

- discussion & possible action
- 10.5 Note for record action of County Commission on Monday re: filling vacancy on this board, for discussion
 - 10.6 Election to fill vacancy in Treasurer position; for discussion & possible action
 - 10.7 Note for record vacancy on two corporate boards – Western Art Roundup and Buckaroo Hall of Fame, for discussion & possible action
 - 10.8 Status of insurance rep & engineer’s report on their recommended course of action on WEC covered arena; for discussion and possible action
 - 10.9 Possible update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action
- 11. Board Administrator
 - 11.1 April Financial reports
 - 11.2 Room tax audit report
 - 12. Other Reports
 - 13. Next Meeting Date
 - 14. Adjournment
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MINUTES, MAY 19, 2016

1. **Swearing in new member named by the County**

At the May 16, 2016 Humboldt County Commission meeting John Arant was appointed to serve as the Business Representative for the remainder of Don Stoker’s term, which will expire in January 2017. He was sworn in to this position by Board Secretary, Bill Macdonald.

2. **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 10:00 am on Thursday, May 19, 2016 with Chairman Terry Boyle presiding.

3. **Pledge of Allegiance.**

4. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Motel Representative
Herb Ross	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:

Louis Mendiola

Winnemucca Basque Club

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Monday, May 16, 2016 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.** After review of the May 19, 2016 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, *Jim Billingsley made a motion that no proposed agenda item is likely to impose a direct and significant economic burden on a business or directly restrict formation, operation, or expansion of a business. The motion carried, 5-0.*

7. Minutes.

Prior meeting minutes of April 20, 2016.

Jim Billingsley made a motion to accept the minutes of the April 20, 2016 meeting. Motion carried, 4-0. John Arant abstained because he was not present at that meeting.

- 8. Claims.** The following claims were submitted for payment and approved on May 19, 2016:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	20930-20997	\$247,610.98

Jim Billingsley made a motion to approve all claims as submitted. The motion carried, 5-0.

9. General Business.

9.1 Public comment on WCVA FY 2017 Tentative Budget, for possible action

No public comment.

9.2 Approval of WCVA FY 2017 Final Budget and 5-Year Improvements Plan by Resolution, for possible action

Kim presented a list he is proposing for Convention Center improvements and upgrades. Some have already been approved by this board. For the next fiscal year he is proposing the following:

- Split w/ County the cost of new truck and topper for director \$20,000
- Joe Mackie/East Hall – 600 chairs \$40,000
- West Hall HVAC upgrade (already approved) \$42,000
- Joe Mackie/East Hall HVAC upgrade (already approved) \$184,000
- West Hall office addition \$80,000
- Winnemucca Events Complex – arena structure \$800,000
- Joe Mackie/East Hall exterior paint, signs \$24,000
- Joe Mackie/East Hall dishwasher replacement \$10,000

The total of these projects is \$1.2 million. This amount is \$200,000 over the amount in the tentative budget for capital projects in FY 2017 so Kendall will make this change before submitting it to the state. ***Jim Billingsley made a motion to approve the WCVA FY 2017 Tentative Budget as the Final Budget by Resolution with the change as noted above. Motion carried 5-0.***

8.3 Louis Mendiola, Euskaldunak Danak Bat, Winnemucca Basque Festival, June 11 & 12, 2016, request for funding, for possible action

This year will be the 38th Winnemucca Basque Festival. Over the past couple of years the committee has tried to change things up and bring new events and activities to this celebration. This year they will again be hosting a 5K run, parade, picnic and dance. Louis is expecting several out-of-area groups of Basque entertainers to participate in the festival. For the 2015 event the WCVA approved a \$1,000 grant, \$1,000 underwriting and a \$1,300 facility grant. They are making the same request this year. Last year's event was profitable so the Basque Club is returning their \$1,000 underwriting to this board from last year's event. One challenge for event organizers is when Lowry High School's graduation coincides with the Winnemucca Basque Festival. Traditionally, this impacts the festival because revenues decrease. This will happen this year. So the WCVA support is especially important in these years. And just for general information, the North American Basque Organization (NABO)'s celebration will be held in Winnemucca in 2018. This is a very large event and there will be more information about its impact as it gets closer. ***Ron Cerri made a***

motion to approve a \$1,000 grant, \$1,000 underwriting and \$1,300 facility grant (WH 2 days @ \$600/day, kitchen rental @ \$100/day) for the Winnemucca Basque Festival, June 11 & 12, 2016. Motion carried, 5-0. The Winnemucca Basque Club is responsible for any other customary Convention Center charges.

9.4 Accommodations tax 9-month refund requests, for possible action, Page (\$961.29), Blakely (\$511.20), Kern (\$411.65), Buckner (\$516), Rhodes (\$388.80)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Marcella Page (\$961.29), Steve Blakely (\$511.20), Timothy Kern (\$411.65), Randy Buckner (\$516), Brian Rhodes (\$388.80). Motion carried, 5-0.

10. Director's Report.

9.1 Financial reports on WCVA events

The bank reconciliations for the Ranch Hand Rodeo and Tri-County Fair were included in the board packets for review.

9.2 Joe Mackie/East Hall parking deck update, for discussion

This project is moving right along. They have bored holes for the drains and are sealing the cracks in the deck. Some of the surrounding sidewalks and curbs are in poor condition and are a tripping hazard, so Kim has authorized Z 7 to replace these sections while they are doing the work on the parking structure. They should complete the entire project in a few weeks.

9.3 Update on repairs to sidewalk/curbs around Joe Mackie/East Hall parking lot (safety issue), for discussion

See item 9.2.

9.4 Update on WEC covered arena structure, for discussion

While doing the inspection for the insurance claim, their engineer found cracks in all the trusses. He will be writing a report on the estimated cost for repairs. The concern with this is that we may still be limited on the use of the arena in inclement weather. As discussed previously, Kim and Ag #3 Board would like to remove this structure and build a new structure in time for the 2017 Ranch Hand Rodeo Weekend. Kim would like to move forward on this but cannot until we hear from the insurance company. In preparation for the insurance report, Kent Maher is preparing a request for proposal to take the structure down. It is estimated that it will cost \$60,000 to demolish the structure and remove the footers.

9.5 Update on interior painting of West Hall, for discussion

The interior of the West Hall has needed to be painted for some time. The issue has been finding a licensed painter to get an estimate from. Recently, Kim got two estimates from painters out of Reno. The lowest came in from the painter who is currently working at the hospital. This estimate is \$5,900 from Legacy Painting out of Sparks, which Kim has accepted. We will work to schedule this in the upcoming months.

11. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

Bill reviewed his report.

10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

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

No report.

10.4 Possible standardized delinquency procedure, timetable & forms, for discussion & possible action

No report.

10.5 Note for record of County Commission on Monday re: filling vacancy on this Board, for discussion

As noted in item 1, at the May 16, 2016 Humboldt County Commission meeting, John Arant was appointed as the Business Representative to this board, effective immediately.

10.6 Election to fill vacancy in Treasurer position; for discussion & possible action

After some discussion, Jim Billingsley was nominated to fill the WCVA Treasurer vacancy. Motion carried, 5-0.

10.7 Note for record vacancy on two corporate boards – Western Art Roundup and Buckaroo Hall of Fame, for discussion & possible action

Don served on these two boards so now we need to fill these vacancies. Ron Cerri was nominated to serve on the boards of the Western Art Roundup and Buckaroo Hall of Fame as the representative of the Winnemucca Convention & Visitors Authority. Motion carried, 5-0.

10.8 Status of insurance re & engineer's report on their recommended course of action on WEC covered arena; for discussion & possible action

See item 9.4.

10.9 Possible update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action

No report.

12. Board Administrator.

11.1 April Financial Reports, for discussion

Room taxes continue to decline but the gap between last year and this year is narrowing.

11.2 Room tax audit report

No report.

13. Other Business.

12.1 Joe Mackie/East Hall elevator update

Repairs to this elevator have been made but we still cannot use it until it has been inspected.

14. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, June 15, 2016, 4:00 pm.

15. Adjourn. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 5-0.*

The meeting was adjourned at 11:00 am 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 _____, 2016

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

HERB ROSS
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

RON CERRI
County Representative

JOHN ARANT
Business Representative

Attest:

KENDALL SWENSEN
Board Administrator

BILL MACDONALD
Board Secretary and Counsel