

STATE OF NEVADA) December 20, 2017
 :ss
COUNTY OF HUMBOLDT)

Contents

1. Time, Place and Date
2. Pledge of Allegiance
3. Attendance
4. Public Comment
5. Meeting Notice Report
6. Business Impact Determination
7. Prior Meeting Minutes, Review & Action
 November 15, 2017
8. Claims & Budget Review & Action
 Approval of checks (22301-22369)
9. General Business, for discussion & possible action
 - 9.1 Accommodations tax 9-month refund requests, for possible action
 Buckner (\$816.58), Dean (\$478.68), Raya (\$456.55)
 - 9.2 Presentation and acceptance of WCVA FY 2017 audit report,
 Steele & Associates, for possible action
 - 9.3 Dave Grashuis, Winnemucca Stock Horse Classic, June 22-24, 2018,
 request for Cooperative Funding, for possible action
 - 9.4 Jess Jones, Outlaw Broncs New Year's Eve Bronc Bash, December 31,
 2017, request for Cooperative Funding, for possible action
 - 9.5 Mike Scott, Wmca Regional Raceway Association, update on 2017 race
 and additional funding request, for discussion & possible action
 - 9.6 Savannah Talbott, Full Focus Crossfit Mucc Town Throwdown, April
 21, 2018, request for Cooperative Funding, for possible action
 - 9.7 Newmar Kounty Klub Rally, May 8-12, 2018, request for Cooperative
 Funding, for possible action
 - 9.8 Jim Davis, Superior Livestock Auction, August 1-3, 2018, request for
 Cooperative Funding, for possible action
10. Director's Report, for discussion & possible action
 - 10.1 Financial reports on WCVA events
 - 10.2 Proposal to re-name Winnemucca Convention Center West Hall, for
 discussion and possible action
 - 10.3 Joe Mackie Hall electronic marquee, for discussion and possible action
11. Board Secretary & Counsel Report for discussion & possible action
 - 11.1 Review report for December
 - 11.2 Update on delinquencies, request for authorization of disclosure of

confidential information of one or more licensees, possible request for authority to record delinquent tax lien & recommend city commence business license action, for discussion & possible action

- 11.3 Authorize 2018 Run-A-Mucca charitable lottery application to Nevada Gaming Commission, review 2017 Run-A-Mucca report to Gaming; discussion allocation of lottery proceeds, for possible action
12. Board Administrator Report, for discussion & possible action
 - 12.1 Financial reports, for discussion
13. Other Reports
14. Next Meeting Date
15. Adjournment

MINUTES, DECEMBER 20, 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, December 20, 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
Brian Stone	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

Staff Members Absent:

None

Others Present:

Vanessa Davis	Steele & Associates
Melinda Roysdon	Wmca Regional Raceway Association

Convention & Visitors Authority Board Meeting December 20, 2017

K C Kubichek	Wmca Regional Raceway Association
Wendy Chavez	Wmca Regional Raceway Association
Mike Scott	Wmca Regional Raceway Association
Dan Rogers	Wmca Regional Raceway Association
Jess Jones	Outlaw Broncs
Jerry Fox	Wmca Motocross
Demo Herrera	Wmca Motocross
Jill Stepper	Full Focus Crossfit
Mike Macdonald	
Maureen Macdonald	
Blanche Macdonald	

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, December 15, 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 December 20, 2017 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, 5-0.*

7. Minutes, Review & Action

Prior meeting minutes of November 15, 2017.

Ron Cerri made a motion to accept the minutes of the November 15, 2017 meeting. Motion carried, 5-0.

8. Claims, Review & Action The following claims were submitted for payment and approved on December 20, 2017:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	222301-22369	\$483,792.15

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

9. General Business, for discussion & possible action

9.1 Accommodations tax 9-month refund requests Buckner (\$816.58), Dean (\$478.68), Raya (\$456.55)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Randy Buckner (\$816.58), David Howard Dean (\$478.68), Felix Raya (\$456.55). Motion carried, 5-0.

9.2 Presentation and acceptance of WCVA FY 2017 audit report, Steele & Associates, for possible action

Vanessa Davis from Steele & Associates is here today to present this report. As a result of their audit, they have given us a “clean” opinion, meaning that there are no corrective actions to be taken. Our statement of net position shows an increase in receivables and cash. We also have an increase in accounts payable, due to the on-going building project at the Winnemucca Events Complex. Vanessa briefly reviewed some of the information outlined in the audit report that each board member received. *John Arant made a motion to accept the WCVA 2017 audit report as presented. Motion carried, 5-0.*

This is the last year of our 3-year contract with Steele & Associates to complete our annual audit reports. They have made a proposal to continue to perform our Audits for 2018, 2019 and 2020 for \$19,000, \$19,000 and \$19,000. Consideration of their proposal will be on next month’s agenda.

9.3 Dave Grashuis, Winnemucca Stock Horse Classic, June 22-24, 2018, request for Cooperative Funding, for possible action

Dave had planned to attend today’s meeting, but due to the snowy weather will not be attending. This event has shown some increase in attendance and Dave expects that growth to continue. Our funding allows him to offer more cash prizes, which is a big factor when participants decide which events to travel to and compete in. *Jim Billingsley made a motion to approve an \$8,000 grant and an \$8,000 underwriting to Dave Grashuis for the Winnemucca Stock Horse Classic, June 22-24, 2018. Motion carried, 8-0.*

9.4 Jess Jones, Outlaw Broncs New Year’s Eve Bronc Bash, December 31, 2017, request for Cooperative Funding, for possible action

Jess is here tonight to talk to the board about his event. For the past 8 years he has held it in Spring Creek but there is no room there to increase participants and so decided to move it here and keep it an annual event. This is a family friendly event with all kids 12 & under admitted for free. He has started to advertise and has seen a significant increase in the number of participants signed up over what he had at Spring Creek. There will also be

a fundraiser for a College of Southern Idaho memorial rodeo scholarship in the name of Cole Hatcher, a 2012 Lowry grad who passed away after a car accident a few weeks ago. He had hoped to include a New Year's dance as part of the event but, due to the short timeline of organizing the rodeo portion of the evening, he will direct spectators and participants to head downtown to continue their New Year's celebration after the rodeo is done. Jess is requesting a \$7,500 grant which will be used for stock costs and advertising. Other event sponsors include Winners, Winnemucca Inn and SSR Marigold Mine. Since there really isn't any activity on New Year's Eve other than the casinos, board members were happy to hear of this new event and would like to assist with making it successful. ***John Arant made a motion to approve a \$2,500 grant, \$2,500 underwriting and WEC facility fees of \$2,050 paid by WCVA for the New Year's Eve Bronc Bash, December 31, 2017. Motion carried, 5-0.***

9.5 Mike Scott, Wmca Regional Raceway Association, update on 2017 race season and addition funding request, for discussion & possible action

Members of the Wmca Regional Raceway Association (WRRRA) and Winnemucca Motocross are here today to let this board know that the property where both of these organizations race was "gifted" by Bill Avery to WRRRA and Winnemucca Motocross. They plan to continue to operate it for many years to come. Mike and Demo spoke of their appreciation of WCVA's support of racing over the years and just wanted this board to know of the change in ownership of this property. Mike presented information from the WRRRA 2017 race season for review by the board. The 2017 race calendar was made in conjunction with the other northern Nevada tracks, which allows racers to compete in more races around the state. The 2018 calendar was also set with input from other tracks so Mike is hopeful that they will see an increase in participation as people are willing to travel to races in order to earn season points. Also, WRRRA has a check for WCVA in the amount of \$2,500 as part of repayment for their 2017 underwriting. Tonight WRRRA is requesting that WCVA pay the facility fee for the WEC Exhibit Hall for their January 6, 2018 swap meet. This is a fundraiser for the 2018 race season. ***Jim Billingsley made a motion to approve the payment of WEC Exhibit Hall facility fee (\$350) for the WRRRA Swap Meet, January 6, 2018. Motion carried, 5-0.***

9.6 Savannah Talbott, Full Focus Crossfit Mucc Town Throwdown, April 21, 2018, request for Cooperative Funding, for possible action

Jill Stepper is here today to make request since Savannah is out of town. This will be the 3rd year for this event. In 2016 they had a small event that was held at their gym. Earlier this year they utilized the Event Center for their second event. They had a lot of positive feedback after this event in May but the date conflicted with some other regional Crossfit competitions.

Savannah and Jill have moved their event to April for 2018 and hope to attract even more competitors. Since they plan to have more participation, they are requesting a \$5,000 grant to help offset the cost of additional apparel, advertising, equipment and prize money. This is only a one day event but the board continues to see its potential to bring in people from several surrounding states. ***Jim Billingsley made a motion to approve a \$2,500 grant, \$2,500 underwriting and payment of WEC Event Center facility fee, \$800. Motion carried, 5-0.***

9.7 Newmar Kounty Klub Rally, May 8-12, 2018, request for Cooperative Funding, for possible action

This RV rally is a new event that will be coming to Winnemucca next year. It is a social organization for owners of Newmar built recreational vehicles. They are requesting a grant to pay for their use of the Exhibit Hall throughout their stay at the Winnemucca Events Complex. ***Jim Billingsley made a motion to approve payment of WEC Exhibit Hall facility fees (\$2,250) for the Newmar Kounty Klub Rally, May 8-12, 2018. Motion carried, 5-0.***

9.8 Jim Davis, Superior Livestock Auction, August 1-3, 2018, request for Cooperative Funding, for possible action

Jim Davis has secured two headliners, Mickey Gilley and Johnny Lee, for his annual bbq and cookout, held in conjunction with the cattle auction. He is requesting a \$20,000 grant to offset the cost of this outdoor entertainment that the local community, along with sale participants, are invited to enjoy. Each year this is one of our largest events with buyers and sellers visiting from all over the western United States. Last year's grant was \$15,000. ***Ron Cerri made a motion to approve a \$20,000 grant for the Superior Livestock Auction, August 1-3, 2018. Motion carried, 5-0.***

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.

10.2 Proposal to re-name Winnemucca Convention Center West Hall, for discussion and possible action

Kim read a proclamation recognizing the service and contributions of Bill Macdonald to various boards and philanthropic organizations in Humboldt County over the past 50+ years and proposing to re-name the West Hall Bill Macdonald Hall. The city unanimously approved this change at their last meeting. After the proclamation was read Bill expressed, in no uncertain terms, his feeling that the naming of a building while the person was still alive was not something he has ever supported and requested the board not

proceed with this change. This made for some uncomfortable moments as board members tried to express their gratitude for Bill's efforts but did not want to move ahead with an action that he was so definitely against. Bill's family was in attendance at the meeting and are in favor of the name change. No action was taken. This item will be on the next meeting agenda.

10.3 Joe Mackie Hall electronic marquee, for discussion and possible action

Kim reported that the Boys & Girls Club of Winnemucca (BGC) has an electronic marquee identical to the ones we are preparing to go out to bid to purchase for Joe Mackie Hall. They entered into a contract with Nevada Signs and now do not wish to utilize it. Kim has been in contact with Chad Peters from the BGC and also Steve Tenney from Nevada Signs to see if we can help them out by buying out their contract. They may lose money in the transaction, but it would still be less than if they paid the remaining contracted amount. After a discussion with Bill, Kim will go ahead with the bid specs for the Joe Mackie Hall electronic marquee project. He will ask for a bid price for one marquee with the option of buying a second marquee. This will be the basis for an amount that may be offered to BGC for their marquee. With the NRS for projects of this dollar amount, this is the only way we can purchase the marquee from BGC and still remain within the statute requirements.

It has been recommended that Kim prepare the project bid specs in three phases in order to reduce costs. The first will be the demolition of existing electric signs and facade. Second, will be the installation of the two new electronic marquees on the exterior of Joe Mackie Hall. Finally, the installation of gooseneck lighting and other exterior improvements.

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

11.1 Review report for December

Bill's report included a copy of the financial report we are required to submit to the Gaming Control Board for the 2017 Run-A-Mucca (RAM) motorcycle lottery. In past years we have designated how the proceeds from this lottery are distributed but, since we did not make a profit on this year's motorcycle lottery, there is no designation of proceeds. This is the first time that this lottery has not been profitable. Usually by now Bill would have completed the application for next year's Run-A-Mucca motorcycle raffle, but since the RAM committee has not made a decision on which motorcycle to purchase for the 2018 event, the application process has not yet been completed. The RAM committee is meeting later this month and will make a decision on the motorcycle raffle at that time. As soon as a decision is made, Bill will get the application completed and submitted to the Gaming Control Board so we can start to sell tickets.

As part of the final accounting of RAM income and expenses was made, Darrel discovered that raffle ticket sales on the 2017 RAM motorcycle were short by \$1,500. All of the tickets sold by other outlets (Model T, Winnemucca Inn, Winners) were accounted for. Darrel believes the shortage occurred during the event where we sell tickets out of our RAM tent. He will be working with Kendall on ways to tighten the control of motorcycle ticket sales at the event in the future.

Also included in Bill's report is a WCVA board member history.

11.2 Update on delinquencies, request for authorization of disclosure of confidential information of one or more licensees, possible request for authority to record delinquent tax lien & recommend city commence business license action, for discussion and possible action

It has been discussed in the past couple of meetings that we have two properties that have delinquent room taxes for the month of July 2017. In order to discuss this item completely, *Jim Billingsley made a motion waiving the confidentiality of the details regarding local motel properties so that this board can discuss their non-payment of room taxes. Motion carried 5-0.* The checks for payment of room taxes for the Days Inn and the Val-U Motel for July 2017 were returned by the bank for insufficient funds. The same persons own both properties and they were notified of the returned checks and the fees required to bring their room tax payments up to date. No effort has been made to pay these room taxes so Bill prepared documents and had them served on Mr. & Mrs. Lal, owners of the Days Inn and Val-U Motel, on December 1, 2017 (copies of the paperwork were distributed to board members) notifying them of this meeting today and the board's administrative action that would be discussed for non-payment of July 2017 room taxes. They are not here today and no payments have been received, so Bill is requesting that this board take action so that he can complete a lien for non-payment of room taxes and also request that the city revoke their business licenses. *Terry Boyle made a motion authorizing Bill Macdonald to complete a resolution authorizing the preparation of liens against the Days Inn and Val-U Motel for non-payment of July 2017 room tax and record these liens with Humboldt County after they have been signed by an officer of the Winnemucca Convention & Visitors Authority. Also, Bill is authorized to request the City of Winnemucca begin proceedings to revoke the business licenses of Days Inn and Val-U Motel. Motion carried, 5-0.*

12. Board Administrator.

12.1 Financial Reports, for discussion

Room taxes were up again for October.

The 2017 audit went well and Kendall plans to have it completed even earlier

for 2018.

The property audits that this board directed Kendall to complete a few months ago should be finished in January.

13. Other reports

13.1 WEC building project

Kim reported that the footings are done, the building from Legacy has been delivered and the trusses are being put together. The building construction will begin in January and will take approximately 4-5 weeks. At this time it appears that the building will not be totally complete by Ranch Hand Rodeo in March, but Kim and Mike Sheppard are working with the county building inspector to get approval for temporary occupancy during that weekend for the barrel race.

13.2 WCVA sales kits

Kim and Michelle are working to update our sales kits which we send to prospective event producers. These kits include information about our community, as well as our facilities and the services we provide to help with each event's success. Kim will bring one to a future board meeting to show board members the final product.

13.3 Public records request

Recently, Kim has received an email from an organization requesting records from our accounts payable. Even though we are a public entity and required to comply with legitimate requests, the information requested is quite extensive (accounts payable information from January 2013 to present along with date, line item details, invoice numbers and price of items) and not easily accessible. Kim has done an online search of this company and it appears to be a software sales tactic to sell a computer program which would supply this information when other records requests are made. There is a phone number on the email. Kendall will call and speak with someone to find out if this is a sales gimmick or if it is legitimate.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 17, 2018, 4:00 pm.

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

The meeting was adjourned at 6:35 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 _____, 2018

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

BRIAN STONE
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

RON CERRI
County Representative

JOHN ARANT
Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator