

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

June 17, 2015

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MINUTES, JUNE 17, 2015

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, June 17, 2015 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Herb Ross	Vice Chairman and Business Representative
Ron Cerri	County Representative

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Todd Lewis	Methodist Men
Nicole Bengochea	Wmca Goldrush Softball
Chris Lininger	Wmca Goldrush Softball
Hadlee Bengochea	Wmca Goldrush Softball
Hayden Case	Wmca Goldrush Softball

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, June 12, 2015 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 June 17, 2015 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***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.***

6. Minutes.

Prior meeting minutes of May 21, 2015.

Jim Billingsley made a motion to accept the minutes of the May 21, 2015 meeting. Motion carried, 3-0.

7. Claims. The following claims were submitted for payment and approved on June 17, 2015:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	20155-20228	\$159,068.64

Don Stoker made a motion to approve all claims as submitted. The motion carried, 3-0.

8. General Business.

8.1 Heather Dye, Nevada FFA Association, Leadership Training, February 16 & 17, 2016, request for facility grant, for possible action

Heather was unable to be here tonight. This is an annual FFA event that alternates between the north and the south. The last couple of times it's been in the north, it has been held here. This is a leadership training for FFA students from all over Nevada. They use the entire East Hall for two days. ***Terry Boyle made a motion to approve a facility grant for \$2,000 (EH, 2 days @ \$1,000/day) for the Nevada FFA Association Leadership Training to be held on February 16 & 17, 2016. Motion carried, 3-0.*** Nevada FFA Association is responsible for any other customary Convention Center charges.

8.2 Todd Lewis, Methodist Men, Buckaroo Breakfast, September 5 & 6, 2015, request for facility grant, for possible action

The Buckaroo Breakfast is held each year on the Nixon Lawn during the Tri-County Fair & Stampede. It is a fundraiser for the Methodist Men who have been cooking this breakfast for many years. They are, once again, requesting a facility grant for the West Hall kitchen for this event. ***Don Stoker made a motion to approve a facility grant for \$300 (West Hall kitchen, 2 days @ \$150/day) for the Methodist Men's Buckaroo Breakfast to be held on September 5 & 6, 2015. Motion carried, 3-0.*** Methodist Men are responsible for any other customary Convention Center charges.

8.3 McDermitt Community Board, request for Small Community Grant funding, for possible action

The McDermitt Community Board is requesting \$6,000 of their Small Community Grant funding which will be used for the purchase of new tables and chairs for the McDermitt Community Hall (\$2,000) and for repairs to the rodeo grounds and leasing of stock for the McDermitt Ranch Hand Rodeo (\$4,000). Minutes from the McDermitt Community Board and Rodeo Board were included with their request. These minutes showed the approval of these expenditures by board members. ***Don Stoker made a motion approving the request by the McDermitt Community Board for \$6,000 of their Small Community Grant funding. These funds will be used for stock charges and repairs to the McDermitt Rodeo Grounds and for tables and chairs for the McDermitt Community Hall. Motion carried, 3-0.***

8.4 Nicole Bengochea, Winnemucca Goldrush Girls Fastpitch Tournament, June 26-28, 2015, request for funding, for possible action

Chris Lininger and Nicole Bengochea are here today to make this request. This organization plays softball in northern Nevada and California during the spring and summer months. This is the only "home" tournament for these teams whose players range in age from 8 to 14. This tournament has grown to the point where they use the Sports Complex, Lowry Softball Field and two fields at Vesco Park. Last year they had 37 teams (and their

families) in town for the weekend. This year they expect to have even more teams participating. Each team pays a registration fee and this covers a lot of the expenses but Chris and Nicole are here today to request funding so that their bottom line doesn't take a huge hit once all the tournament expenses are paid. Their major expenses are umpires and awards, which is what WCVA funding would be used for. Board members felt this was the type of event that they want to promote since it brings in families from local communities and surrounding states who stay in motel rooms and shop at local businesses. ***Don Stoker made a motion approving a \$2,000 grant to the Winnemucca Goldrush Girls Softball Tournament to be held in Winnemucca June 26-28, 2015, Motion carried 3-0.***

8.5 Humboldt County Monthly Room Tax Return, items for completion required from each property, for possible action

Terry requested this item be included on the meeting agenda so that any property owner who had questions or concerns could attend this meeting. There were no hotel/motel owners present except for our board members. Brian Stone, manager of Winners, attended a recent WCVA meeting to ask if these figures could be compiled. There is a line item on the monthly tax report that all properties are required to complete, but some do not. It is the total number of rented room nights for the month. Even though this information won't be much use for comparison purposes for a few years, board members had no problem requiring this information be filled out each month. As with other information, individual property information will be kept confidential and only the total number of room nights for all of Humboldt County will be made available to anyone requesting it. A draft of the letter to be sent to these owners was included in the meeting packet. Those properties that do not complete the form entirely will be subject to penalties and interest for non-filing of their monthly return. ***Jim Billingsley made a motion requiring all Humboldt County properties who pay room tax each month to complete the Monthly Room Tax Return entirely, including the line item which states the total number of rented room nights for the reported month. Motion carried, 3-0.***

8.6 Board policy regarding WCVA's right to cancel booked events when an out of town function requires use of facilities, for discussion and possible action

This item was included on the agenda after the women's group, PEO, contacted the Convention Center about holding their convention here in 2019. The convention can only be held on certain dates and the date they wanted happens to be the weekend that has traditionally been held for Lowry's prom. Item number 3 in the Winnemucca Convention Center Rules & Regulations clearly states that the Convention Authority has the right to cancel any event if the facilities are required for an out-of-town function. All board members agreed that this was not a clause they wanted to use unless it was absolutely

necessary. In this case, the prom is a free event and could be held elsewhere. Plus, this convention isn't until 2019 so that gives us plenty of time to notify Lowry advisors that the Convention Center will not be available on that date. Kim will draft a letter to Lowry High School notifying them that the Convention Center will not be available for prom on May 4, 2019.

8.7 Board policy regarding lending of WCVA property to outside entities, for possible action

Included in the meeting packets is a draft of a letter Kim wrote to Ray Parks, principal at Lowry High School, outlining some concerns he has regarding the use of WCVA property (primarily tables and chairs) by Lowry High School. At first it was only the Academic Assembly using our steps. For the past couple of years the school has borrowed our tables and chairs for use at the high school for testing two or three times a year. It is our understanding that the school district has tables and chairs but they are spread out among all the local schools and it is easier for the district employees to come to the Convention Center and pick them all up at one location. We don't mind helping out but now they are being used more frequently and even though their employees try to be careful when they are loading and unloading these items, they do sustain more than the usual wear and tear that would occur if they stayed onsite at the Convention Center and were used only for our own events. These items were never meant to be loaned out and Kim would like the input of this board before moving forward with this letter. Board members felt that they would like to talk with Mr. Parks in person and present their concerns before having Kim send this letter. Kim and Terry will make a point to get together with Mr. Parks soon and discuss this.

8.8 Accommodations tax 9-month refund requests, for possible action, Garcia (\$482.70), Ghisletta (\$630), Pelayo (\$435.61), Kirkendoll (\$540), Ridenour (\$580.35)

Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for Christine Garcia (\$482.70), Alan Ghisletta (\$630), Cesario Pelayo (\$435.61), Lucky Kirkendoll (\$540), Danny Ridenour (\$580.35). Motion carried, 3-0.

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 2015 Run-A-Mucca event report and discussion

Board members reviewed the report prepared by Darrel Field on this year's event. To date, the event has lost over \$16,000. Registrations continue to

decline and the weather is always a major factor. The Run-A-Mucca Committee is meeting tomorrow to discuss the event and whether it is still worth the investment. Board members all felt that the number of law enforcement personnel and the citations they were issuing were totally out of line. We have received numerous reports of stops for minor incidents that bordered on harassment. This board questioned whether local law enforcement encouraged the number of officers and citations in an attempt to get WCVA to cancel the event since local police and sheriff are very vocal about their dislike of this event which requires everyone on their staffs to work the holiday weekend. Board members felt one or two of their members plus Kim and the sheriff and police chief need to meet to discuss all these concerns. The board would also like to find out the number and type of citations that were issued and compare them to other busy weekends, possibly Ranch Hand Rodeo. Bill will work on getting this information from Justice Court. Even with the bad weather and decline in attendance, Terry feels the event is worth producing on a weekend that would otherwise be slow for Winnemucca businesses.

9.3 East Hall parking structure update, for discussion & possible action

Work should begin tomorrow on this project. The top level of the parking structure will be flooded to see where the issues are before any work is started.

9.4 WEC Indoor Event Center expansion update, for possible action

Kim does not have any additional information to report tonight. He is still working with the architect to fine-tune the plans.

9.5 Non-payment of WEC catering fees, NCAA Wrestling Tournament, for discussion

Board members have copies of the correspondence with Las Margaritas regarding the catering fee they are required to pay for providing food at the state high school wrestling tournament earlier this year. A copy of this correspondence was sent to Ray Parks at Lowry High School too since he is the contact person who came before this board to make the request for funds to pay for the hospitality room. It has come to our attention that Las Margaritas was issued a check from Lowry High School in the amount of \$500 to help offset the catering fee. The Events Complex has received no payment for this catering fee.

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

Bill reviewed his report.

10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

10.3 Update on delinquencies, possible request for authorization of disclosure of confidential information of one or more licensees & possible action

There are no longer any outstanding NSF checks, only penalties and interest that are due from these checks. Bill is working to collect these fees.

10.4 Possible standardized delinquency procedure, timetable & forms, for discussion & possible action

No report.

10.5 Review & possible final fiscal year-end actions:

Financial report on Run-A-Mucca lottery for Gaming Control Board

Annual fiscal report for publication prior to July 1

Debt Report to County Debt Management Commission

5-year Capital Improvement Plan previously adopted

The proceeds from the 2015 Run-A-Mucca motorcycle raffle are \$1,927. For his report to the state, Bill needs to show where these proceeds are allocated. Each year the proceeds are allocated to youth and community charitable activities. This year's proceeds will go to payment of rental fees for the Cody Louk Memorial Youth Wrestling Tournament (\$1,600) and also towards payment of facility fees for the Lowry High School Annual Drug-Free Grad Party (\$327).

Included in his meeting packet is a copy of the publication notice from last year and the information that will be included in this year's publication. WCVA has no debt. Kendall will complete the report that needs to go to the County Debt Management Committee.

Items to be included in the 5-year Capital Improvement Plan are the expansion to the Event Center (\$2,000,000), repairs to East Hall parking structure (\$90,000), East Hall heating and cooling improvements (\$226,000), East Hall/West Hall marquee project (\$150,000), Winnemucca Recreation Complex Project (\$125,000/year, 2 years), West Hall carpet (\$70,000), West Hall office addition (\$240,000).

After some additional discussion, ***Terry Boyle made a motion to accept the WCVA 5-year Capital Improvement Plan as presented. Motion carried, 3-0.***

10.6 Update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action

No report.

11. Board Administrator.

11.1 May Financial Reports, for discussion

Room tax revenues were up slightly for April but are still down for the year.

11.2 Budget Augmentations and Transfers to FY 2015 WCVA Budget, for possible action

At last month's meeting, Board members authorized Bill to prepare the Resolution authorizing the transfer of \$20,000 from the 2015 Contingency account to the Administration account. This transfer was necessary due to decreased revenues. *Don Stoker made a motion to accept the resolution transferring \$20,000 in the 2015 WCVA budget from the Contingency account to the Administration account, as prepared by Bill Macdonald. Motion carried, 3-0.*

12. Other Business.

12.1 2015 Lowry High School graduation

The ceremony went well and using the scoreboard really made it easier for everyone to see the video before the ceremony and also the graduates as they received their diplomas. There's always more to learn about running the sign at an event like this, and we are slowly but surely learning more of its capabilities. Also working well were the new coolers which just about froze a lot of people out since the day of the ceremony was quite cool.

12.2 Event Center sound system

Kim reported that this sound system will need some major repairs in the near future.

12.3 Event Center bleachers

The Event Center was packed for Lowry graduation and as the crowd rose when the students entered the building, Kim reported that the bleachers seemed to sway a bit. He feels we need to get them inspected to make sure they are safe since they haven't had any work done on them since they were installed almost 15 years ago.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, July 15, 2015, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 3-0.* The meeting was adjourned at 5:30 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 _____, 2015

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

ABSENT

HERB ROSS
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

JIM BILLINGSLEY
City Representative

ABSENT

RON CERRI
County Representative
Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator