

11. Board Secretary & Counsel Report for discussion & possible action
 - 11.1 Review report for March 2019
 - 11.2 Chamber of Commerce report for February 2019, for information
 - 11.3 Update on delinquencies, possible request for authorization for disclosure of confidential information on one or more licensees, for possible action
 - 11.4 Joe Mackie Hall – discussion and possible action on Request for Proposals for preliminary study on design, financing and construction remodel or replacement
 - 11.4 Improvements projects reports – West Hall roof project, West Hall HVAC, West Hall signage project, for information
12. Board Administrator Report, for discussion & possible action
 - 12.1 Financial reports, for information
 - 12.2 Approval of WCVA Tentative Budget, year ending June 30, 2020, for possible action
 - 12.3 Approval of plan of correction audit for fiscal year ending 6/30/2019, for possible action
13. Other Reports
14. Next Meeting Date
15. Adjournment

MINUTES, MARCH 19, 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 Tuesday, March 19, 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:

Debbie Stone	Humb Co Chamber of Commerce
Margaret Arenguena	Humb Co Chamber of Commerce
Cassandra McClure	Wmca Gold Rush Softball
Nicole Bengochea	Wmca Badger Baseball/Gold Rush Softball
Erin Entwistle	Wmca Badger Baseball/Gold Rush Softball
Chris Entwistle	Wmca Badger Baseball/Gold Rush Softball
Judy Adams	Public Comment
Susan Rorex	Public Comment
Mary Kay Ford	Public Comment
Hailey Carlson	Gold & Silver Athletics
Maureen Macdonald	Wmca Basque Club

4. Public Comment

Susan Rorex spoke before the board to ask that if/when plans are made for Joe Mackie Hall that a stage be considered in those plans. Mrs. Rorex is not representing any specific group in the community as she makes this request. She would just like to see a “working” stage be included in the final design. It would not need to be an auditorium with permanent seating but would need the various curtains across the stage that could be closed during conventions and meetings to possibly hide sets and other production items so that there would be no interference with these activities. The front portion of the stage could be utilized at banquets or meetings for speakers, presentation, auctions, candidate’s nights, etc. Lighting and sound systems that are essential for speakers addressing large groups would be the same as those necessary for plays, dance recitals, concerts, etc. Mrs. Rorex expressed her opinion that part of the remaining insurance funds from the Nixon Hall may be available for the purchase of some of these items.

Mary Kay Ford is here tonight to speak to the board about her difficulty in securing a vendor space for her food trailer at a couple of our events. Darrel told her she was too late last summer to participate in the Tri-County Fair and, more recently, she was told that her application was late once again for Run-A-Mucca in May. Ms. Ford is concerned that if local business people are blocked from participating in these events time after time that they will not want to participate at all. She wants to be a Run-A-Mucca vendor but stated that if this opportunity is not available for her she will get permission from a nearby property owner to set up her business and operate separately during this event.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, March 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 February 20, 2019.

Jim Billingsley made a motion to accept the minutes of the February 20, 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	23499 - 23568	\$217,743.10

Jim Billingsley 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

Inman (\$400.32), Willis (\$489.60), Fry (\$333), Blakely (\$468.60), Garrett (\$907.20)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Jason Inman (\$400.32), Eddy Willis (\$489.60), Ruby Fry (\$333), Steve Blakely (\$468.60), Ben Garrett (\$907.20) 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. Vanessa will attend our next meeting to answer any questions the board may have.

9.3 Margaret Aranguena and Debbie Stone, Humb Co Chamber of Commerce, request for contribution, for possible action

A couple of months ago community members met with representatives from the Governor's Office of Economic Development to discuss the Nevada Main Street Program which promotes area revitalization. Those present decided to move forward and become part of the "Explorer" portion of this program. During the next two years a board must be formed, bylaws written and a financial plan lined out. Margaret and Debbie are not here tonight to request funding. They are here to make this board aware of the program and the possible future need to hire a Main Street Director, which would require funds from outside sources like the WCVA, City and County. This director position would be part-time but would be responsible for coordinating events and keeping the efforts cohesive. The goal would be for this position to be self sustaining at some point. Kim and any interested board members are welcome to be part of this process. Contact Debbie at the Chamber for more information on the program.

9.4 Erin Entwistle and Nicole Bengochea, Wmca Badger Baseball, Bombs for Moms Tournament, May 10-12, 2019, request for Cooperative Funding, for possible action

This annual baseball tournament has been held here for the past several years but this year, with an all new volunteer board and very minimal funds available from the previous organization that ran the tournament, Mrs. Entwistle and Mrs. Bengochea are requesting funding to help make it successful. The biggest expense will be umpires and hospitality expenses, approximately \$7,000, which is the amount they are requesting. These ladies are on both local volunteer boards for youth baseball and softball and will be instrumental in the planning and management of both tournaments. They are expecting at least 24 baseball teams in four age groups. There will be four local teams participating. *Jim Billingsley made a motion to approve a \$7,000 grant to Wmca Badger Baseball Bombs for Moms Tournament, May 10-12, 2019. Motion carried, 4-0.* If they are rained out they will return as much of the grant as possible after umpire travel expenses.

9.5 Erin Entwistle and Nicole Bengochea, Winnemucca Gold Rush Softball Tournament, June 28-30, 2019, request for Cooperative Funding, for possible action

This board has supported this tournament for the past several years. Nicole informed the board that a few of their representatives would be attending a meeting to determine locations of future state tournaments. They will try to finalize bringing a state tournament here again in the next few years. For 2019, they have had an increase in the cost of umpires and are requesting \$7,500 for their tournament in June. This tournament makes an impact on the community as these families rent hotel/motel rooms, eat out, shop, etc.

Brian Stone made a motion to approve a \$7,500 grant for the Winnemucca Gold Rush Softball Tournament, June 28-30, 2019. Motion carried, 4-0.

9.6 Maureen Macdonald, Winnemucca Basque Festival, June 8 & 9, 2019, request for Joe Mackie and West Hall facility grant & request for Cooperative Funding, for possible action

Last year's national festival that was held here was very successful and everyone seemed to enjoy the festival and visiting our town. Maureen said she got a lot of great feedback. She will be attending a meeting in Bakersfield soon and will be making the effort to bring the national festival back to Winnemucca in the next few years. In the meantime, this year's local festival will still have visitors from out of the area, as well as locals who will enjoy the weekend festivities. It was very helpful utilizing both halls last year and the club wishes to have the same set-up this year. Maureen also let the board know that the national Mus Tournament (a Basque card game) is to be held in Paradise Valley on June 1 and 2. She was unclear if Paradise Valley would be able to accommodate the tournament and thought it might be held in Winnemucca too which would bring these groups to town for two weekends. ***Jim Billingsley made a motion to approve a \$2,800 Joe Mackie Hall/West Hall facility grant and also a \$1,000 grant for the Winnemucca Basque Festival, June 8 & 9, 2019. Motion carried, 4-0***

9.7 Hailey Carlson, Gold & Silver Athletics In-House Competition, June 1, 2019, request for payment of WEC Exhibit Hall rental fee, for possible action

Ms. Carlson runs a local business that has a recreational gymnastics program as well as a "show" team that travels to competitions. This request is for her gymnasts competition against each other since the gym they work in is not conducive to housing all of the participants and their families. Hailey is working hard to grow her business, including the travel teams, and is confident she can attract regional gymnastics teams to Winnemucca for a competition in the future. A competition of this caliber would require some structural accommodations in the Event Center since there are regulations on how the equipment is anchored, but would be attainable. In the meantime, Ms. Carlson is requesting that WCVA pay the rental fee at the Exhibit Hall for their June event. ***Terry Boyle made a motion to approve a \$400 grant for payment of the rental fee at the WEC Exhibit Hall. 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.

10.2 Upgrade and possible purchase of Event Center scoreboard/marquee, for possible action

See item 10.3.

10.3 WEC Event Center sound system, electronic sign and special event updates, for possible action

The feedback on the WEC sound system has been very good, both from spectators at the wrestling tournaments and Ranch Hand Rodeo, and also from the announcers and other people running the system. Kim feels this was a great project and will be enjoyed for years to come.

During the Ranch Hand Rodeo we were able to better utilize the scoreboard with real-time results throughout each event and also display sponsor and other information. Darrel was able to train with an individual that Kim hired so that there were always screens running and others ready to go. We also contracted with a software designer who attended the event and, with the use of her program, helped us to tally the rodeo and dog trial scores quickly and more efficiently. Darrel also trained on this system. Now we are at a place where we have this great sound system but the video resolution on the scoreboard is sub-par. Kim would like this board to consider purchasing a new scoreboard that is larger with better resolution. He estimates that the cost would be \$85,000-90,000. Part of this cost may be offset by sponsorships. The current scoreboard could be used in the Pavilion. If a new board/marquee were purchased, we would need trained personnel to operate it during events at the Event Center. The cost of having someone at each event would need to be discussed – would the event be required to cover this additional expense? Kim would just like this board to be thinking about this as we try to attract new and larger events to our community.

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

11.1 Review report for March 2019, for information

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

11.2 Chamber of Commerce report for February 2019, for information

No report.

11.3 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, one rural and one in town that are delinquent at this time. One is an NSF check that will not clear. There are some legal remedies we could move forward with but since these are small properties Bill wanted direction from the board on how to proceed before incurring the time and expense involved in these remedies. Terry directed Bill to send notices to each property of the legal remedies we may follow up on if we do not receive the room taxes and penalties that are due.

11.4 Joe Mackie Hall – discussion and possible action on Request for Proposals (RFP) for preliminary study on design, financing and construction remodel or replacement

After last month's discussion Kim made contact with the Elko Convention Center and was able to get a copy of the RFP they prepared for their project along with their Facilities Use Agreement that was entered into once the project was complete. Bill has reviewed them (they are quite lengthy) and is comfortable that all the legalities have been addressed. The next step would be to publish our own RFP for this project and see where we are. Earlier this month Kim wrote a memo to the county and city briefly outlining our desire to get this process started with the RFP and see what options will be presented. The WCVA board members all agreed that before this step is taken they would like Kim to talk to city and county officials and, if necessary, appear before these boards to outline the process and their roll in it since the county owns Joe Mackie Hall and the city owns the alley between the buildings. We are hopeful that they will agree to starting this process and then Kim would go ahead with publishing the RFP. *Terry Boyle made a motion authorizing Kim Petersen to move forward with a Request for Proposals on the remodel/reconstruction of Joe Mackie Hall once Humboldt County and City of Winnemucca officials have been notified of our intent and approve of it. Motion carried, 4-0.*

11.5 Other projects status – West Hall roof project, West Hall carpet project, West Hall HVAC, West Hall signage project, for information

No report.

12. Board Administrator.**12.1 Financial Reports, for discussion**

Room tax collections continue to be up slightly for the year.

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

Board members were presented a copy of the WCVA tentative budget as prepared by Kim and Kendall for FY 2020. As in past years, they were conservative in their estimates of revenue. Kim is preparing a capital

projects list to be considered later. There was a brief discussion of the loss shown at the end of 2020 in the budget. Kendall reminded board members that revenue figures are very conservative and with current room tax trends this board should be closer to breaking even for the year than is shown. Since most of the items on this tentative budget were consistent with past years and familiar to board members, there were only a few questions for Kendall. *John Arant made a motion to approve the WCVA FY 2020 tentative budget as presented. Motion carried, 4-0.*

12.3 Approval of plan of correction audit for fiscal year ending 6/30/2019, for possible action

In an effort to complete the audit before December 31, 2019, Kendall has prepared a letter to the Department of Taxation outlining the steps he plans to take and also explaining about his health issues that precluded the completion of last year's audit by that date. Terry will sign the letter and Kendall will get it to Department of Taxation.

13. Other reports

13.1 Archery Tournament

Kim reported that there were over 200 participants at this tournament. Winners hosted a reception Friday night and over 90 people attended. Competition also began on Friday, so many of the participants came in town on Friday instead of Saturday. The scoreboard was, again, utilized showing scores and other information throughout the weekend.

13.2 2021 National Horseshoe Pitchers Tournament

Kim expects to hear from the committee making this selection in a week or two. Hopefully by next month's meeting he will have good news to report.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, April 17, 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