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MINUTES MARCH 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 4:00 pm on Wednesday, March 16, 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:

Lyle Avey	Rocky Mountain Elk Foundation
Lynda Sugasa	Safe Haven Rescue Zoo
Stan Rorex	United Methodist Men/HGH Auxiliary
Norm Burnett	United Methodist Men/HGH Auxiliary
Helen Burnett	United Methodist Men/HGH Auxiliary

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, March 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 February 16 and February 25, 2011 were reviewed. *Don Stoker made a motion to accept the minutes of the February 16, 2011 meeting. Motion carried, 4-0. Terry Boyle was not present for this vote. Joyce Sheen made a motion to accept the minutes of the February 25, 2011 meeting. There was not a quorum of members present who were also present at this meeting so this item will be voted on later in the meeting.*

- 6. Business Impact Determination.** After review of the March 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, 4-0. Terry Boyle was not present for this vote.*

- 7. Claims.** The following claims were submitted for payment and approved on March 16, 2011:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16215-16288	\$228,867.79

Rodd William Stowell made a motion to approve all claims as submitted. The motion carried, 4-0. Terry Boyle was not present for this vote.

8. General Business.

8.1 Rocky Mountain Elk Foundation, request for WH facility grant, March 19, 2011

Lyle Avey, Chairman of the RMEF, is here before this board to request a facility grant for their annual banquet to be held this Saturday, March 19, 2011. *Don Stoker made a motion approving a WH facility grant (\$600) for the Rocky Mountain Elk Foundation Annual Banquet to be held March 19, 2011. Motion carried unanimously, 5-0.* RMEF is responsible for the facility deposit and any other customary Convention Center charges they may incur.

8.2 Safe Haven Rescue Zoo, request for WH facility grant, May 21, 2011

Lynda Sugasa is here to request a WH facility grant for their annual fundraising banquet to be held May 21, 2011. Safe Haven has undergone a large expansion made possible by an increase in donations, including those from Barrick and Newmont. This is their major fundraising event of the year and they are hoping to continue these efforts at their Imlay facility. **Rodd**

William Stowell made a motion approving a WH facility grant (\$600) for Safe Haven Rescue Zoo's Annual Fundraiser on May 21, 2011.

Motion carried unanimously, 5-0. Safe Haven Rescue Zoo is responsible for the facility deposit and any other customary Convention Center charges they may incur.

8.3 United Methodist Men, request for WH facility grant, April 19, 2011

Stan Rorex and Norm Burnett are before this board to request a WH facility grant (3 rooms plus kitchen) for their annual Peace Officers Banquet to be held April 19, 2011. ***Don Stoker made a motion approving a WH facility grant (\$510) for the United Methodist Men's Peace Officers Banquet to be held April 19, 2011. Motion carried unanimously, 5-0.*** United Methodist Men are responsible for the facility deposit and any other customary Convention Center charges they may incur.

8.4 Humboldt General Hospital Auxiliary, request for EH facility grant, May 10, 2011

Stan Rorex and Norm Burnett are before this board to also request an EH facility grant for the HGH Auxiliary Annual Installation, Awards and Banquet on May 10, 2011. ***Rodd William Stowell made a motion approving an EH facility grant (\$175) for the HGH Auxiliary Annual Installation, Awards and Banquet on May 10, 2011. Motion carried unanimously, 5-0.*** HGH Auxiliary is responsible for the facility deposit and any other customary Convention Center charges they may incur.

8.5 Accommodation 9-month refund request, Lampton (\$769.20)

8.6 Accommodation 9-month refund request, York (\$409.20)

8.7 Accommodation 9-month refund request, Marak (\$504)

8.8 Accommodation 9-month refund request, Bussell (\$367.10)

8.9 Accommodation 9-month refund request, Lucky (\$477.17)

Dan Cassinelli made a motion to approve the 9-month accommodation tax refunds for April Lampton (\$769.20), David York (\$409.20), Mark Marak (\$504), Ryan Bussell (\$367.10) and Danny Lucky (\$477.17). Motion carried unanimously, 5-0.

8.10 East Hall repairs & upgrades

Work is progressing on the various projects in the East Hall. Kim is hoping the board members will take a quick tour tonight after the business meeting is completed. Walls have been textured and the primer applied. Work has

been done in the Lounge to make it a more separate room from the Main Floor. Carpet specs need to be prepared. Chairman Boyle discussed whether we could buy the carpet directly from the manufacturer and then employ one of the local carpet stores to install it. This may save some money. Kim and Bill will look into this.

9. Director's Report.

9.1 Financial reports on WCVA events

These are included in the board packets.

9.2 Purchase of WH chairs

As discussed last month, 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. The chair 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 and returning our deposit check. A couple of weeks ago Kim received another estimate from this company on these chairs with an American manufacturer. It will be an additional \$5,630 over the original price quote for these chairs. Since the total price quote is over \$25,000 Kim will need to get another quote so that we can move forward with ordering these chairs again.

9.3 Future of YESCO highway billboards

We have three YESCO contracts expiring this spring. Kim has been in contact with YESCO on alternative billboard sites. All are expensive and Kim doesn't feel that very many of them are at locations that would be advantageous for us. He will continue to work with YESCO and bring back a proposal to this board.

9.4 Electronic Convention Center marquees

No report.

10. Secretary and Counsel, Monthly report.

10.1 Monthly report including compliances

No report.

10.2 Prior meeting compliances

No report.

10.3 Report on delinquencies and liens

No report.

10.4 Twichell Trust parking lot offer status, confirm offer agreement

We have not yet received the appraisal on these lots. We should get this in the next couple of weeks. In his packet, Bill has included a copy of the sale agreement he prepared for Dugan Twichell's signature. Bill has also included a copy of the lease agreement the Twichell Trust has with YESCO for the billboards that are on these lots. A provision in this lease gives YESCO the first right of refusal to buy the property in the case of a bona fide offer to purchase which the owner wants to accept. The Twichell Trust must give YESCO a written notice of such an offer and they have 30 days to respond. Bill has prepared this notice for Mr. Twichell's signature and will get with him once this board has formally approved the purchase agreement for \$455,000. *Dan Cassinelli made a motion authorizing Chairman Boyle to sign the Sale Agreement between Winnemucca Convention & Visitors Authority and the Twichell Trust as prepared by Counsel Bill Macdonald for the lots located across from the Winnemucca Convention Center. Motion carried unanimously, 5-0.* Kim has contacted Hunewill Construction about getting an estimate together to level and re-pave these parcels.

10.5 Offer from former Shell station status, confirm offer agreement

This board approved making an offer on this lot at their special meeting on February 25, 2011. Terry Miller, on behalf of WCVA, has prepared a land purchase agreement contingent upon the appraisal and final purchase of the Twichell parcels by WCVA. The appraiser we contracted with to do the other lots will include this lot in his final appraisal for an additional \$1,000.

10.6 Status of 4-unit restroom/shower combine bid, confirm bid notice and specs

The Notice to Bid has been published and three bid spec packages mailed out. We had one walk-in that requested a bid package. These bids will be opened on March 23, 2011.

10.7 East Hall carpet and painting projects update

Report included in General Business above.

11. Board Administrator.

11.1 February Financial Reports

Room tax collections continue to be strong so far this year. With the increase in the room tax rate and the amount going to the county, we have paid approximately \$200,000 to the county so far this year in support of the Winnemucca Events Complex.

11.2 Tentative WCVA Budget Approval, FY 2012

Next year's budget contains numbers that are consistent with prior years. The only major difference is the increase in our capital improvements. This number has increased due to the projects that this board has approved and the anticipated projects for next year. *Joyce Sheen made a motion approving the FY 2012 WCVA Tentative Budget as presented. Motion carried unanimously, 5-0.*

12. Other Business.

12.1 Ranch Hand Rodeo

We had another successful event and received some good comments. There has been some interest from a few of the younger participants in volunteering at future events. This would be great since we always are in need of "new blood" to help out.

12.2 F & H Motel

A discussion was held as to why the F & H pays only a minimal, set amount in room tax when they have tenants. Board members were reminded that they are more of an apartment-type set up and agreed to pay this nominal amount in order to keep their sign up.

12.3 Prior meeting minutes, February 25, 2011

Joyce Sheen made a motion to accept the minutes of the February 25, 2011 Special Meeting. Motion carried, 3-0. Rodd William Stowell and Dan Cassinelli abstained since they were not present for this meeting.

12.4 Tour of East Hall

Board members walked through the East Hall to see the improvements made so far.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, April 20, 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 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 _____, 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