quote from them.

10. Secretary and Counsel, Monthly report.

10.1 Monthly report including compliances

No report.

10.2 Receipt of offer to sell old parking lot and adjacent parcel to WCVA, review of prior negotiations, legal matters, appraisal matters, discussion and possible action or actions on offer and on appraisal

Included in Bill's packet was a letter from Fred Twichell, on behalf of the Twichell Family Trust, inquiring if there was interest by this board in purchasing the vacant lots on Melarkey Street across from the Convention Center. They own two parcels and are offering to sell both for \$455,000.00. Bill had copies of NRS which outline the duties of this board in relation to the purchase of property and the process that must be followed. Since acquiring this lot to relieve some of the parking issues at the Convention Center has been something this board has discussed on several occasions, members felt they would like to proceed. At last month's meeting this board authorized Bill to proceed with the necessary appraisal if there was interest by the Twichell Family to sell these parcels. WCVA agreed to pay for the appraisal. ***Don Stoker made a motion accepting the Twichell Family Trust's offer to sell their two parcels across from the Winnemucca Convention Center (APN 015-432-03, 015-432-05) to the Winnemucca Convention & Visitors Authority for \$455,000.00 upon receipt of the appraisal. Motion carried unanimously, 5-0.***

Bill has letters from two appraisers qualified to do this type of commercial job and both have expressed interest in being hired to complete this report. One was from Reese Perkins. He agreed to have the report complete in 30 days and his fee is \$3,500. The other one is from William Tessler. He committed to completing this report in 30-45 days at a cost of \$2,500. Both are familiar

with Humboldt County and have done appraisals for the county. Bill Macdonald will have to work with Bill Deist to discuss whether this matter has to go before the Humboldt County Commissioners before we proceed since we are, technically, a county entity. ***Dan Cassinelli made a motion authorizing Bill Macdonald to enter into discussions with Humboldt County in order to proceed with an appraisal on the parcels discussed above. Upon approval by the county or at Mr. Deist's direction, Bill will contract with the least expensive appraiser. In this case, that would be Mr. Tessler at \$2,500. Motion carried unanimously, 5-0.***

10.3 Report on delinquencies and liens status

No report.

10.4 Prior meeting compliances

No report.

10.5 East Hall carpet and painting projects update

Included in Director's Report.

11. Board Administrator.

11.1 January Financial Reports

Room tax collections are still strong so far this year.

12. Other Business.

12.1 LGIP funds

Interest on these funds is still pitiful. Kendall continues to work to make sure that we follow NRS as we try to invest some of this money elsewhere.

12.2 WCVA FY 2012 Budget

Next month Kendall and Kim will present a tentative budget for board approval.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 16, 2011, 4:00 pm.

15. Adjourn. Don Stoker made a motion to adjourn this meeting. Motion carried unanimously, 5-0.

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 _____, 2011

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

RODD WILLIAM STOWELL
Vice Chairman and Business Representative

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