

- 11.6 Improvement projects report – Event Center sound retrofit, Joe Mackie Hall exterior project, West Hall roof project, for possible action
- 11.7 Resolution acknowledging WCVA as the producer of the annual Shooting the West Photography Symposium, for possible action
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- 15. Adjournment

MINUTES, AUGUST 15, 2018

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 15, 2018 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
Ron Cerri	County Representative
John Arant	Business 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:

Lisa Davis	PEO
Mary Agnes Boni	PEO
Brett Worsham	No Nev Arts Council
Ron Taylor	Horseshoe Tour
Barbara Taylor	Horseshoe Tour
Barbara Carson	Horseshoe Tour

Alex Carson

Horseshoe Tour

4. **Public Comment**

Ron Taylor spoke to the board on behalf of those present representing the Horseshoe Tour. He is the Director of Operations for the Horseshoe Tour. The Taylors and the Carsons were here last year and returned to participate in last weekend's horseshoe tournament at the Event Center. They are spending this week in town before competing in this weekend's National Horseshoe Tour tournament at the Event Center. Mr. Taylor was highly complimentary of our facility and staff and was very appreciative of the support this board has provided. Mr. Taylor informed the board that the majority of the people who participate in this tour are from back east. He and his wife, along with Mr. and Mrs. Carson, have been encouraging their fellow horseshoe pitchers to make the trip to Winnemucca and enjoy the competition and the community. A couple of the board members from the World Tournament will be in town this weekend to look at our facility and determine if we would qualify to host this event. The next year it is available is 2021. It would be a much larger tournament that would run over two weekends.

5. **Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, August 10, 2018 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.** Chairman Boyle asked whether any agenda item proposes the adoption by the city or by the county or by the WCVA of any rule, including any ordinance or resolution which would impose, increase or change the basis for the calculation of a fee that is paid in whole or in substantial part by businesses, which would impose a direct and significant economic burden upon a business or directly restrict the formation or expansion of a business, pursuant to NRS Chapter 237? The Chairman called for board or public input thereon; there was none. Action will be taken.

Jim Billingsley made a motion that there appears to be no business impacting fee matter on today's agenda. The motion carried, 5-0.

7. **Minutes, Review & Action**

Prior meeting minutes of July 18, 2018.

John Arant made a motion to accept the minutes of the July 18, 2018 meeting. Motion carried, 4-0. Jim Billingsley abstained because he was not present at this meeting.

8. **Claims, Review & Action** The following claims, which had been submitted in list form to the board members for review with their 3-day meeting notice and agenda, with the opportunity to obtain further information before or at the

meeting, were submitted for payment on June 20, 2018:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	23018-23084, 23097	\$295,613.49

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, for possible action

Mason (\$704.22), Basnett (\$426.30), Smirnes (\$777.60)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Corey Mason (\$704.22), Terry Basnett (\$426.30), Andrew Smirnes (\$777.60). Motion carried, 5-0.

9.2 Shooting the West Photography Symposium, April 9-14, 2019, facility for Cooperative Funding, for possible action

Kim reported that Michelle has been working to schedule presenters and instructors for this event. She has been in contact with speakers and presenters from previous years to get their input. Michelle has also been consulting with Linda Dufurrena, one of the original coordinators, and she has provided valuable ideas. The records we received from the previous committee were incomplete so we're doing our best to organize the 2019 event with the information we have. Kim and Michelle prepared a tentative budget that was presented to the board. There were no funds available from previous years so they are requesting a \$20,000 underwriting and \$5,000 grant in order to get this event going. STW has also been awarded two grants (Nev Arts Council, and Nev Comm on Tourism) that should fund soon.

Jim Billingsley made a motion to approve a \$5,000 grant and \$20,000 underwriting for the Shooting the West Photography Symposium, April 9-13, 2019. Motion carried, 5-0.

9.3 WSRRA National Finals Ranch Rodeo, November 1-4, 2018, request for Cooperative Funding, for possible action

This is an annual request from Marc Page, the producer of this rodeo. He is requesting an increase in the amount requested for this year's event. According to Terry, this is because he is adding a barrel race to his event. Since barrel races usually make money, even when other rodeo events do not, there were some questions as to why this would require an increase in WCVA funding. Even so, Terry stated that this event is a good event at a slow time of the year and is worth supporting. Brian and John echoed these thoughts. There were some questions on Marc's 2017 event report that was included as

backup to his request, but after some more discussion, *John Arant made a motion to approve a \$10,000 grant and \$17,500 underwriting for the WSRRA National Finals Ranch Rodeo, November 1-4, 2018. Motion carried, 5-0.*

9.4 No Nev Arts Council, “The Last Gold Rush”, Sept. 7-9, 2018, request for Conv Ctr equipment usage, for possible action

Brett Worsham is here on behalf of the No Nev Arts Council. He has been trying to put together a performing group to produce plays with local talent. In February he was awarded a facility grant for the use of the West Hall for this production. He put in this additional request to cover the equipment that will be needed. Since he put in this request so that he could be included on the agenda, it has become apparent that this group will not be ready to produce this play in September. Mr. Worsham stated that it was more difficult to put together this group than he thought it would be so this year’s production is cancelled. He is working with other people in the community to widen participation and hopes to successfully produce a play next year.

9.5 Lisa Davis, Nev State PEO, Annual State Chapter Convention, May 2-5, 2019, for possible action

Lisa Davis and Mary Agnes Boni are here today to make the request for the use of the West Hall and Joe Mackie Hall for their convention next May. They are also requesting use of any necessary equipment and linen. PEO is a women’s philanthropic group that works to support educational opportunities for women. They are expecting approximately 250 participants and spouses. The convention runs three days and besides their event activities, the organizers expect visitors to shop and eat out while they’re here. *Jim Billingsley made a motion to approve a \$4,200 facility grant (EH/WH @ \$1,400/day, 3 days), \$150 kitchen grant and approximately \$785 in equipment usage for the Nevada PEO Annual State Chapter Convention, May 2-5, 2019. 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 Convention Center West Hall roof replacement, for possible action

The roof on the West Hall is badly in need of replacing, especially the portion that is under our heating/cooling units. Recently it has started leaking into the kitchen. Kim has been doing some research and after talking with Enoc Gaitan (Humb Co Buildings & Grounds Supervisor) he would like to work with Garland Company, who are part of a cooperative purchasing program

for governmental entities. The project is under \$250,000 so the state wage rates will not be applicable to this job. Garland will handle the pre bid work, including preparing the bid specs, assisting with providing multiple bids to choose from, selling the materials to the successful bidder and inspecting the work of the successful bidder throughout the process to make sure they are following the proper application of materials in accordance to the specs. There is no fee charged to us. ***Terry Boyle made a motion authorizing Kim and Bill to proceed with the process to go out to bid on the West Hall roof with the assistance of Garland Company, as outlined above. Motion carried, 5-0.***

10.3 Winnemucca Event Center sound system, request for bids, for possible action

Bill is finalizing the bid specs for the sound system retrofit at the Event Center. The Invitation to Bid will be posted next week and we will award the bid at the October WCVA meeting.

10.4 West Hall air conditioning unit replacement and report, for possible action

As most members are aware, we had a major malfunction of our cooling system recently in the West Hall. In mid-July we had two (out of four) condensers fail. Alan DuVall, our HVAC consultant, was able to secure parts and get the system up and running within a few days. Then, the Monday (two days) before Superior Livestock was to begin, three of the four condensers failed. Kim directed Alan to do what he had to do get the parts here and the system operational for the auction. Our system is now obsolete and so it was difficult to get everything we needed but Alan was able to locate parts and have them flown in. The first day of the auction, Wednesday, there was no air conditioning and Kim brought in several fans to circulate the air. The a/c was working by Thursday so the last two days of the auction were comfortable. There will be an insurance claim filed so we may get some funds for the expenses incurred, but the new condensers have no warranty at all due to the type of system we have. This brings up the necessity of replacing our cooling system. It has become inefficient and obsolete and, as mentioned above, the parts are becoming extremely difficult to find. Kim would like this board to authorize the purchase of a new cooling system for the West Hall. Alan estimates the cost will be \$76,000 - \$82,000. ***John Arant made a motion authorizing Kim to begin the process of replacing the air conditioning system in the Convention Center West Hall. Motion carried, 5-0.***

10.5 Winnemucca Events Complex Master Plan, for information

Due to the recent addition of campsites and stalls on the Winnemucca Events Complex, at a recent Ag #3 meeting that board requested Kim bring to them a master plan for the Winnemucca Events Complex. Traffic flow and other

changes are going to be necessary in order to utilize our amenities in the most efficient way. Kim is working with WEC staff and their suggestions for these changes, which got him thinking that maybe the parcel of WEC land across from the BLM that is vacant could be a possible site for a new convention center. That way a more modern building could be designed and both staffs could be utilized at both locations. John Arant expressed his unhappiness with this proposal. He would like to keep visitors downtown. Brian and Terry agreed. They would rather see WCVA funds used to remodel or tear down Joe Mackie Hall to make it into more usable space and participate in downtown revitalization. They felt that the building, in its current state, always looks closed and uninviting. The exterior façade project will help with this but they feel that other changes also need to be made.

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

11.1 Review report for August, for information

Bill's report was included in the meeting packets available online.

11.2 Chamber of Commerce report

No report.

11.3 Delinquencies review, for information

In Bill's report he states that there are no delinquencies. That is not right. The Winnemucca RV Park is delinquent. The property was sold in June. The previous owners paid part of the room tax and the new owners were responsible for the tax for the remainder of the month. They have been sent a delinquent notice and, hopefully, we will get this resolved soon.

11.4 Complaints, for information

Bill has not received any complaints.

11.5 Filings with Secretary of State, for information

Bill has completed the report listing the officers for Shooting the West and has filed this report.

He has also filed service mark protection applications for Shooting the West and Run-A-Mucca.

11.6 Improvement projects reports – Event Center sound retrofit, Joe Mackie Hall exterior project, West Hall roof project, for possible action

The status of these projects can be found under the Director's Report. At the May 23, 2018 WCVA meeting Kendall informed the board that he could not prepare the 5-Year Capital Improvement Plan because the state was changing the form used to file this information. The form is now

available and Kendall distributed it to members today. It includes the projects listed above. Bill has prepared a resolution reflecting this information. ***Jim Billingsley made a motion to accept and approve the resolution prepared by Bill Macdonald regarding the WCVA indebtedness report and 5-Year Capital Improvement Plan as presented by Kendall Swensen. Motion carried, 5-0.***

11.7 Resolution acknowledging WCVA as the producer of the annual Shooting the West Photography Symposium, for possible action
No report.

12. Board Administrator.

12.1 Financial Reports, for discussion

Room tax cash collections continue to increase over last year.

We earned \$7,000 in interest on our investment account last month.

It was noted that Motel 6 has new owners. Kendall will get with them to make sure they understand our room tax collection process.

13. Other reports

13.1 Buckaroo Hall of Fame

Ron is our representative on the Buckaroo Hall of Fame Committee. He reported that they have outgrown the display space in Joe Mackie Hall and wanted to know if this board had any suggestions as to any other exhibit space that might be available. The board agreed that Joe Mackie Hall is not the optimum location for these displays and other options need to be considered. Several suggestions were made. One was to have this display at the Humboldt Museum. This seems like the logical location for a display of this type. Some drawbacks there are, again, space limitations and the fact that they are not open every day. Building a facility on the corner of Winnemucca Blvd and Melarkey was discussed. It could also, possibly, house the Chamber of Commerce. Also mentioned was Leo Harrer's building (the former Sage Theatre) on Bridge Street that had the fire several months ago. Board members agreed to keep thinking of alternatives for this display as it keeps growing. We want to be able to have these items displayed in a way that people can enjoy them.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, September 19, 2018, 4:00 pm.

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

The meeting was adjourned 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