

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

August 16, 2017

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MINUTES, AUGUST 16, 2017

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, August 16, 2017 with Chairman Terry Boyle presiding.

2. Pledge of Allegiance.

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

Terry Boyle	Chairman and Motel Representative
Herb Ross	Vice Chairman and Hotel Representative
Jim Billingsley	Treasurer and City Representative
John Arant	Business Representative
Ron Cerri	County 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

Convention & Visitors Authority Board Meeting August 16, 2017

Staff Members Absent:
None

Others Present:

Mike Sheppard
Kent Maher

Michael Clay Corp.
Ag District #3

4. Public Comment

No public comment.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Brenda Keating by 9:00 am Friday, August 4, 2017 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 August 16, 2017 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***Herb Ross 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.***

7. Minutes.

Prior meeting minutes of July 18, 2017.

John Arant made a motion to accept the minutes of the July 18, 2017 meeting. Motion carried, 5-0.

Prior meeting minutes of August 3, 2017

John Arant made a motion to accept the minutes of the August 3, 2017 meeting. Motion carried, 5-0.

8. Claims. The following claims were submitted for payment and approved on August 16, 2017:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	22029-22104	\$396,974.81

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

9. General Business.

9.1 Accommodations tax 9-month refund requests, for possible Action, Olsen (\$640.77), Ureta (\$426.30), Norris (\$549.17)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Mark Olsen (\$640.77), George Ureta (\$426.30) and Norris Brock (\$549.17). Motion carried, 5-0.

9.2 Dave Bernosky, Samuel L. Clemens 1856 Humboldt Redshirts Veterans Park Plaque Project, request for Cooperative Funding, for possible action

There was no one present at the meeting to make this request. No action taken.

9.3 WEC Arena Project update, for discussion

Kim handed around a sample of the roof fabric that will be installed on the building. It is a different fabric from what was included in the bid for this project. He also had a sample of the fabric from the arena that was torn down. The company we are purchasing the building from (Legacy Building) is now using this new fabric on all their current projects. For our building, the switch to this roof fabric will mean a savings of approximately \$40,000 and it comes with the same 25 year warrantee as the previous material used by Legacy Building.

9.4 Request for approval of the addition of a no third party beneficiary status provision to the agreement to memorialize the responsibilities and obligations of the entities participating in the replacement and construction of pre-engineered covered arena metal building at Winnemucca Events Center, for possible action

Kent discussed the agreement between the three parties involved with this project. The agreement that Kent drafted is now in the form of a Memorandum of Understanding. Deputy District Attorney Carr requested this provision and it is included as section Q of the draft presented under General Provisions. *Ron Cerri made a motion to approve the Memorandum of Understanding as presented. Motion carried, 5-0.*

9.5 Review of proposals and possible award of contract on or after August 17, 2017 to supply and install overhead doors and man doors for pre-engineered covered arena metal building at Winnemucca Events Center, for possible action

After we received no bids for the purchase and installation of the doors on the WEC building project, Kent published the proper notice so that we could proceed with accepting bids for this work without going through the formal bid process again. Mike Sheppard received two bids for this work. He has

given the board members copies of the bids and recommends we accept the bid from Elko Overhead Door in the amount of \$44,350.14. The other bid received was in the amount of \$100,465. ***Jim Billingsley made a motion to accept the bid from Elko Overhead Door to supply and install overhead doors and man doors for the WEC pre-engineered metal building in the amount of \$44,350.14. Motion carried, 5-0.***

9.6 Purchase of personnel doors and hardware for pre-engineered covered arena metal building at Winnemucca Events Center, for possible action

These bids are for purchase only. We will contract with one of the local contractors for installation. There were two bids received for these doors and hardware. Mike recommends accepting the bid from Western Specialties in the amount of \$17,446.47. The other bid amount was \$34,855.66. ***John Arant made a motion to accept the bid from Western Specialties in the amount of \$17,446.47 for the purchase of personnel doors and hardware for the WEC pre-engineered covered arena metal building. Motion carried, 5-0.***

Mike prepared a budget report for the board to review. He included the bid amounts awarded above. Some of the amount are still estimates but, at this time, he projects the total building budget at \$2,239,564.

9.7 Friends of the Farm, request for in-kind support of the 5th Annual Fall Farm Festival, October 2017, in the form of WCVA owned equipment, for possible action

Jen Anderson, president of Friends of the Farm, was not able to attend this meeting so Kim will be answering any questions this board has about the request. The items outlined in the request are the same ones this board has allowed Friends of the Farm to use at previous Fall Farm Festivals. Terry feels this event is a good one in October as it continues to grow and attract attendees from all over northern Nevada and he supports it fully. Kim informed the board that he has installed one permanent restroom, upgraded his electrical system and continues to work towards being self-sufficient during this event. The items outlined in the request are:

- Inclusion of the Fall Farm Festival in WCVA's tourism & marketing efforts
- Allow use of WCVA copier for flyers and posters
- Use of one WCVA restroom trailer
- Use of WCVA electrical distribution boxes and cords
- Use of a small quantity of livestock panels purchased by WCVA

The Fall Farm Festival will be responsible for transporting and maintaining the equipment while in its possession. ***Terry Boyle made a motion to approve the request by the Friends of the Farm for use of WCVA owned equipment, as outlined above, at the 5th Annual Fall Farm Festival in***

October 2017. Motion carried, 5-0.

10. Director's Report.

10.1 Financial reports on WCVA events

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

10.2 Silver State International Rodeo, discussion of prospective future expansion

Kim wanted to give this board a “heads up” regarding the future of Silver State International Rodeo (SSIR). As was discussed last month, this year was the best ever as far as the number of participants, with the addition of the junior high age kids. All of our stalls and campsites were full. We even had to construct temporary stalls the first day of the event and there is the possibility that there could be more participants in the future. This board may need to discuss how/where we could construct more campsites, either temporary or permanent. In the future, SSIR may not allow anyone without stock (spectators, vendors, etc.) to stay in our campgrounds. They would be directed to one of the RV parks near the Winnemucca Events Complex. One problem that arose and must be dealt with are issues with our electrical service to the campground. When our current campsites were installed, the electrical needs of the campers/living quarter horse trailers were much less than they are today so the system, at times, becomes overloaded. At this time, Kim is not asking that any action be taken. He just wanted to inform this board of possible future accommodations (both human and equine) that may need to be addressed.

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

11.1 Review monthly report

Bill reviewed his report.

11.2 Chamber of Commerce report

This was included in Bill's report.

11.3 Delinquency Report

No report.

11.4 Debt Report

This report is completed and Bill read a resolution into the record that the board accepts and approves this report. *Jim Billingsley made a motion approving the resolution prepared by Bill Macdonald. Motion carried, 5-0.* Board members signed the resolution and it will go to the

County Debt Management Committee.

11.5 Annual Room Tax Revenue Report, for discussion

Bill is working with Kendall on this and will file it with the state.

11.6 Agreement – Ag 3 & County for new WEC building

See item 9.4.

12. Board Administrator.

12.1 July Financial Reports, for discussion

Room taxes continue to be up slightly for the month and also the year.

12.2 Consideration of establishing a new sweep bank account at Nevada State Bank, for possible action

Nevada State Bank offers a sweep account that could be tied to our checking account. We would set the level of our checking account balance and anything over that would be transferred to the sweep account. Then, when those funds were needed by WCVA, we could transfer them back to the checking account. At this time, with the reimbursements from the county for the new WEC building, we are carrying a large balance in our checking account. We are not supposed have a large checking balance and this would be a convenient way to manage these funds until we need them. The Local Government Investment Pool has been paying us approximately 1.04% interest on funds deposited with them. The interest on this sweep account would be comparable but the access to funds would be the reason we would establish this account. *Jim Billingsley made a motion authorizing the establishment of a sweep account at Nevada State Bank. Motion carried, 5-0.*

13. Other reports

13.1 Mackie Hall façade

John asked about progress with modifications to the Mackie Hall façade. Kim admitted that with everything going on with the new building and our events he has not committed time to this project. He will get this going.

13.2 Advertising opportunities

John inquired about including all Winnemucca meeting room space in some of our advertising. This would include the restaurants and casinos. Kim noted that this type of information could be included in our sales kits. We are working to update these kits so we will compile a list of these facilities.

13.3 Fall Farm Festival

Kim reported that he and his volunteers (i.e. family) are working to prepare

for this event in October. The corn maze is doing well, with the exception of one area that the ground squirrels keep destroying. He looks forward to hosting school groups along with families throughout the month.

13.4 WCVA audit

Kendall reported that his staff has started collecting records for last year’s audit and he is working to complete it much earlier this year.

13.5 Winnemucca Wheels

Both Herb and Jim reported speaking with participants and spectators at this event. They all enjoyed the event and are looking forward to next year. The changes made were well accepted but, of course, more can be done to make the event even better.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, September 20, 2017, 4:00 pm.

16. Adjourn. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 5-0.*

The meeting was adjourned at 5:00 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 _____, 2017

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

HERB ROSS
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

RON CERRI
County Representative

JOHN ARANT
Business Representative

Attest:

KENDALL SWENSEN
Board Administrator

BILL MACDONALD
Board Secretary and Counsel