

STATE OF NEVADA                    )  
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 COUNTY OF HUMBOLDT            )

September 20, 2017

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**MINUTES, SEPTEMBER 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, September 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 |
| Jim Billingsley | Treasurer and City Representative |
| John Arant      | Business Representative           |
| Bill Macdonald  | Secretary and Counsel             |
| Kendall Swensen | Board Administrator               |

*Convention and Visitors Authority Board Officials Absent:*

|           |  |
|-----------|--|
| Herb Ross | Vice Chairman and Hotel Representative |
| Ron Cerri | County Representative                  |

*Staff Members Present:*

|              |          |
|--------------|----------|
| Kim Petersen | Director |
|--------------|----------|

*Staff Members Absent:*

|              |                      |
|--------------|----------------------|
| Shelly Noble | Administrative Clerk |
|--------------|----------------------|

*Others Present:*

|                 |                      |
|-----------------|----------------------|
| Patricia Setzer | Wmca Host Lions Club |
| Traci Guinn     | Wmca Host Lions Club |
| Lori Timko      | Young Life           |

**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 September 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, 3-0.*

**7. Minutes, Review & Action**

Prior meeting minutes of August 16, 2017

*John Arant made a motion to accept the minutes of the August 16, 2017 meeting. Motion carried, 3-0.*

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

| <u>BANK ACCOUNT</u> | <u>CHECK NUMBERS</u> | <u>AMOUNT</u> |
|---------------------|----------------------|---------------|
| Nevada State Bank   | 22105-22157          | \$141,401.91  |

*Jim Billingsley made a motion to approve all claims as submitted. The motion carried, 3-0.*

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

**9.1 Accommodations tax 9-month refund requests**

**Rhodes (\$469.50), Karpyak (\$388.80), Kikumoto (\$383.10), Peters (\$388.80), Baker (\$353.14)**

*Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Diane Rhodes (\$469.50), Joseph Karpyak (\$388.80), James Kikumoto (\$383.10), Steve Peters (\$388.80), Corwin Baker (\$353.14). Motion carried, 3-0.*

**9.2 Lori Timko, Young Life, request for West Hall facility grant, February 17, 2018**

This will be the third annual banquet hosted by Young Life in our community. It is a fundraiser to help offset expenses incurred in their outreach programs for high school and junior high age youth. Young Life members also hope the banquet will be a venue to provide information to local residents about their organization and the services it provides. Young Life is requesting the facility grant and other incidental expenses be granted by this board. *Jim Billingsley made a motion to approve a West Hall facility grant (\$600), kitchen grant (\$150) and one half of other incidental expenses (estimated to be \$167.50) for the Young Life Banquet, February 17, 2018. Young Life will be responsible for the remaining half of the incidental expenses (estimated to be \$167.50) Motion carried, 3-0.*

**9.3 Patricia Setzer, Wmca Host Lions Club Women's Retreat, request for Joe Mackie Hall facility grant, October 14, 2017**

Patricia is here today with Tracy Guinn to make this request. This event is a leadership training and will be the first of its kind to be held in Winnemucca. Women from all over Nevada who are active in the Lions Club will attend. The training will take place on Saturday and possibly part of the day on Sunday. At this time, they estimate that there will be a minimum of 30 attendees who will stay in Winnemucca throughout the weekend. Besides the training, they have activities planned around town so that these visitors can get out and enjoy the town. ***Jim Billingsley made a motion to approve a Joe Mackie Hall/ Comstock Room facility grant for two days (\$250/day) for the Wmca Host Lions Club Women's Retreat, October 14 & 15, 2017. Wmca Host Lions Club is responsible for any customary Convention Center charges. Motion carried, 3-0.***

**9.4 Patricia Setzer, Wmca Host Lions Club Health & Safety Fair, request for Joe Mackie Hall facility grant, March 17, 2018**

This is an annual request for the use of the Main Floor of Joe Mackie Hall. The Lions Club works with Humboldt General Hospital to produce this event. Many people in the community take advantage of the low cost health screenings. It is a great service to the community and this board continues to support it. ***Jim Billingsley made a motion to approve a Joe Mackie Hall/Main Floor facility grant (\$600) for the Wmca Host Lions Club Health & Safety Fair, March 17, 2018. Wmca Host Lions Club is responsible for any customary Convention Center charges. Motion carried, 3-0.***

**9.5 WSRRA Ranch Rodeo Finals, November 2-5, 2017, request for Cooperative Funding**

This is an annual request from Marc Page for this event in November. The board has supported this event for many years and all agreed that it brings a lot of people to town at a time of the year that is, traditionally, very slow. Board members noted that on the request form that Marc is requesting the funding amount he has received for many years (\$20,000) but there is a possibility that he may be requesting, at a later date, an additional \$5,000 due to the loss of sponsorships. Terry believes these sponsorships were both cash (YETI coolers) and use of cattle during the event at no charge. ***John Arant made a motion to approve a \$10,000 grant and a \$10,000 underwriting to the WSRRA Ranch Rodeo Finals, November 2-5, 2017. Motion carried, 3-0.***

**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.

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

### **11.1 Review report for September**

Bill reviewed his report. The room tax report that we are required to file with the state was included in this report. Also, we still have two outstanding NSF checks from July (two properties, one owner). Bill would like some direction from the board on how to proceed. Options are to write a letter to the property owner, start lien proceedings, or request the city suspend or revoke the business licenses. Board members directed Bill to write to the owner outlining consequences for non-payment of these room taxes. If this does not generate a response, we will move forward with another alternative.

## **12. Board Administrator.**

### **12.1 Financial Reports, for discussion**

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

## **13. Other reports**

### **13.1 Mackie Hall façade**

Kim reported that he has been working with Bill to put together the specs. When Shelly returns, he will have her type them up.

### **13.2 WEC building project**

Kim reminded board members of the special meeting next Wednesday, September 17. At that time, bids for the foundation work will have been submitted and, hopefully, this board can accept one of the bids. The doors should be delivered any day and Kim is working with NV Energy on all the electrical requirements. We are still aiming for completion in mid-December. Kendall reported that he is in contact with the advisor for our investment account. We will need to give him 2 days notice when/if we require funds for expenses related to this project.

### **13.3 Tri-County Fair**

Kim reported that even though he does not have the final numbers, this year's fair seems to have turned out pretty good. It was unusual in that the days were very hot which reduced the number of people attending during the day. But, at night attendance really shot up, which made up for the low daytime numbers. The carnival was down a bit due to the low attendance during the day but the rodeo was up slightly, the monster truck show was well attended and broke even (good news since the truck pulls consistently lost money) and the food vendors appeared to do very well. Additionally, we had 300 motorcycle riders come through town and stop at the fair. They were

part of a group riding from Canada to Mexico in 4 days. The fair was one of their required checkpoints. While they were here the riders enjoyed the exhibits, entertainment and fair food.

**13.4 WCVA audit**

Kendall reported that he anticipates having his report to Vanessa at Steele & Associates by next week so that she can present her audit report to this board in December.

**14. Public Comment**

None.

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

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

The meeting was adjourned at 4:45 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

\_\_\_\_\_  
ABSENT  
HERB ROSS  
Vice Chairman and  
Hotel Representative

\_\_\_\_\_  
JIM BILLINGSLEY  
Treasurer and City Representative

\_\_\_\_\_  
ABSENT  
RON CERRI  
County Representative

\_\_\_\_\_  
JOHN ARANT  
Business Representative

Attest:

\_\_\_\_\_  
KENDALL SWENSEN  
Board Administrator

\_\_\_\_\_  
BILL MACDONALD  
Board Secretary and Counsel