

11. Board Secretary & Counsel Report for discussion & possible action
 - 11.1 Review report for October
12. Board Administrator Report, for discussion & possible action
 - 12.1 Financial reports, for discussion
13. Other Reports
14. Next Meeting Date
15. Adjournment

MINUTES, OCTOBER 18, 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, October 18, 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
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Bill Macdonald	Secretary and Counsel
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Brenda Heintz	Shooting the West
Kent Maher	WEC Building Project
Mike Sheppard	WEC Building Project
Kent Arrien	Humb Co Shooting Park

4. Public Comment

No public comment.

Convention & Visitors Authority Board Meeting October 18, 2017

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Brenda Keating by 9:00 am Friday, October 13, 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 October 18, 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, 4-0.* Ron Cerri was not present for this vote.

7. Minutes, Review & Action

Prior meeting minutes of September 20, 2017

Jim Billingsley made a motion to accept the minutes of the September 20, 2017 meeting. Motion carried, 3-0. Herb abstained because he was not present at this meeting. Ron was not present for this vote.

Prior meeting minutes of September 27, 2017.

Jim Billingsley made a motion to accept the minutes of the September 27, 2017 meeting. Motion carried 4-0. Ron was not present for this vote.

- 8. Claims, Review & Action** The following claims were submitted for payment and approved on October 18, 2017:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	22158-22228	\$282,190.27

Jim Billingsley made a motion to approve all claims as submitted. The motion carried, 4-0. Ron was not present for this vote.

9. General Business, for discussion & possible action

9.1 Accommodations tax 9-month refund requests
Martin (\$383.10), Arbillaga (\$421.30), Daly (\$383.10)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Dudie Martin (\$383.10), Gabriel Arbillaga (\$421.30), Robert Daly, Jr (\$383.10). Motion carried, 4-0. Ron was not present for this vote.

9.2 Brenda Heintz, Shooting the West, request for West Hall & Joe Mackie Hall facility grant, March 6-10, 2018 and status of future Shooting the West events, for possible action

Next year Shooting the West (STW) Photography Symposium will celebrate its 30th anniversary. While this is a very exciting milestone, the future of STW is anything but certain. As discussed several months ago, Brenda will be stepping down as director of this event after 2018 and so far there is no one set to take over. The STW board will also be resigning after the 2018 event and no one in that group is interested in the director position. Brenda has been using her contacts and connections to try to get a director lined up but there is no future replacement for her at this time. Ideally, she would like to work with the new director at the 2018 event so this person can meet the many volunteers and see how everything is coordinated. One option the current STW board discussed would be to include STW in Elko's Cowboy Poetry Contest. Brenda is not in favor of this because that would mean that the event would move to Elko. She would like to see it stay in Winnemucca. There is a photographer out of Reno that may be interested. He would keep the event here and would bring in a new board. He also has some contacts in the photography community that would be beneficial. Brenda informed the WCVA board that there will be new vendors at the 2018 event, including Nikon, Sigma and Canon. Also, there will be a 6-page article in the November/December issue of Nevada Magazine so STW does have some major exposure to work with to keep it vital in years to come. That is all the information Brenda has for today. She will keep this board informed as she works on the next event and a possible new director. Members of this board briefly discussed the possibility of STW being run under the WCVA again. That may work but there could be issues with grants that can be awarded to a non-profit organization but not to a government entity. For 2018 Brenda is requesting a facility grant for both halls. She is not requesting any grant or underwriting funds. ***Jim Billingsley made a motion to approve a West Hall and Joe Mackie Hall facility grant (\$1,400/day, 5 days) to Shooting the West, March 6-10, 2018. Motion carried, 5-0.*** Shooting the West will be responsible for any other customary Convention Center charges.

9.3 Kent Arrien, Humb Co Shooting Park, request for Cooperative Funding to be used to purchase archery targets, for possible action

A few months ago Kent wrote a grant to the Nevada Department of Wildlife (NDOW) for the purchase of 58 3D archery targets, items to complete ADA accessibility and the replacement of an old canopy at the shooting park. This board is aware that at our first archery tournament this past March we had to borrow targets from Elko, arrange for their transportation and also make a donation to the Elko Archery Club. That tournament, held inside the Event Center, was a success and attracted 120 participants. We are hoping to have many more participants in 2018 so having these targets available here for the tournament, and also for use at the shooting park, would really enhance both.

Kent was successful in securing this grant. The total amount for the archery targets portion of the grant is \$22,379. Kent is here today to request WCVA provide the 25% match on the archery targets portion, \$5,594.75. Kent has another concern. This is that payment from the government may not be received by the shooting park in time to get the targets ordered and delivered in time for our 2018 tournament. He would like to request that if it looks like he will not be receiving this grant money in a timely manner, that WCVA loan the shooting park the funds and then be reimbursed when the shooting park receives the grant funding. Board members were comfortable with this arrangement. ***Jim Billingsley made a motion to approve a grant in the amount of \$5,594.75 to the Humboldt County Shooting Park. This is the 25% match that is required by the Nevada Department of Wildlife on the portion of grant funding the shooting park has been awarded for the purchase of 3D archery targets. Jim also made a motion to approve an underwriting to the Humboldt County Shooting Park in the amount of \$16,784.25. This amount will be distributed to the Humboldt County Shooting Park in the event that the archery targets need to be ordered before the grant award is received by the Humb Co Shooting Park in order to ensure that they arrive in time for our 2018 archery tournament. Motion carried, 5-0.***

9.4 Demo Herrera, Winnemucca Motocross, activity update & possible funding request, for possible action

There was no one present to make this presentation. No action taken.

9.5 Review of proposals and possible award of contract to supply and install the foundation and support systems for the pre-engineered covered arena metal building at Winnemucca Events Center, for possible action

There were two proposals received for this work. Since this portion of the work was re-designed after the last bid opening on September 27, we had hoped it would decrease the cost by at least \$200,000. This did not happen. The bids were less but the decrease was \$100,000. Time is also another important component since we want this project completed in time for our 2018 Ranch Hand Rodeo in March. The two proposals were from Hunewill (\$684,900) and Northern Nevada Concrete (\$650,000). Hunewill's proposed time to complete is 81 days, Northern Nevada Concrete's proposed time to complete is 65 days. Mike Sheppard recommends that we accept the bid proposal from Northern Nevada Concrete. The estimated completion of the project is mid-February. ***Jim Billingsley made a motion to reject the bids that were presented to this board on September 27, 2017 for the foundation and support systems and to accept the lowest responsible bid received at yesterday's bid opening for this work. This bid is from Northern Nevada Concrete, \$650,000. Since Bill is not present at today's meeting this acceptance is contingent upon his review of the***

bids. Motion carried, 5-0.

9.6 Review and possible approval of cooling system proposal from RHP Mechanical for the pre-engineered covered arena metal building at Winnemucca Events Center, for possible action

There has been a continuing discussion on the necessity of having a cooling system in this building during the summer months. The board recognizes that in order to attract the widest array of events we must be able to provide cooling during the summer months. Still, with the increased cost of other portions of this building, the board discussed the merits of moving forward with it at this time or installing it at a later date. The electrical system that is being installed will support this cooling system, whether it's now or later. Mike was asked about the timeline if it was not installed as the building is being constructed. He was not sure but will contact RHP Mechanical and try to find out. Since the cooling is not necessary for Ranch Hand Rodeo, board members were more comfortable moving forward to install it after that event. No action was taken. Mike presented an updated estimate of total construction costs. Ron asked about Ag District #3's willingness to help offset some of the cost overruns. Kent said the Ag #3 Board was totally in support of this project and will utilize some of their capital projects funds to help offset the additional cost.

9.7 WSRRA Ranch Rodeo Finals, November 2-5, 2017, request for additional funding, for possible action

Herb asked that this item be placed on the agenda since he and Ron were absent at last month's meeting when WSRRA/Marc Page's funding was discussed. Herb has spoken with Marc about the loss of a couple cash sponsors of this event and wanted to re-visit the possibility of additional funding that was mentioned in Marc's funding application. Terry stated that this is a good event for November and he is not opposed to additional funding, but that maybe it would be more appropriate to address it after the rodeo in case Marc is able to secure new event sponsors to make up the difference. Herb was not convinced. *A motion was made by Herb Ross to award Marc Page and the WSRRA Ranch Rodeo Finals, November 2-5, 2017, an additional \$5,000 underwriting. Motion carried, 5-0.*

10. Director's Report.

10.1 Financial reports on WCVA events

The bank reconciliation for Ranch Hand Rodeo was included in the board packets for review.

10.2 Options to repair damage to parking structure, landing dock and steps behind Joe Mackie Hall, for possible action

About ten years ago Kim had a protective surface installed on the steps behind Joe Mackie Hall. Over the years the steps below the surface have deteriorated and become broken, making this a safety concern. Included in the board packets was an estimate for repairs to the steps and the installation of a urethane membrane for protection of the steps and loading dock. Board member all agreed that this needed to be taken care of and Kim had the authority to proceed since this is a maintenance and safety issue.

10.3 Request to proceed with bid process to replace West Hall carpet, for possible action

The carpet in the West Hall is worn out and needs to be replaced. We have quite a lot of carpet squares left over from the carpet replacement in the Joe Mackie Hall. Kim has been able to determine that those squares are still being manufactured. He would like to utilize the leftover squares and purchase additional squares to re-do the West Hall with the same carpet. He has a rough estimate to complete the purchase and installation, \$50,000. The board was in favor of beginning the bid process to get the West Hall carpet replaced.

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

11.1 Review report for October

Bill's report was reviewed by the board.

Terry asked about the property owner who had two NSF checks outstanding for July room tax. Shelly told him we have not received payment on these checks. Bill is working on it.

12. Board Administrator.

12.1 Financial Reports, for discussion

Room taxes continue to be up for the 3rd consecutive month.

Kendall asked about timing on large checks that may need to be issued for the WEC building project. He will speak with Mike Sheppard so that we can make sure those funds are available in our checking account, in case we need to make any transfers from our investment account.

13. Oter reports

13.1 Mackie Hall façade

Kim reported that he continues to work on specs for this project. He has been relying on help from YESCO, Nevada Advertising and Watchfire since this technology is not something he is familiar with.

13.2 Event Center sound system

Kim informed the board that Ag District #3 is working on a bid package for a retrofit for the sound system in the Event Center. It has become evident that the one we have is not adequate. He is hoping to have it installed in time for Ranch Hand Rodeo.

13.3 Denio RV park

Jim reported that he has become aware that a new RV park is being proposed in Denio. We will need to watch as the process plays out so that we can collect room taxes when they start to operate.

13.4 WCVA audit

Kendall reported that he has been informed by Vanessa at Steele & Associates that they will be ready to give the audit report for 2017 at the WCVA December meeting.

13.5 Joe Mackie Hall wi-fi

Ron commented that at the recent NACO conference wi-fi connectivity was an issue in Joe Mackie Hall. The construction of that building has made wi-fi inconsistent in certain locations. One solution may be to hard-wire the internet connection in that building. Kim will speak with Performance Computing about this.

13.6 Joe Mackie Hall restrooms

Another issue of concern during the NACO conference was the location of the restrooms on the 2nd floor of Joe Mackie Hall. Ron asked about the possibility of having restroom installed on the main floor. Kim will get information on the cost to do this.

13.7 Herb Ross WCVA board position

Herb informed the board that he will be resigning. He does not have a date that this will become effective. Brian Stone will be making a request to fill this board position. There is a process to filling a board vacancy. The county will have to advertise the vacancy and then the County Commission will appoint a replacement from the letters of interest they receive. Herb will speak with Karen in the Commissioners Office about the process.

14. Public Comment

None.

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

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

The meeting was adjourned at 5:40 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:

ABSENT

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator