

STATE OF NEVADA)
 :ss
 COUNTY OF HUMBOLDT)

June 15, 2016

Contents

1. Time, Place and Date
2. Pledge of Allegiance
3. Attendance
4. Meeting Notice Report
5. Business Impact Determination
6. Minutes
 - May 19, 2016
7. Claims & Budget Review & Action
 - Approval of checks (20998-21078)
8. General Business
 - 8.1 Mike Pristow, Vision Control Associates, WH audio/visual upgrade presentation, for discussion
 - 8.2 McDermitt Rodeo Board, request for Small Community Grant funding, for possible action
 - 8.3 Accommodations tax 9-month refund requests, for possible action Pugh (\$517.27), McDuffy (\$601.02), Phillips (\$1,128.90)
9. Director's Report
 - 9.1 Financial reports on WCVA events
 - 9.2 Joe Mackie/East Hall parking lot project update, for discussion
 - 9.3 WEC covered arena update, for discussion
 - 9.4 Joe Mackie/East Hall elevator repairs update, for discussion
10. Board Secretary & Counsel Report
 - 10.1 Review monthly report, for discussion
 - 10.2 Chamber of Commerce report, for discussion
 - 10.3 Update on delinquencies, for discussion, possible request for authorization of disclosure of confidential information of one or more licensees & possible action
 - 10.4 Possible update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action
 - 10.5 End of fiscal year action, if any, for information & possible action

11. Board Administrator
 - 11.1 May Financial reports
 - 11.2 Budget Augmentations and Transfers to FY 2016 WCVA Budget, for possible action
 - 11.3 Debt Report to County Debt Management Commission, for possible action
 - 11.4 Room tax audit report
 12. Other Reports
 13. Next Meeting Date
 14. Adjournment
-

MINUTES, JUNE 15, 2016

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, June 15, 2016 with Chairman Terry Boyle presiding.

2. **Pledge of Allegiance.**

3. **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:

Cory Case	Winnemucca Goldrush Softball
Joyce Sheen	The Humboldt Sun

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, June 10, 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.

- 5. Business Impact Determination.** After review of the June 15, 2016 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***Ron Cerri 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.***

6. Minutes.

Prior meeting minutes of May 19, 2016.

Jim Billingsley made a motion to accept the minutes of the April 20, 2016 meeting. Motion carried, 5-0.

- 7. Claims.** The following claims were submitted for payment and approved on June 15, 2016:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	20998-21078	\$235,347.37

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

8. General Business.

9.1 Mike Pristow, Vision Control Associates, WH audio/visual upgrade presentation, for discussion

Mike gave a brief overview of the system that has been installed in the West Hall by Vision Control Associates. There are fifty new speakers in the ceiling, as well as high-end powerpoint projectors, all new electric screens and input and auxiliary jacks in each room. This system will allow our events to use any input and/or auxiliary jacks and can control which screens their information will be seen on and in which rooms the audio can be heard. These controls can be set in each room or in the office. We also have a large portable screen that can be utilized at either end of the hall since there are also input plates at those locations. Mike changed around displays on the screens and played music over the speakers to demonstrate the high quality of these components. There will be a learning curve as staff gets familiar with the new system but it should be a great addition to the services we offer our customers and was planned to last for many years. As a note: Bill mentioned that during the Basque Festival last weekend it was very nice to

have the activities that were happening on the Nixon Lawn being played on the screens inside the West Hall. The crowd outside was quite large and coming inside to sit at the tables was a nice option. This was made possible by these upgrades and coordination with Jim Billingsley. There was no audio this year but Kim is hoping that can be added.

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

The McDermitt Rodeo Board is requesting \$5,000 from the McDermitt Community Board's annual Small Community Grant. These funds will be used to replace fencing and the loading chute at the rodeo grounds (Bill noted that the McDermitt Rodeo Grounds are in Oregon). Included in their request were the minutes from the McDermitt Community Board's April 11, 2016 meeting where they approved this request from the McDermitt Rodeo Board. *Jim Billingsley made a motion approving the Small Community Grant funding request from the McDermitt Rodeo Board for \$5,000. These funds will be used to replace fencing and the loading chute at the McDermitt Rodeo Grounds. Motion carried, 5-0.*

9.3 Accommodations tax 9-month refund requests, for possible action, Pugh (\$517.27), McDuffy (\$601.02), Phillips (\$1,128.90)

Ron Cerri made a motion to approve the accommodation tax 9-month refunds for John Pugh (\$517.27), Lola McDuffy (\$601.02), Gary Phillips (\$1,128.90). Motion carried, 5-0.

9. 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 lot project update, for discussion

This project is almost completed. The drains are in and the contractor is attempting to seal the cracks. He is having trouble with the consistency of the sealing material and is trying different methods, but is confident he'll have all the cracks sealed very soon. The broken sidewalks and driveways have been taken out and replaced. We will soon have new parking bumpers and striping. When this is completed, Kim will work to have the fencing replaced.

9.3 WEC covered arena update, for discussion

Kim doesn't have any additional information on this project. He is waiting for a report from the insurance company. Kim still feels strongly that the cost to make repairs to the arena will be exorbitant. He is hoping for an

insurance settlement that will be used for demolition of the existing structure.

9.4 Joe Mackie/East Hall elevator repairs update, for discussion

Repairs were completed to the elevator and when it was re-inspected there were other issues discovered and taken care of. We are now waiting for the elevator to be inspected once again before it can be used.

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

No report.

10.5 End of fiscal year action, if any, for information & possible action

By statute, we are required to publish an annual fiscal report before July 1st of each year. Bill has prepared this report and will double check the figures with Kendall before it is published in The Humboldt Sun by the deadline.

11. Board Administrator.

11.1 May Financial Reports, for discussion

At this time, cash flow is fairly even with last year's amounts.

11.2 Budget Augmentations and Transfers to FY 2016 WCVA Budget, for possible action

Kendall has prepared this report, which is due to the state by June 30, and presented it to the board. It shows room taxes and corresponding expenses offsetting the augmented amount of \$100,000. Transfers from our Contingency and Cultural/Recreation Projects to Contract Services, Contributions to Other Governments and Capital Outlay were made in the amount of \$220,000. ***Ron Cerri made a motion to accept the resolution***

presented by Kendall Swensen outlining the Budget Augmentations and Transfers to FY 2016 WCVA Budget. Motion carried, 5-0.

11.3 Debt Report to County Debt Management Commission, for possible action

This report is due to the Debt Commission by August 1. Since we have no debt, it is quite simple. *Ron Cerri made a motion accepting the Debt Report, as presented by Kendall Swensen, that will be presented to the County Debt Management Commission by the August 1, 2016 deadline. Motion carried, 5-0.*

11.4 Room tax audit report

Kim has a list of properties for audit that he has presented to Kendall. Kendall has made contact with all the properties, except one, and has scheduled these audits. He will report back next month.

12. Other Business.

12.1 Winnemucca Goldrush Softball Tournament

Cory Case is here representing the Winnemucca Goldrush Softball organization. This year they are hosting the state softball tournament for the league they belong to. The tournament will be July 15-17 (previously 44-Hour Tournament weekend) at the Sports Complex. Up to 28 teams in the age groups 8U (age 8 and under) to 16U (age 16 and under) are expected to participate. They had planned to request funding from the WCVA to help offset the additional expenses that will be incurred due to this being the state tournament, but they did not get their request submitted in time to be included on this month's agenda. Cory wanted to talk with the board to see if they would be receptive to a funding request at next month's meeting even though it will be after the event. The board was enthusiastic about this tournament and number of teams and their families that are expected to visit for the weekend and would be open to helping out with some funding if the completed request form and back up materials are received in time to be placed on the July agenda. Cory shared that the annual tournament they host each year is one of the most popular of all the tournaments they participate in since the teams like coming to Winnemucca and enjoy the hospitality they receive. Board members discussed the possibility of providing something extra to all participants to make their visit here stand out from other state tournaments and encourage future tournaments to be held here. They encouraged Cory to get the paperwork completed and turned in and make his request at the next meeting.

12.2 Basque Festival – West Hall restrooms

Herb reported that he had complaints regarding the condition of the restrooms in the West Hall during the Basque Festival. Kim noted that we

had staff on duty throughout the weekend that were directed to keep an eye on the restrooms and keep them clean and well stocked. Still, with the number of people that were enjoying the festival it may be hard to keep up with the cleaning and we may consider bringing the restroom trailers to the Convention Center for this event, if they are available.

12.3 Efforts to keep travelers in town additional nights

John asked this board if they could give him any insight on who to contact or if this board is aware of any groups in town working to invigorate downtown and attract activities throughout the year that would keep those travelers without a set schedule here another night or two. The board discussed efforts in the past, like the painting of the downtown businesses, but noted that with all the individual property owners involved it can be a challenge to get something going on a consistent basis. Activities at the sand dunes was mentioned as another activity that could attract visitors to stay longer. Again, you are dealing with property owners that are not always open to having their land used for recreational purposes. Board members are looking forward to working with the museum on the app that they are funding and is being developed for area attractions, since travelers are using their phones more and more as they make their travel decisions.

12.4 Tri-County Fair update

Herb asked about the activities and attractions at this year's fair. Kim reported that we would, once again, have the Truck & Trailer Pulls, Pig Wrestling, Carnival and Rodeo. He is looking into a smaller, less expensive concert option and will report back to this board if that looks like it will work out.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, July 20, 2016, 4:00 pm.

14. Adjourn. *John Arant made a motion to adjourn this meeting. Motion carried, 5-0.*

The meeting was adjourned at 5:25 pm 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:

Convention & Visitors Authority Board Meeting June 15, 2016

KENDALL SWENSEN
Board Administrator

BILL MACDONALD
Board Secretary and Counsel