

WINNEMUCCA CONVENTION & VISITORS AUTHORITY
Meeting Minutes – Regular Meeting
May 18, 2022
Winnemucca Convention Center
50 West Winnemucca Boulevard
Winnemucca, Nevada 89445

The meeting was held at the date and place described above at the time scheduled on the posted meeting notice and agenda. The attendees in-person and via remote technology and absences were as follows:

Convention and Visitors Authority Board Officials Present:

Terry Boyle, via remote technology	Chairman and Motel Representative
Brian Stone, in-person	Vice Chairman and Hotel Representative
John Arant, in-person	Business Representative
Ron Cerri, via remote technology	County Representative
Jim Billingsley, in-person	Treasurer and City Representative
Kendall Swensen, in-person	Board Administrator
Kent Maher, in-person	Board Counsel

Convention and Visitors Authority Board Officials Absent:

None

Staff Members Present:

Kim Petersen, in-person	Director
Liz Barnard, in-person	Administrative Clerk

Staff Members Absent:

None

Others Present:

Debbie Stone, in-person	Humboldt County Chamber of Commerce
Jacy Jackson, in-person	Winnemucca Main Street Committee
Dave Roden, in-person	Winnemucca Main Street Committee
Jane Studebaker, in-person	Winnemucca Main Street Committee
Kristin Hillmer, via remote technology	Cumming Management Group

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER, ROLL, DETERMINATION OF QUORUM

The meeting was called to order at 4:00 pm; the five board members in attendance constituted a quorum.

2. PUBLIC COMMENT

Debbie Stone with the Humboldt County Chamber of Commerce expressed appreciation for the efforts of Director Petersen assisting with many events, including the recent circus the Chamber brought to town.

3. MEETING NOTICE REPORT

Board Chair Boyle reported that the meeting notice and agenda were posted by staff prior to 9:00 am Friday, May 13, 2022, at the Convention Center West Hall (the place of the meeting), online at notice.nv.gov, online at winnemucca.com, online at humboldtcountynv.gov, and at the Humboldt County Court House and Winnemucca City Hall. No persons have requested mailed notice during the past six months.

4. BUSINESS IMPACT DETERMINATION

After review and consideration of the effect each item could potentially have on a “business,” as the term is defined by statute, the Board agreed, and

Jim Billingsley moved to make a finding that no item on the agenda appears to impose a direct and significant economic burden on a business or appears to directly restrict the formation, operation, or expansion of a business. Motion carried, 5-0.

5. CLAIMS REVIEW & ACTION

The following claims were submitted in list form to the board members with the meeting notice and agenda, with the opportunity to review and obtain further information before or at the meeting:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	26021 - 26089	\$ 253,969.18

John Arant moved to approve all claims submitted for May 18, 2022. Motion carried, 5-0.

6. CONSENT AGENDA

6.1. WCVA Meeting Minutes
WCVA Meeting Minutes April 20, 2022

6.2. Accommodation Tax 9-month refund requests as follows: Button (\$435.00), Garth (\$1,038.12), Rector (\$435.00), Levasseur (\$906.60), Levasseur, M. (\$916.95), Mercer (\$437.64), Hadley (\$482.13), Baker (\$462.85)

John Arant moved to approve the consent agenda. Motion carried, 5-0.

7. GENERAL BUSINESS

7.1. Proposals to adjust the current fiscal year (FY2022) budget prior to the end of the fiscal year, including budget augments and funds transfers

No action taken.

7.2. Public Hearing - WCVA FY2023 Tentative Budget and proposals to adjust the Tentative Budget

No public comment received.

7.3. Proposals to approve the WCVA FY2023 Tentative Budget, as adjusted if any adjustments are made, as the WCVA FY2023 Final Budget, and adopt the 5-Year Capital Improvement Plan and Debt Report, and authorize submittal of the budget, plan and report to the State.

Board Administrator Swensen reported there have been no changes made to the tentative budget.

John Arant moved to approve final budget as presented with no changes from the tentative budget. Motion carried, 5-0.

7.4. Jacy Jackson, Main Street Committee, Chili Cook-Off, request for a cooperative funding grant in the sum of \$3,500, July 2022

Jacy Jackson, Dave Roden, and Jane Studebaker, Winnemucca Main Street Committee members, explained the committee is requesting funding for the first annual Main Street beer walk and chili cook-off, tentatively scheduled for July 9. They plan to have live music and street vendors. There will be fees for vendors, participants, and entries in the chili cook-off. Jackson estimated the costs at \$2,700 and is confident the event will generate a profit.

Jim Billingsley moved to approve the request for cooperative funding as a \$1,350 grant with the balance of \$1,350 as underwriting. Motion carried 5-0.

7.5. Jacy Jackson, Main Street Committee, request for a cooperative funding grant in the sum of \$10,000 for a proposed Director position

Jacy Jackson, Dave Roden, and Jane Studebaker, Winnemucca Main Street Committee members, reported the Main Street Committee is considering hiring a part-time director to start in January 2023. The City of Winnemucca set aside \$10,000 in next year's budget for this position. The committee plans to make a similar request to the county. Brian Stone questioned if this will be a recurring commitment. Jackson answered yes, ideally it will be a recurring request. Board Counsel Maher reminded the board of their statutory purposes to draw and promote tourism and recreation. Ron Cerri expressed concern about putting money towards employee costs, as opposed to something directly tied to tourism. Brian Stone asked if the planned salary included taxes and worker's compensation amounts. The board questioned if

there are other fundraising activities the Main Street Committee will be undertaking to offset the cost of the proposed position. The board noted that the bulk of the wish list projects will primarily benefit downtown businesses and questioned if the committee has approached any downtown businesses about a membership or similar program to raise funds; the committee members said they have not. Several board members commented they would be more comfortable making a funding decision if there was a better plan on how long-term funding for the position will be accomplished.

No action taken.

- 7.6. Request for approval of professional services proposal from Cumming Management Group to provide a cost estimate for the proposed Event Center west side addition in the amount of \$7,000

Kristen Hillmer, Cumming Management Group representative-via remote technology, explained the proposal is similar to the cost estimate being prepared for the East Hall exterior renovation project. Board Counsel Maher noted the dollar amount listed on the agenda was a typo, it should have read \$7,500, not \$7,000.

Jim Billingsley moved to proceed with authorizing expenditure of up to \$7,500 to obtain an estimate of cost for the project. Motion carried 5-0.

8. DIRECTOR'S REPORT

Director Petersen asked Cumming Management Group representative Kristin Hillmer to explain the recently received cost estimates submitted by Cumming for the East Hall exterior renovation project. Hillmer noted there are several optional additions that will increase the project estimated costs. Both Director Petersen and Vice-Chair Stone remarked that the estimate for an LED sign seemed very low. Hillmer commented that there will be additional costs: to have an architect draw up a plan (approximately \$56,000); to have Cumming do the pre-design phase services (\$50,000-80,000); and, for Cumming to manage the project (\$100,000-150,000).

Petersen reported: 1) that Michelle Hammond-Allen will be leaving the position as WCVA Marketing & Sales Coordinator to be the Economic Development Officer for the county; and, 2) the Fairfield Inn (on E. Winnemucca Blvd.) is nearing completion and is looking at a soft opening for mid-June. The company representatives were invited to attend the June meeting.

9. COUNSEL REPORT

No report.

10. BOARD ADMINISTRATOR FINANCIAL REPORTS

10.1. Financial Reports

Reports were available in the board packet for review.

Board Administrator Swensen reported that the budget is complete and approved, and copies will be submitted to the state, county and city. The WCVA investment portfolio is down approximately \$80,000. The overall room tax revenue is up by about 25% over last year.

11. OTHER REPORTS

Ron Cerri reported he has been invited to the grand opening of the Fallon Events Complex.

12. PUBLIC COMMENT

No public comment.

13. ADJOURNMENT

John Arant moved to adjourn the meeting at 5:10 p.m. Motion carried, 5-0.

The meeting was adjourned to the next regular meeting, or to the earlier call of the Chair or of any three (3) members of the Board.

Respectfully submitted,

Liz Barnard
Administrative Clerk

APPROVED: June 15, 2022

VOTE: WINNEMUCCA CONVENTION & VISITORS AUTHORITY BOARD

AYES: Boyle, Stone, Arant, Billingsley, Cerri _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____

APPROVED:

ATTEST:

Terry Boyle, Chair

Liz Barnard, Administrative Clerk