

STATE OF NEVADA)
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COUNTY OF HUMBOLDT)

February 20, 2019

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MINUTES, FEBRUARY 20, 2019

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, February 20, 2019 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
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Ron Cerri	County Representative
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Jason Dondero	CORE Construction
Steve Nielsen	P3 Partners

Diane Nielsen
Ashley Maden
Janie Welch
Flint Lee

P3 Partners
Humboldt Sun
Nev Reined Cow & Cutting Horse Assoc
Nev Reined Cow & Cutting Horse Assoc

4. Public Comment

No public comment.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, February 14, 2019 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, 4-0.

7. Minutes, Review & Action

Prior meeting minutes of January 16, 2019.

Jim Billingsley made a motion to accept the minutes of the January 16, 2019 meeting. Motion carried, 4-0. John Arant abstained because he was not present at that meeting.

Prior meeting minutes of January 30, 2019.

Jim Billingsley made a motion to accept the minutes of the January 30, 2019 meeting. Motion carried, 4-0.

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 February 20, 2019:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	23414 - 23498	\$436,453.46

Terry Boyle made a motion to approve all claims as submitted. The motion carried, 4-0.

9. General Business, for discussion & possible action

9.1 Accommodations tax 9-month refund requests, for possible action

Pevyhouse (\$396.16), Potosky (\$358.56), Brock (\$509), Biggs (\$1,160.70), Egusquiza (\$262.44), Fuchslin (\$470.88), Pate (\$492.94), Yeo (\$1,079.61)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Norman Pevyhouse (\$396.16), Mike Potosky (\$358.56), Norris Brock (\$509), Christy Biggs (\$1,160.70), Ralph Egusquiza (\$262.44), Tiffany Fuchslin (\$470.88), Kevin Pate (\$492.94), Casie Yeo (\$1,079.61). Motion carried, 4-0.

9.2 Steele & Associates, Presentation and Acceptance of FY 2018 WCVA audit report for possible action

Vanessa Davis of Steele & Associates was unable to be here today due to the snowy weather. Kendall has copies of the audit report for the board to review. Vanessa will attend our next meeting to answer any questions the board may have. Kendall pointed out a few items in the report presented to the board. In the auditor's letter it states that their opinion is that this is a "clean" audit with no discrepancies and the information is accurate. Page 5 shows a decrease in cash which is to be expected with the construction of the pavilion at the Winnemucca Events Complex. The budget comparisons look good and are in compliance. There was some discussion about some of the items listed under the "Culture and Recreation" heading on page 28. Some of these projects are no longer being funded by WCVA. Kendall and Shelly will look into this and get it straightened out. *Jim Billingsley made a motion to accept the WCVA 2018 audit report as presented. Motion carried, 4-0.*

9.3 Jason Dondero, CORE Construction, Joe Mackie Hall facility options, for possible action

Jason is here today with Steve Nielsen of P3 Partners. Mr. Nielsen works with public and private entities on various projects in the western United States. They worked with CORE Construction to complete the newest addition to the Elko Convention Center. The unique partnership, which included securing financing, completed the Elko project on time and on budget and Kim feels this could be an option for improvements/re-building of Joe Mackie Hall here to make it into a more useable and flexible space for a variety of events. Mr. Nielsen coordinates the project and secures financing. He explained to the board how this is achieved and shared some of the projects he and his team have completed. There are five phases of development from concept to implementation. The first step would be for the board to approve funding for a strategic development plan. This would study the overall project and look at the vision, planning, budget and any other

factors that would need to be taken into account in order to successfully complete the project. This strategic plan would be completed in approximately 60 days and would outline project details, construction costs and financing. The estimated cost of the strategic plan is \$25,000. Throughout the planning portion of the project, WCVA would be actively involved so that the end product would adequately suit their needs. If the board chooses to move forward and complete the project utilizing the plan presented to them and financing is finalized, then the WCVA would ask the County to (1) lease the Joe Mackie Hall and parking lot to a non-profit entity and (2) enter into a Facilities Use Agreement with Lessee for WCVA use of the Joe Mackie Hall during the lease period. The Lessee would borrow the necessary funds privately and complete the project and the loan would be serviced by our monthly payment to the Lessee for being able to use the Building upon completion during the Lease. At the end of the lease period, the property and its improvements revert to the County and WCVA without any charge and the Facilities Use Agreement is terminated and our monthly payments end. There would be no public works project or public debt involved. ***Jim Billingsley made a motion authorizing Director Petersen to move forward in obtaining proposals for public/private partnerships for the renovation and possible re-building of Joe Mackie Hall. Motion carried, 4-0.***

9.4 Flint Lee, Nev Reined Cow & Cutting Horse, TS Classic Horse Show and Derby, April 25-28, 2019, request for Cooperative Funding, for possible action

Mr. Lee is here tonight to request funding for this event in April. For many years it has been held in Reno and Fallon but the facilities are not adequate and with the addition of the Pavilion, they would like to hold it here. This comes at a time of year that is, traditionally, slow so the addition of another event could be a boost for the community. The Nev Reined Cow & Cutting Horse Association (NRCCHA) will be adding \$15,000 as prize money to attract participants from several surrounding states. Also, the fees collected from the first day of practice will also be added as prize money. These participants are expected to stay in area hotel/motels due to the unpredictability of the weather in April. The organizers are working with Dave Grashuis, who produces an event here each June, so they expect a good turnout. Plus, with it taking place in early spring there are no other competing shows in surrounding states. Since April can be a slow time of the year, board members were interested in assisting to make this event as successful as possible so that it could be an annual event. Funding would be used for facility rental and prize money. ***Jim Billingsley made a motion to approve a \$5,000 grant and \$5,000 underwriting for the NRCCHA TS Classic Horse Show and Derby, April 25-28, 2019 at the Winnemucca Events Complex. Motion carried, 4-0.***

9.5 Mike Scott, Wmca Regional Raceway Association, WRRRA 2019 Racing Season, request for additional Cooperative Funding for lighting project, for possible action

Mike has been working to collect information on what it would take to convert the halogen lights at the WRRRA race track to LED lighting. He received 3 bids for the work. The lowest came in from Gamma Electric at \$26,000. After the project is completed WRRRA expects to see a \$4,200 rebate from the power company bringing the overall cost down to approximately \$22,000. Mike feels the lighting is important so the drivers have better visibility and the track is as safe as it can be. Mike expects that there will be savings to WRRRA from the LED lighting but wasn't sure how much that savings would be. He stressed that after operating expenses are paid, all of their funds were put into prize money to attract top drivers to the track. Some board members expressed concern that they do not see any additional activity in town on race weekends and aren't sure of the value of the current funding level that was approved last fall. Mike assured them that the racers and their families are in town and spending money and invited businesses to contact him to see what WRRRA can do to work with them and encourage racers to visit more local businesses. After much discussion, ***John Arant made a motion to approve a \$7,000 grant and \$15,000 five year, no interest loan to the Wmca Regional Raceway Association for their LED lighting project. Motion carried, 4-0.***

9.6 Chela Ridge, Gold Cheer Program, G & S Athletic Showcase, March 9, 2019, request for West Hall facility grant, for possible action

Ms. Ridge was not at the meeting but Kim explained that he met with her and she is involved in a local cheer and gymnastics group that is fairly new and has been traveling to out-of-town competitions. She hopes to grow the program and may be interested in hosting a competition here at some time in the future. This request is for an event that will showcase some of the skills the girls have been working on this past season. As a start-up group they are requesting the facility grant so that those funds that would be required for facility rent can be applied to next season's expenses. ***Jim Billingsley made a motion to approve a \$360 West Hall facility grant for the G & S Athletic Showcase, March 9, 2019. Motion carried, 4-0.*** Gold Cheer Program/When Piggies Fly is responsible for any other customary Convention Center charges.

9.7 2019 Nevada Good Sam Rally, September 18-21, 2019, request for Cooperative Funding, for possible action

In the past, Good Sam held their state rallies here every year. Some of the membership decided that they wanted to alternate between locations so in 2018 they did not come to Winnemucca. A few weeks ago Kim was contacted by the current director who requested that the rally return to Winnemucca this fall. The participants pay for their own campsites. This funding request

is for payment of the Exhibit Hall and kitchen rental fees as they have activities in this building throughout the event. In past years, these people have been visible around town and enjoy shopping and eating out. **Brian Stone made a motion to approve a \$1,600 grant for the 2019 Nevada Good Sam Rally, September 18-21, 2019. This grant will be used for payment of facility fees at the Winnemucca Events Complex. Motion carried, 4-0.**

9.8 Donation to City of Winnemucca Special Events Fund, for possible action

For the past several years, this board has approved this donation to the city to help offset additional expenses incurred due to some of our events. The board is aware that this does not even come close to covering the actual costs but want to show that they do appreciate all the help the city provides. **Jim Billingsley made a motion to approve a \$10,000 donation to the City of Winnemucca Special Events Fund. Motion carried, 4-0.**

10. Director's Report.

10.1 Financial reports on WCVA events

The bank reconciliation for 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 December, for information

Bill's report was distributed to board members for their review.

11.2 Chamber of Commerce report for January 2019, for information

No report.

11.3 Complaints, for information

None.

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

We have two small properties that are delinquent for November on their room tax. One is an NSF check that will not clear and we did not receive anything from the other one. Bill will prepare the appropriate notices.

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

We are waiting for better weather before the West Hall roof project can begin.

The Event Center sound retrofit is completed and notice of completion issued. The notice of award has been issued for the West Hall carpet project. We are awaiting the bond to issue the notice to proceed.

Equipment has been ordered for the West Hall HVAC project.

Joe Mackie exterior improvements have been put on hold while this board discusses other options.

The specs for the West Hall signage project are being prepared.

12. Board Administrator.

12.1 Financial Reports, for discussion

Room tax collections are up slightly.

12.2 Approval of WCVA Tentative Budget, year ending June 30, 2020, for possible action

No action taken on this item. It will be included on the March agenda.

13. Other reports

13.1 Event Center scoreboard usage

In an attempt to better utilize the scoreboard in the Event Center more fully, Kim as contracted with an individual who has expertise in the software that operates this board. This person will be here the week before Ranch Hand Rodeo to design templates and graphics that can be used during our events. Kim has also contracted with an individual who designs programs for events that keep up with the scores in real time as they are entered. This individual will be here throughout Ranch Hand Rodeo to train Holly and Darrel in using her software. By utilizing these two individuals, Kim is looking forward to making the upcoming Ranch Hand Rodeo events more exciting than ever. Holly, the admin person at the fairgrounds, and Darrel Field will train with these individuals so that they can operate these programs for various events.

13.2 2019 NIAA Wrestling Tournament

Jim reported that the state wrestling tournament went very well and everyone seemed pleased with the facility. As with most large events, there were a few glitches but we were able to address these so that the tournament could run as smoothly as possible. Some of the only complaints Jim heard were from teams from the south who did not want to travel to Winnemucca to compete. There were also some parking issues since it snowed and parking was a mess. The new sound system worked great.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 20, 2019, 4:00 pm.

16. Adjournment. *John Arant made a motion to adjourn this meeting. Motion carried, 4-0.*

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 _____, 2019

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

ABSENT
RON CERRI
County Representative

JOHN ARANT
Business Representative
Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator