

- 11.5 2018-2019 Final budget hearing
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- 11.7 Joe Mackie Hall exterior project
- 12. Board Administrator Report, for discussion & possible action
 - 12.1 Financial reports, for discussion
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- 15. Adjournment

MINUTES, MAY 23, 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, May 23, 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
John Arant	Business Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Jim Billingsley	Treasurer and City Representative
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Ryan Dufurrena	Denio Community Board
Curtis Calder	Gold Diggers M/C Club

4. Public Comment

Kim wanted to inform the board about the progress in replacing the flag on Potato Road since local officials and members of this board have received calls on why there has been no flag flying for several weeks. About a month ago the cable on the pole broke and the flag was returned to the Convention Center. This pole has an interior cable that has to be special ordered and Kim placed the order immediately. The cable arrived this week and YESCO is scheduled to bring their large bucket truck to the pole tomorrow. Enoc Gaitan, Humboldt County Buildings & Grounds Supervisor, will assist with installing the cable and the flag should be up in time for the Memorial Day holiday weekend.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, May 18, 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.

Ron Cerri 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 April 18, 2018.

Brian Stone made a motion to accept the minutes of the April 18, 2018 meeting. Motion carried, 3-0. John Arant abstained because he was not present at that meeting.

8. Claims, Review & Action The following claims were submitted for payment and approved on May 23, 2018:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	22647-22744	\$326,699.41

John Arant 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

Reeves (\$374.87), Raine (\$383.10), Blakely (\$511.20), Crutcher (\$426.30), Pearson (\$596.40), Brock (\$589.34), Burton (\$561.60)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Brandon Reeves (\$374.87), Lorrie Raine (\$383.10), Steve Blakely (\$511.20), Darryl Crutcher (\$426.30), Delora Pearson (\$596.40), Norris Brock (\$589.34), Michael Burton (\$561.60). Motion carried, 4-0.

9.2 Approval of WCVA FY 2019 Final Budget, 5-Year Improvements Plan and Debt Report by Resolution, for possible action

Kendall presented copies of the final 2019 budget and the WCVA Debt Report to the board members. The form that Kendall is required to complete and submit to the state for capital projects is being changed by the Department of Taxation and so he cannot submit our report until the form is available. When he is able to complete the new form, Kendall will include the following capital projects:

- West Hall electronic marquee
- Joe Mackie Hall façade retrofit and electronic marquee
- West Hall carpet
- HVAC renovation, West Hall & Joe Mackie Hall
- Our portion of WEC Sound System retrofit

There are only two changes made to the final budget from the 2019 WCVA tentative budget that was approved in February. These changes are an increase to capital projects (amount increased from \$300,000 to \$500,000) and an increase in the amount allocated to the county from room tax collections (amount increased from \$330,000 to \$380,000). All other amounts are to remain unchanged. *Ron Cerri made a motion to accept the resolution accepting the WCVA FY 2019 Final Budget as presented. Motion carried, 4-0.* Board members signed copies of the 2019 final budget that will be submitted to the Nevada Department of Taxation and distributed to other appropriate agencies.

9.3 McDermitt Rodeo Board, request for Small Community Grant funding, for possible action

The Rodeo Board, with approval from the McDermitt Community Board, is requesting \$5,000 from the Small Community Grant funding which will be used to make improvements to their rodeo grounds. This use of funds is consistent with our guidelines. *Ron Cerri made a motion to approve a \$5,000 Small Community Grant to the McDermitt Rodeo Board to be used for improvements to their rodeo grounds. Motion carried, 4-0.*

9.4 Curtis Calder, Winnemucca Grand Prix 2018, September 8 & 9, 2018, request for, request for Cooperative Funding, for possible action

Curtis Calder of Elko stated that the Winnemucca Grand Prix is an off road race produced by the Gold Diggers Motorcycle Club out of Elko. They produce this race every year at different locations. They have held it here in the past but have not returned to Winnemucca in quite a while. The main race is on Sunday and is a 35 mile loop north of town on the old highway, next to Winnemucca Mountain Road. There is also a shorter race that takes place on Saturday. They have secured almost all of the necessary permits from the BLM and expect to have all of those in place within 30 days. Today's request is for \$1,500 to cover the cost of having an ambulance on site at the staging area. *Brian Stone made a motion to approve a \$1,500 grant to be used for ambulance services during the Winnemucca Grand Prix 2018, September 8 & 9, 2018. Motion carried, 4-0.*

9.5 Ryan Dufurrena, Denio Community Board, request for Small Community Grant funding, for possible action

Ryan is here to request their 2018 allocated funds of \$4,000 which will be used to purchase livestock panels for the community roping arena. The new panels will create a smaller arena for use by community youth. *John Arant made a motion to approve a \$4,000 Small Community Grant to the Denio Community Board to be used to purchase livestock panels for the community roping arena. Motion carried, 4-0.*

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 Special events staffing, for possible action

Kim prepared a memo outlining his proposal for creating a new position, hired through Manpower, along with a job description. Currently, our staff is kept busy with existing events and with the recent addition of horseshoe and archery tournaments, we have been understaffed and had to utilize Holly from the fairgrounds in order to facilitate these events. This person will help with a variety of events all year long, including Shooting the West, now that it is being produced again by WCVA. In the past, we have utilized temporary employees for various events but this requires training for each event. The goal would be for this person to have the knowledge to assist and facilitate these events year after year. Board members asked about this possibly working into a permanent position with the County. Kim is hopeful that with the right person performing the various tasks required over time, that he could justify the addition of an additional person to assist with special events.

For quite some time our existing offices have been at capacity with no work space for special projects. If this position is supported by the board, Kim plans to convert part of one of the 3rd floor storage rooms in Joe Mackie Hall into offices and work space for Michelle Urain and the new special events employee. ***John Arant made a motion authorizing Kim Petersen to begin the process of hiring an Assistant Special Events Coordinator to facilitate events sponsored by WCVA. This person would be hired through Manpower. Motion carried, 4-0.***

10.3 Acknowledgement of event accounts utilizing WCVA EIN and those persons authorized to sign checks, for possible action

Board members received an updated list of bank accounts utilizing the WCVA EIN and listing the people who are authorized to sign checks on these accounts. A lot of our events have their own checking accounts and a few years ago the county did not want to be responsible for these small accounts so they were put under WCVA. With changes in board members Kim just wanted everyone to be familiar with these accounts that they are responsible for. There accounts are:

- WCVA General Fund account, Nevada State Bank
- WCVA Petty Cash account, Nevada State Bank
- Ranch Hand Rodeo, Washington Federal
- Tri-County Fair & Stampede, USBank
- Winnemucca Labor Day Rodeo, Washington Federal

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

11.1 Review report for May, for information

Bill's report was included in the meeting packets available online. Today's Business Impact Determination is different than the one we've acknowledged in the past. After doing some research, Bill discovered that this impact only applies to fee changes, not other concerns that might impact businesses. For that reason, he changed the wording on this agenda item.

11.2 Delinquencies review; status of delinquent tax liens, for information

No report.

11.3 Possible update on electronic marquee project for Joe Mackie Hall, for information

No report.

11.4 Designation of directors for the Shooting the West annual List of Officers, Directors, and Registered Agent for filing with Secretary of State for possible action

Bill is working on this filing and will get it completed and filed with the state.

11.5 2018-2019 Final budget hearing

See item 9.2.

11.6 WEC Event Center Sound Retrofit

See item 13.1

11.7 Joe Mackie Hall exterior project

With the latest campground/stall project at the Winnemucca Events Complex, Kim and Bill have not been able to dedicate any time to work on this. It is still an important project that they will address in the near future.

12. Board Administrator.

12.1 Financial Reports, for discussion

Room tax cash collections are up \$17,000 this month from the same period in 2017.

13. Other reports

13.1 WEC Sound System retrofit

Kim reported that preparing specs for this project has become very difficult since he is not an expert and the individuals he has spoken with give conflicting information. Kent Maher suggested that the write up the specs stating what we want the end result to be and let the companies best decide how to accomplish this. He will continue to get as much information as he can to get these specs done soon.

13.2 Paradise Valley Run-A-Mucca Bar-be-que

We received a call today that the water at the park in Paradise Valley, where the bar-be-que is held, was tested and is not potable. It cannot be used for anything at the bar-be-que that involves food, including hand washing. We have ordered bottled water and will have to transport it out to that location.

13.3 WEC campground/stall project

Kim reported that 100 sewer hookups have been installed. The only obstacle to an on-time completion in time for SSIR, at this point, is NV Energy. They did not have any inspections scheduled until July and are questioning some of the previous work that was completed when the last phase of campsites was installed. Kim is meeting with their representatives tomorrow to try to resolve these issues.

13.4 Town House Motel

Kendall met with the new owner of the Town House to perform an audit and make sure he was calculating his monthly room tax correctly. Mr. Singh Dhillon miscalculated a couple of months of his tax so these corrections will be made with Kendall's assistance.

13.5 Tram

While in Alaska recently, Kim saw a tram in Ketchikan that went to the top of a mountain. He thought it would be a fun idea to have one here going to the top of Winnemucca Mountain.

13.6 Carson City downtown improvements

While spending a considerable amount of time in Carson City recently, John noticed many improvements that have been made to their downtown. These kinds of improvements would really update our downtown here in Winnemucca and make it more attractive. After some investigating, he discovered that a lot of it was accomplished with grant funding. He will try to find out what kind of grants and more information about the funding process.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, June 20, 2018, 4:00 pm.

16. Adjourn. *Ron Cerri 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 _____, 2018

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

BRIAN STONE
Vice Chairman and
Hotel Representative

ABSENT
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