

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

February 20, 2013

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MINUTES, FEBRUARY 20, 2013

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, East Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, February 20, 2013 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **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
Jim Billingsley	City Representative
Dan Cassinelli	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:
None

Staff Members Present:

Kim Petersen
Shelly Noble

Director
Administrative Clerk

Staff Members Absent:

None

Others Present:

Linda Betteridge
Gina Rackley
Sunny Johnson
Damon Kuskie
Joyce Sheen

Lowry Music Boosters
Wmca Youth Football League
Frontier Community Coalition
Wmca Girls Fastpitch
Humboldt Sun

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, February 14, 2013 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. Business Impact Determination.** After review of the February 20, 2013 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, 5-0.*

6. Minutes.

Prior meeting minutes of January 16, 2013.

Don Stoker made a motion to accept the minutes of the January 16, 2013 meeting. Motion carried, 5-0.

Prior meeting minutes of February 1, 2013.

Don Stoker made a motion to accept the minutes of the February 1, 2013 meeting. Motion carried, 5-0.

- 7. Claims.** The following claims were submitted for payment and approved on February 20, 2013:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17976-18060	\$231,578.67

Don Stoker made a motion to approve all claims as submitted. The motion carried, 5-0.

8. General Business.

8.1 Presentation & acceptance of FY 2012 audit report, Steele & Associates, for possible action

No report. Auditors were unable to attend this month's meeting. They will present this report at the March meeting.

8.2 Pauline Salla, Frontier Community Coalition Celebrate Diversity, request for WH facility grant, April 20, 2013, for possible action

Sunny Johnson is here today to represent the Frontier Community Coalition and make this request. This organization works with agencies to promote healthy living and various local youth organizations. Last year's fundraising event was a success and they hope that this year they can attract even more people to attend. They are requesting use of the West Hall and kitchen.

Rodd William Stowell made a motion approving a facility grant in the amount of \$750 (\$600 West Hall, \$150 kitchen rental) for the Frontier Community Coalition Celebrate Diversity fundraising event to be held April 20, 2013. Frontier Community Coalition is responsible for any other customary Convention Center charges. Motion carried, 5-0.

8.3 Jeff Dawson, Winnemucca Little League, request for donation to replace scoreboards used for youth athletics, for possible action

Gina Rackley (representing Winnemucca Youth Football League) and Damon Kuskie (representing Winnemucca Girls Fastpitch) are here tonight to make this request. As anyone who has kids involved with soccer, baseball or softball knows, our scoreboards at these fields are very old, work only sporadically and need to be replaced. Winnemucca Little League, Winnemucca Youth Football and Winnemucca Girls Fastpitch have come together to purchase scoreboards for these fields all at once. By working together they are getting a reduced price from Donnelley Sports out of Twin Falls, Idaho. Board members were presented with a list of donations already committed by local individuals and organizations. At this time, they are short \$2,250 out of the \$20,000 it will cost to make this purchase. All of these fields are at city parks and the city's donation will be the installation of the boards. ***Don Stoker made a motion approving a grant in the amount of \$2,250 to be used for the purchase of scoreboards at local youth athletic fields. Motion carried, 5-0.***

8.4 Javier Rivera, Chihuahua's, request for extension of time for Mexican Dance, March 30, 2013, for possible action

Javier was unable to be here tonight but he has made this request in the past. He would, once again, like to extend the hours of his dance to 2 am. *Don Stoker made a motion approving the extension of time for the Mexican Dance on March 30, 2013 to 2 am. Motion carried, 5-0.*

8.5 Linda Betteridge, Lowry Music Boosters Club, request for EH facility grant, April 12, 2013, for possible action

The Lowry Music Booster's Annual "Where's the Beef" event has become a major fundraiser for this organization. This year they are focusing their efforts to raise funds to support the Lowry Music Department's trip to the Heritage Festival in southern California and also to purchase a French horn. This dinner and performance by Lowry students had been very well received by the community and Mrs. Betteridge hopes to keep it going for many more years. *Jim Billingsley made a motion approving an East Hall facility grant in the amount of \$425 (Comstock Room \$250, Kitchen \$100, Marquee \$25) for the Lowry Music Boosters "Where's the Beef" fundraising event to be held on April 12, 2013. Lowry Music Boosters are responsible for any other customary Convention Center charges. Motion carried, 5-0.*

8.6 Jim Davis, Superior Livestock Auction, Cooperative Funding request, for possible action

When the requests for 2013 Cooperative Funding were made, this board approved a \$15,000 grant for this event. Mr. Davis has written a letter requesting an additional \$5,000 due to the rising cost of entertainment that he brings to Winnemucca. After some discussion, board members felt that the amount of people that come to town for this event justifies this request. *Don Stoker made a motion approving an additional \$5,000 2013 Cooperative Funding grant (for a total of \$20,000 in 2013) to the Superior Livestock Auction, July 29 – August 2, 2013. Motion carried, 5-0.*

8.7 Donation to City of Winnemucca Special Events Fund, fo possible action

For the past several years this board has donated \$10,000 to the City of Winnemucca to help offset some of the overtime expenses incurred during the events that we sponsor. We know that this does not cover all of these expenses, but city official have been appreciative of the gesture. *Dan Cassinelli made a motion approving a \$10,000 grant to the City of Winnemucca Special Events Fund to help offset some of the expenses incurred during our events. Motion carried unanimously, 5-0.*

8.8 Accommodations tax 9-month refund requests, for possible action, Hurtado (\$580.20), Longhurst (\$540), Marak (\$462), Rodgers (\$540), Fuller (\$540), Bush (\$585), Schmid (\$675) These refunds total \$3,922.20.

Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for John Hurtado (\$580.20), Rick Longhurst (\$540), Mark Marak (\$462), Gordon Rodgers (\$540), Troy Fuller (\$540), Raymond Bush (\$585), Robert Schmid (\$675). Motion carried, 5-0.

9. Director's Report.

9.1 Financial reports on WCVA events

Bank reconciliations for the Tri-County Fair and Ranch Hand Rodeo were included in the board packets for review.

9.2 WCVA tentative budget review and approval, FY 2014, for possible action

Board members reviewed the spreadsheet prepared by Kim and Kendall for the upcoming fiscal year. These figures are tentative and if there are suggestions for any changes, please let one of them know. This tentative budget is due to the state by April 15, 2013. As in past years, revenue and expense projections are conservative. ***Don Stoker made a motion to approve the 2014 WCVA tentative budget as presented. Motion approved unanimously, 5-0.***

9.3 Proposal to replace electronic sign on W. Winnemucca Blvd., for possible action

The sign at the west end of town is not functioning correctly. Some parts need to be replaced but are no longer available. Kim would like approval to replace the "guts" of this marquee while keeping the original structure and border. Kim has received three proposals from Nevada Advertising for this project. He would like to request the parts that will give us the best resolution. Of course, this is also the most expensive at \$35,000. After some discussion, ***Dan Cassinelli made a motion approving the purchase of the 16mm Watchfire sign and software from Nevada Advertising at a cost of \$35,000. Motion carried, 5-0.***

9.4 Update on WEC Covered Arena retrofit/replacement, for possible action

Kim continues to work with Bill Deist to get this issue resolved. Kim has asked Bill to get a meeting together to discuss the options and the possibility of pursuing a lawsuit to recoup some of our expenses from the insurance company. In the meantime, Kim has received three bids for replacement or a

retrofit of the structure. They range in cost from \$514,000 to \$880,000. Kim will keep the board updated as more work is done to come to a resolution.

9.5 Update on WEC Event Center addition, for possible action

Kim received a preliminary estimate for construction of the addition to the Event Center that this board has discussed. The cost is estimated at \$1.5 million. This will be discussed again at our March meeting.

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

No report.

10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

10.3 Update on status of installation of carpet & tile installation contract, for discussion & possible action

No report.

10.4 Update on East Hall Marquee and Awning Project, review draft bid request forms, for discussion and possible action

No report.

10.5 Review Counsel's rep letter for 2011-2012 audit, for discussion

See Bill's letter that is included in his packet.

10.6 Amendment of Board's minutes of June 20, 2012 meeting, for possible action

An error was made in the meeting minutes reflecting our pledged amount to the paving project proposed by the No. Nevada Racing Association. The minutes state that our portion is \$4,700 when it is actually \$15,667 (1/3 of the total cost, the remainder to be shared by the city and county). Bill has prepared a resolution reflecting the correct amount that WCVA approved on June 20, 2012. *Don Stoker made a motion accepting Resolution 2013-2 as prepared by Bill Macdonald which accurately reflects the amount that WCVA approved as their portion of the paving project proposed by Northern Nevada Racing Association on June 20, 2012. Motion carried 5-0.*

10.7 Joint City-County-WCVA meeting on intersection improvement, for discussion & possible action

No report.

10.8 Termination of Procupine Creek sign ground lease completion, for discussion & possible action

Bill notified Mr. Anker of our desire to discontinue leasing his property for our billboard since we had to have it taken down when it started to fall apart after one of our bad wind storms. Mr. Anker was sorry to hear of our decision.

11. Board Administrator.

11.1 January Financial Reports, for discussion

Room tax revenues continue to be strong.

11.2 Options to diversify cash investments, for possible action

Kendall presented Mr. Mineo's suggestions for diversification of our investment funds. WCVA needs to adopt an internal policy authorizing Nevada State Bank to act on behalf of WCVA before funding any of the options presented. *Dan Cassinelli made a motion to accept Nevada State Bank/Sam Mineo's proposal for the WCVA funds that are to be invested outside of the Local Government Investment Pool, upon Bill's review and approval. An internal policy authorizing Nevada State Bank to act on our behalf (as outlined in NRS) must be prepared and signed before the outside investments are funded. Motion carried, 5-0.*

11.3 Status of room tax audits, for possible action

No report.

12. Other Business.

12.1 Event Center scoreboard

The lower section of the scoreboard at the Indoor Event Center is not working. Kim has been trying to get it repaired.

12.2 WEC security

Kim is considering blocking off access to areas of the Events Complex when events are not taking place. We have had a rash of vandalism lately – graffiti on both ends of the Event Center and destruction of the glass in two of the front doors.

12.3 Tri-County Fair concert

Our headliner concert for the 2013 Tri-County Fair will be Clay Walker. Tickets will go on sale in March

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 20, 2013, 4:00 pm.

14. Adjourn. *Rodd William Stowell made a motion to adjourn this meeting. Motion carried, 5-0.* The meeting was adjourned at 5:45 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 _____, 2013

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

JIM BILLINGSLEY
City Representative

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator