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- 11.4 Designation of directors for the Shooting the West annual List of Officers, Directors and Registered Agent for filing with Secretary of State for possible action
12. Board Administrator Report, for discussion & possible action
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14. Next Meeting Date
15. Adjournment

## MINUTES, APRIL 18, 2018

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, April 18, 2018 with Chairman Terry Boyle presiding.
  
2. **Pledge of Allegiance.**
  
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Motel Representative
Brian Stone	Vice Chairman and Hotel Representative
Jim Billingsley	Treasurer and City Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

  
*Convention and Visitors Authority Board Officials Absent:*

John Arant	Business Representative
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*Staff Members Present:*

Kim Petersen	Director
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*Staff Members Absent:*

Shelly Noble	Administrative Clerk
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*Others Present:*

Kent Arrien	Humb Co Shooting Park
Brenda Heintz	Shooting the West
Roberta Rothwell	Shooting the West
Ray Parks	Lowry High School
Don Walton	Lowry High School
Massey Mayo	Wmca Goldrush Softball
Nicole Bengochea	Wmca Goldrush Softball

Jeff Johnson

Nev Assessor’s Association

**4. Public Comment**

Kent Arrien presented the WCVA Board with a check from the Humboldt County Shooting Park in the amount of \$22,379. This is a reimbursement for the 3D archery targets that were paid for by WCVA a few months ago on behalf of the Shooting Park so that we could get the archery targets in time for our tournament in March. Kent reported that the March tournament went well and that for the size of the building, we were pretty much at a maximum for the number of participants we can accommodate. The newly formed Winnemucca Archery Club is hosting another tournament on Mother’s Day weekend. This one will be at the Shooting Park and fairgrounds clerk Holly Gallian will assist the club with the administrative end of things.

**5. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, April 13, 2018 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.

**6. Business Impact Determination.** After review of the April 18, 2018 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, *Jim Billingsley 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.*

**7. Minutes, Review & Action**

Prior meeting minutes of March 21, 2018.  
*Jim Billingsley made a motion to accept the minutes of the March 21, 2018 meeting. Motion carried, 4-0.*

**8. Claims, Review & Action** The following claims were submitted for payment and approved on April 18, 2018:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	22583-22646	\$216,845.25

*Brian Stone made a motion to approve all claims as submitted. The motion carried, 4-0.*

**9. General Business, for discussion & possible action**

**9.1 Accommodations tax 9-month refund requests**  
**Sienkiewlez (\$385.73), Lartey (\$990.86), Brewer (\$426.30),**

Allen (\$383.10), Willis (\$469.50)

*Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Clem Sienkiewlez (\$385.73), Nell Lartey (\$990.86), Robert Brewer (\$426.30), Samuel Allen (\$383.10), Eddy Willis (\$469.50. ) Motion carried, 4-0.*

## **9.2 Approval of bids to complete campground and stalls projects on the Winnemucca Events Complex, for possible action**

The bids for these two projects were opened at noon today in Kim's office. A representative from Hunewill Construction was present at the opening.

The bids received were:

1. WEC Campsite Development & Sewer Install
  - Hunewill Construction Co. Bid Price: \$221,682
  - Z7 Development Bid Price: \$249,000
2. WEC Horse Stalls/Pens
  - Hoof Beats Gates & Corrals Bid Price: \$84,000

As a reminder, we are adding 50 new campsites on the east end of the Winnemucca Events Complex and also installing sewer to 148 of the existing sites. When completed, we will have 235 campsites with sewer. The only sites that will not have sewer are the original 50 sites next to Fairgrounds Road. Installation of sewer to these sites would be quite difficult to construct in this area and so these sites will, most likely, be the overflow area for large events, such as Silver State International Rodeo. We are also adding stalls with shade to the east end of the Winnemucca Events Complex. This will bring the total number of available stalls to 800. Only a portion of these will be covered. Costs for these projects will be split with Ag District #3. In order to expedite these projects so they are completed in time for SSIR, WCVA will award the bids and cover the costs until the beginning of the new fiscal year. At that time, they will be reimbursed for half of the expenses by Humboldt County. *Terry Boyle made a motion to award the bid for the WEC Campsite Development and & Sewer Install to Hunewill Construction Co. at a bid amount of \$221,682. Motion carried, 4-0.*

*Terry Boyle made a motion to award the bid for the WEC Horse Stall/Pens to Hoof Beats Gates & Corrals at a bid amount of \$84,000. Motion carried, 4-0.*

Bill will prepare the award letters and get them to Kim tomorrow.

## **9.3 Jeff Johnson, Nevada Assessor's Assoc Spring Conference, April 23-26, 2018, request for Cooperative Funding, for possible action**

Next week Humboldt County is hosting this conference for assessors from all over the state of Nevada. In an effort to keep the cost down for participants, Monica Miller has worked hard and secured sponsors for a lot of the conference expenses. Even so, there are still some incidental expenses that

are outstanding. Jeff is requesting a \$500 grant to cover these items. Since the majority of the attendees will be staying in local properties, board members voiced their support and wanted to make sure that this amount was enough to cover their expenses. Jeff is confident that this amount will be sufficient. ***Jim Billingsley made a motion to approve a \$500 grant to the Nevada Assessor's Association Spring Conference, April 23-26, 2018. Motion carried, 4-0.*** Board members told Jeff that if he needs to return and request additional funds once the conference is completed, that he should do so.

#### **9.4 Don Walton, Lowry High School, 2019 NIAA State Wrestling Tournament, February 8 & 9, 2019, request for Cooperative Funding, for possible action**

Don and Ray Parks are here today to make this request for next winter's state wrestling tournament. Winnemucca is now in the rotation to host the state tournament every three years. The tournament will run for two days. Board members agreed that these large tournaments make a significant impact on our community. Funds would be used to provide food for tournament officials, volunteers and coaches. It will be catered, which is the reason for the amount requested. When Lowry has hosted their smaller tournament they have relied on parents to provide the food for these people. But this tournament will be much larger and asking parents to host is not feasible. Don and Ray are also requesting payment of the Event Center facility fees. ***Jim Billingsley made a motion to approve a \$6,000 grant and payment of Event Center facility fees (2 days @ \$800/day) for the 2019 NIAA State Wrestling Tournament, February 8 & 9, 2019. Motion carried, 4-0.***

#### **9.5 Brenda Heintz, Shooting the West, 2018 event update, for Information**

Brenda and Roberta Rothwell thanked this board for their support and also presented a check for \$2,500 as repayment of a past underwriting. This year's event had 193 attendees from 15 states. Brenda estimates that there were approximately 500 room nights generated. Even though Brenda is stepping down as director, she has already completed a grant for the 2019 event to the Nevada Arts Council and will be monitoring the results of this request. Any funds received from this source will be available in July or August. Brenda reminded the board that the new list of officers needs to be registered with the state by April 30. Kim will remain in contact with Brenda as we transition to a new committee to oversee future events.

#### **9.6 Nicole Bengochea, Wmca Goldrush Softball Tournament, June 29-July 1, 2018, request for Cooperative Funding, for possible action**

Nicole and Massey Mayo are here today to answer questions about this event and make their request. Their last request was made in 2016 when the local

club hosted the state tournament. That event was very successful but they did not host a tournament last year since the only available date was Memorial Day and, generally, tournaments on this weekend are not well attended. They are hoping to host another state tournament but this year's tournament should be very well attended since it is the week before the state competition. The 2-day tournament is expected attract 30-32 softball teams in all age groups, plus families. Funds will be used for umpires and to provide promotional items to all participants. Like the wrestling tournaments, these youth athletic events attract families along with the participants and so are very beneficial to our community. ***Jim Billingsley made a motion to approve a \$7,000 grant to the Winnemucca Goldrush Softball Tournament, June 29-July 1, 2018. Motion carried, 4-0.***

#### **9.7 Request for Cooperative Funding, Nevada Quarter Horse Show, June 22-24, 2018, for possible action**

This is a new event that is interested in our location due to the new pavilion. They expect to attract 100-150 participants. That same weekend there is another equine event in the Event Center so this is in addition to those competitors. Kim hopes to attract the state Nevada Quarter Horse Association (NQHA) show once their members compete here and see the facility and its amenities. They are requesting a \$2,500 grant and payment of the facility fees. ***Ron Cerri made a motion to approve a \$2,500 grant plus payment of the WEC facility fees (2 days @ \$600/day) for the NQHA Silver State Horse Show, June 22-24, 2018. Motion carried, 4-0.***

#### **9.8 Discussion regarding requiring hotels/motels to report occupancy during special events, for possible action**

Brian requested that this item be added to the meeting agenda to see if this board had any ideas on how to collect special event occupancy information from the local properties. Terry felt that separating this information out of the overall room nights reported would be difficult and hard to enforce. Kendall reported that the board attempted to collect this information several years ago and was not successful. At times it seems that the local property owners do not even appear to know what events are in town so would not have accurate numbers to report. No action taken.

#### **9.9 Change of May meeting date, for possible action**

In order to avoid having to have two meeting in May, we usually combine our annual budget hearing with our regular May meeting. But NRS 354.596(4) requires the annual budget hearing (which must be held in May) to be no earlier than the 3<sup>rd</sup> Monday in May, which this year is May 21, therefore, ***Jim Billingsley made a motion to change the May 2018 WCVA meeting date to May 23, 2018, 4 pm. Motion carried, 4-0.***

**10. Director's Report.**

**10.1 Financial reports on WCVA events**

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

**11. Secretary and Counsel, Monthly report, for discussion & possible action**

**11.1 Review report for April, for information**

Bill's report was included in the meeting packets available online. He is working to get the Shooting the West mark registration filed with the Secretary of State to protect the name. He is also working to get the mark registration filed for Run-A-Mucca renewed by the Secretary of State.

**11.2 Delinquencies review; status of delinquent tax liens, for information**

No report.

**11.3 Possible update on electronic marquee project for Joe Mackie Hall, for information**

No report.

**11.4 Designation of directors for the Shooting the West annual List of Officers, Directors, and Registered Agent for filing with Secretary of State for possible action**

The new list of officers needs to be filed with the state by April 30. Since we do not yet have an active committee or director, members of this board and/or WCVA staff will need to be named in these positions and then once other individuals take over the event they can be named to these positions. Kim recommended possibly listing himself, Shelly and Jim for now. Bill will get this completed.

**12. Board Administrator.**

**12.1 Financial Reports, for discussion**

Room tax cash collections continue to be above last year.

**12.2 Discussion of WCVA FY 2019 Final Budget, for information**

The final budget will be reviewed and approved at our May 23 meeting. If anyone has any questions, please contact Kendall.

**13. Other reports**

**13.1 Annual report**

Kim distributed copies of our 2017 Annual Report to board members. He encouraged them to take some time to look it over. Jim asked Kim to bring copies to a City Council meeting and give them the information on events we are supporting with room tax dollars. Ron Cerri requested that Kim bring the same information to the County Commissioners.

**13.2 Ag #3 support**

Kim thanked Ron for his support of the upcoming projects at the Winnemucca Events Complex during the recent 2019 county budget hearings. Having a commissioner able to explain the importance of making these improvements and how they will enhance our ability to attract more and larger events is very important.

**14. Public Comment**

None.

**15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, May 23, 2018, 4:00 pm.**

**16. Adjourn. *Ron Cerri made a motion to adjourn this meeting. Motion carried, 4-0.***

The meeting was adjourned 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 \_\_\_\_\_, 2018

As written \_\_\_\_\_

As corrected \_\_\_\_\_

Winnemucca Convention & Visitors Authority Board



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TERRY BOYLE  
Chairman and  
Motel Representative

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BRIAN STONE  
Vice Chairman and  
Hotel Representative

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JIM BILLINGSLEY  
Treasurer and City Representative

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RON CERRI  
County Representative

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ABSENT  
JOHN ARANT  
Business Representative

Attest:

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BILL MACDONALD  
Board Secretary and Counsel

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KENDALL SWENSEN  
Board Administrator