

- 11.5 2017-2018 Budget Resolution; execute completed copy adopted May 3, 2017, for possible action
- 12. Board Administrator
 - 12.1 June Financial reports
 - 12.2 Budget Augmentations and Transfers FY 2017, for possible action
 - 12.3 Debt Report to County Debt Management Commission, for possible Action
 - 12.4 Approval of 5-Year Capital Improvement Plan by Resolution, for possible action
 - 12.5 Room tax audit report
 - 12.6 Local Government Investment Pool Report
 - 12.7 Room Tax Report April 2017
 - 12.8 Fidelity Investment Statement May 2017
- 13. Other Reports
- 14. Next Meeting Date
- 15. Adjournment

MINUTES, JUNE 21, 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, June 21, 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

Staff Members Absent:

None

Others Present:

Kent Arrien
Mike Sheppard
Kent Maher

Humb Co Shooting Park
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, June 16, 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 June 21, 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.

Prior meeting minutes of May 3, 2017.

Terry Boyle made a motion to accept the minutes of the May 3, 2017 meeting. Motion carried, 4-0. Ron Cerri abstained because he was not present at that meeting.

Prior meeting minutes of May 17, 2017.

Terry Boyle made a motion to accept the minutes of the May 17, 2017 meeting. Motion carried, 4-0. Herb Ross abstained because he was not present at that meeting.

8. Claims. The following claims were submitted for payment and approved on June 21, 2017:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	21851-21928	\$172,923.27

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, Checketts (\$432), Harber (\$388.80), Leary (\$475.20),

Gurst (\$468.25)

Herb Ross made a motion to approve the accommodation tax 9-month refunds for Sandra Checketts (\$432), Mike Harber (\$388.80), Jeremy Leary (\$475.20), James Gurst (\$468.25). Motion carried, 5-0.

9.2 Change of July meeting date, for possible action

At last month's meeting Bill stated that he will be out of town on our usual meeting day, July 19. The board can choose to have the meeting on that day or change it so that Bill is able to attend. Board members did not have a conflict with having the meeting a day early. ***Herb Ross made a motion to move the July 2017 WCVA meeting to Tuesday, July 18, 4 pm. Motion carried, 5-0.***

9.3 Paradise Valley Community Board, request for Small Community Grant Funding, for possible action

Glenda Deputy had planned to make this presentation in person but is now unable to attend our meeting today. Included in the meeting packets are the required meeting minutes approving the request from WCVA and stating what the funds are to be used for, which is repairs to the Community Center. This year their allocation is \$4,000. It appears that everything is in order so ***Jim Billingsley made a motion to approve Small Community Grant funding request from the Paradise Valley Community Board for \$4,000. These funds will be used for repairs to their Community Center. Motion carried, 5-0.***

9.4 Kent Arrien, Humboldt County Shooting Park, request for Cooperative Funding, for possible action

Over the years the WCVA has helped to fund many projects that have made this shooting park one of the nicest in the region. Kent is still working to complete projects on the ADA archery area so this year's request is for \$1,500 which will be used for general maintenance. ***Jim Billingsley made a motion to approve a \$1,500 grant to the Humboldt County Shooting Park which will be used for general maintenance at the facility. Motion carried, 5-0.***

9.5 WEC Equine Center Project Update, for possible action

Each board member has a presentation package at their table that was prepared by Mike Sheppard. It has a lot of information on the project, including a timeline showing how all the different phases work to make this process as efficient as possible. Mike also distributed a detailed outline of costs, both estimates and actual costs to date. Mike and Kent Maher are here tonight to discuss the project and answer any questions. As a reminder, this building will be a pre-engineered metal building with 17' steel walls and a

translucent fabric roof. Due to its occupancy, a fire sprinkler system is required.

Ron Cerri expressed his concern about the Invitation to Bid publications being properly advertised and all NRS requirements being met. Kent and Mike were adamant in their assurance that everything was done as legally required. They both expressed their desire to make sure that all statutes are followed so there are no surprises along the way. Ron also expressed his concern that there is no formal agreement between the Humboldt County Commission, Ag District No. 3 and the WCVA regarding how all of this is handled in regard to WCVA taking the lead in the actual concept, design and construction, as well as their financial contribution. This board has spear-headed other large Humboldt County projects in the past. They have provided funding in addition to handling the bids and all construction-related tasks. Afterwards, the project is donated to the county. Ron was not comfortable with this and suggested this issue be included on the next agenda for discussion.

At this time, there are two separate portions of work that went out to bid earlier this month. The civil and site preparation bids were due June 15. We received only one bid, that being from Hunewill Construction. The Hunewill bid came in at \$245,800. The budgeted amount for this portion was \$150,000. After reviewing the Hunewill bid, Mike discovered that it included labor at prevailing wage. The dollar amount of this work may not require prevailing wage, which could reduce the cost by \$55,000, making it closer to the budget amount. There may also be some other adjustments that can be made to reduce the cost even further. This includes the drainage system that was included in the bid but was not in the original discussions. That would be an additional \$25,000 savings. Due to requirements by Nevada Revised Statutes, this board must accept or deny the bid as presented by Hunewill Construction. If accepted, any changes to reduce the cost will have to be accomplished through change orders. Mike has discussed this with Loren

Hunewill so he is aware of these upcoming changes.

We received two bids for the purchase and installation of the building. One from McAlvain Construction in the amount of \$1,213,457. The other was from Legacy Building Solutions, \$1,147,096.91. The budgeted amount for this portion was \$1,000,000 but as the discussions moved forward during the preparation of the bid specs between Kim, Mike and Kent, there were some changes that were made which added some costs but also increased the efficiency of the building so as to accommodate a variety of potential uses in addition to serving our current customers. These included extending the length of the building by 20' at a cost of \$70,000. Gutters, downspouts and ice breakers were also included. Mike informed the board that a potential savings is in the cost of the fabric for the roof. Legacy is in the process of

changing suppliers for this fabric. They have found a comparable product out of Germany that they are confident will provide equivalent value at a savings of \$40,000 and is covered under their warranty. In addition to the site work and building costs, there are still other items that will be necessary for completion of the project. Mike's estimates for these are:

1. Foundation	\$300,000
2. Fire Sprinkler System	\$ 75,000
3. Electrical & Fire Riser Room	\$ 25,000
4. Door Package	\$ 50,000
5. Ventilation System	\$ 50,000
6. HVAC System	\$150,000
7. Electrical Systems	\$250,000

The final estimated total presented by Mike is \$2,477,482. This is with all of the options discussed so the actual total could be less. The board discussed the project as they try to balance constructing a quality, multi-use facility while keeping costs in line. They were not comfortable with this total and would like Kim and Mike to work on reducing it. At this time, Ag #3 (with the approval of the Humboldt County Commission) has, in their budget, allocated \$593,000 from insurance receipts on the previous arena and \$800,000 from room tax that is in their ending fund balance and earmarked for capital projects. These funds are not in the Humboldt County General Fund. WCVA has dedicated \$800,000 in their budget for this project. Even with eliminating some of the items discussed above, it appears that this project will not be completed with the funding that has been made available at this time from both Ag #3 (\$1,393,000) and WCVA (\$800,000), totaling \$2,193,000. The WCVA board was open to funding a substantial portion of the overage but still wanted to discuss this with the county and make sure everyone is aware of how any overages were going to get paid. This board feels that as long as there is careful consideration made for items included in this project so that we can work to attract new events for the community, this is money well spent.

Herb Ross made a motion to award the bid for the civil work and site preparation for the WEC Equine Center project to Hunewill Construction, \$245,800. Motion carried, 5-0.

Jim Billingsley made a motion to award the bid for the purchase and installation of the building for the WEC Equine Center project to Legacy Building Solutions, \$1,147,096.91. Motion carried, 5-0.

9.6 WEC Equine Center Project, approval of bids to complete civil work and site preparation, for possible action

See item 9.5.

9.7 WEC Equine Center Project, approval of professional fees to O. Kent Maher, for possible action

When discussions for replacement of the condemned arena began, the concept of utilizing an owner's representative seemed the most efficient way to go. The hospital and the city contracted for these services on public projects with Good results. Mike Sheppard and Kent Maher both have extensive experience with this process as it relates to these local public projects. Mike Sheppard was approved as this project clerk of the works by this board on February 15, 2017 and a contract was prepared and signed. In informal discussions, Bill Macdonald has expressed his desire that Kent Maher handle all legal aspects since he (Kent) has the necessary experience. No formal agreement was entered into with Mr. Maher. Since this project began to move forward, Kent has worked closely with Mike Sheppard to insure that all Nevada statutes are closely followed. Kim would like this board to approve the billing submitted by Mr. Maher for work done through May 2017. *Jim Billingsley made a motion to approve the invoice submitted by Kent Maher which outlines his work on the WEC Equine Center Project through May 2017, in the amount of \$5,321.25. Motion carried, 5-0.*

9.8 WEC Equine Center Project, approval of bids for the purchase and installation of building, for possible action

See item 9.5.

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.

11. Secretary and Counsel, Monthly report.

11.1 Review monthly report, for discussion

Bill reviewed his report.

11.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

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

In order to discuss a local property which continues to be delinquent for February 2017 room taxes, this board must waive their confidentiality. The property owner was notified of this discussion and encouraged to attend the meeting. He has chosen not to be here. *Jim Billingsley made a motion to waive the confidentiality of a local property in order for this board to*

discuss delinquent room taxes. Motion carried, 5-0.

Santa Fe Inn filed their February 2017 room taxes on time but their check was returned for insufficient funds. It was re-deposited and returned again. Bill has sent them notices of funds due, along with penalties and interest, but there has been no response. Any administrative action, such as a lien, must be filed within 6 months of delinquent tax due date so if we are going to proceed with this it must be done within the next few weeks. At that time, the city may also choose to revoke their business license. Bill will notify the property owner again of taxes and fees due and this board's action if this is not paid in a timely manner.

11.4 Resolution on Run-A-Mucca lottery proceeds allocations for Gaming Control, for possible action

No action.

11.5 2017-2018 Budget Resolution, execute completed copy adopted May 3, 2017, for possible action

No action.

12. Board Administrator.

12.1 May Financial Reports, for discussion

Room taxes continue to be down slightly.

12.2 Budget augmentations and Transfers FY 2017, for possible action

No augmentations or transfers were made.

12.3 Debt Report to County Debt Management Commission, for possible action

Kendall has been in contact with the state and they do not have their portion of this report completed. He will continue to work with them to complete the report and get it to the County Debt Management Commission.

12.4 Approval of 5-Year Capital Improvement Plan by Resolution, for possible action

No report.

12.5 Room tax audit report

On Monday the records that Kendall requested were brought to the Convention Center. There are several boxes of paper records. Kendall will take a sample from each property's records to do the audit.

12.6 Local Government Investment Pool Report

Ledger report is attached to this agenda.

12.7 Room Tax Report April 2017

Report is attached to this agenda.

12.8 Fidelity Investment Statement May 2017

Statement is attached to this agenda.

13. Other reports

13.1 Basque Festival

Bill reported that the cameras allowing those in the West Hall to enjoy the activities outside on Nixon Lawn were a big hit again. He wondered if it would be possible to get sound with the video feed. Jim said it could definitely be done but you would also have wind and traffic noise along with festival music.

13.2 Run-A-Mucca

Board members asked about the outcome of Run-A-Mucca. Kim reported that we don't have the final figures on attendance or the financial outcome, but a lot of money was spent, especially on entertainment and that the bike raffle amount was down. He is hoping for have a report for this board at next month's meeting. Terry and Herb reported that their properties had a good weekend and that there were a lot of people in town between the motorcycle rally and the Nevada High School Rodeo Finals. Herb said that the "Run-A-Mucca Radio" that was broadcast all weekend seemed to be very popular with a lot of people at the event.

13.3 Horseshoe Pitching Tournament

As a reminder, this board made a proposal to host The Horseshoe Tour for 2017, 2018, 2019 at the Indoor Event Center on the Winnemucca Events Complex. This proposal included a funding grant of \$7,500 plus the board approved WCVA funds for the construction of portable horseshoe courts, matts, etc. Kim wanted to update the board on his plans to attend the World Tournament in July at St. George, Utah. At that time, he will assist with setting up the courts and learn other details of running tournament and what is required to host the World Tournament. Since the courts will have to be set up according to precise specifications for The Horseshoe Tour on August 19 & 20, Kim has planned to host an amateur tournament the weekend before, August 12 & 13. Kim will report back to this board after his trip to St. George.

13.4 New Frontier plans

Terry wanted to alert this board to plans that the owners of New Frontier RV Park have to rent out the small trailers in their "man camp" that were installed in anticipation of a large influx of contract workers at Hycroft Mine. Of course, this did not happen and they have sat empty for several years now. At the time they were put in place the City of Winnemucca issued a special

use permit so that they were exempt from lodging laws since they were not to be rented out to the general public. This permit was extended once and now they have applied to the planning commission to be able to rent these units out as transient housing. Terry has spoken with the building department who initially had an issue with the fact that there are no ADA accommodations or parking within the 130 unit development. Since that time City Manager Steve West has informed Terry that there is no issue with ADA compliance and he does not see any reason why the city council would refuse New Frontier's request. Terry feels that these units should be required to adhere to the same rules and regulation as any hotel or motel and that they are not being scrutinized in the same way as other transient lodging.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Tuesday, July 18, 2017, 4:00 pm.

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

The meeting was adjourned at 6:25 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