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 - 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 standardized delinquency procedure, timetable & forms, for discussion & possible action
 - 10.5 Annual Report of Accommodations Tax Collections for Taxation Department; for discussion & possible action
 - 10.6 East Hall Parking deck repair specs revisions; for discussion and possible action
 - 10.7 Resolution on Run-A-Mucca lottery proceeds allocations for Gaming Control; for discussion & possible action
 - 10.8 Possible update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action
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MINUTES, FEBRUARY 17, 2016

Before beginning tonight's meeting Chairman Boyle spoke of the unexpected passing of lifetime Winnemucca resident, and long time WCVA Board member, Don Stoker. Terry spoke of Don and John Milton "recruiting" him for this board 16 or 17 years ago. Don truly loved this town and whether you agreed with his opinions or not, you knew that he always had the best interests of this community at the forefront of everything he did. He touched a lot of lives and will be missed.

- 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, February 17, 2016 with Chairman Terry Boyle presiding.
- 2. Pledge of Allegiance.**
- 3. Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Herb Ross	Vice Chairman and Business Representative
Jim Billingsley	City Representative

Ron Cerri	County 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:

Lynda Sugasa	Safe Haven Wildlife Sanctuary
Michael Padua	Wmca Host Lions Club
Sunny Johnson	Wmca Host Lions Club
Lyle Avey	Rocky Mountain Elk Foundation
Vanessa Davis	Steele & Associates
Steven Hess	Wmca Host Lions Club
Brenda Hess	Wmca Host Lions Club
Tracy Guinn	Wmca Host Lions Club

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, February 17, 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 February 17, 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, 4-0.***

6. Minutes.

Prior meeting minutes of January 20, 2016.

Jim Billingsley made a motion to accept the minutes of the January 20, 2016 meeting. Motion carried, 3-0. Ron Cerri abstained because he was not present at that meeting.

7. **Claims.** The following claims were submitted for payment and approved on February 17, 2016:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	20704-20776	\$167,918.35

Herb Ross made a motion to approve all claims as submitted. The motion carried, 4-0.

8. **General Business.**

8.1 Presentation and acceptance of FY 2015 audit report, Steele & Associates, for possible action

Vanessa Davis of Steele & Associates is here tonight to present the FY 2015 WCVA audit and answer any questions the board may have. Even though room taxes were down for this year, overall cash and investments were up slightly for the year and they gave us a “clean opinion”. Ms. Davis reviewed the highlights of the financial position of the WCVA during this time period. The only non-compliance issue is that the audit was turned in late to the state. This item is included in their report. ***Jim Billingsley made a motion to accept the WCVA FY 2015 audit as presented by Vanessa Davis of Steele & Associates. Motion carried, 4-0.***

8.2 Sunny Johnson, Wmca Host Lions Club, event report, Festival of Trees, November 25-27, 2015, for discussion

Before presenting her report, Sunny presented the WCVA Board with a silver plaque as a thank you for their continued support over the years. Sunny distributed a report showing Lions Club Festival of Trees results for the past two years along with local projects these funds have supported. Some of these projects are eye exams and glasses, Flag Day education in local schools, annual community Health Fair in March and scholarships for individuals interested in going into the trades.

8.3 Chad Peters, Winnemucca Boys and Girls Club update, for discussion

Chad is here today, along with Ray Parks, to give this board an update on the progress of the Winnemucca Boys and Girls Club. As we know, BGC broke ground in November for their facility. They have raised \$7.5 million for the 36,000 square foot, 2 story building. Construction will begin in March, to be completed by the end of the year. The upper level will contain the fitness center with the Boys and Girls Club occupying the lower level. There will be a stage and a banquet room with a capacity of 350. The next project to go out for bid will be an outdoor amphitheater to be located on acreage donated by the city. With the building, amphitheater and adjacent athletic fields, BGC hopes to attract tournaments, showcases, entertainers and festivals

throughout the year in addition to the traditional programs offered to community youth by the Boys and Girls Club. Newmont Mining Corp. has donated busses that will be used to transport kids to the Boys and Girls Club. They are putting together a plan to utilize these busses to transport kids from the rural communities too. The BGC committee's goal is for this facility to be used by the entire community 24/7.

8.4 Lynda Sugasa, Safe Haven Wildlife Sanctuary, request for WH Facility grant, May 14, 2016, for possible action

This will be the 9th fundraiser for this facility located near Unionville. They have expanded their facility and accepted additional animals over the past couple of years. They have also changed their name to more properly reflect their purpose. The number of visitors increases each year and Lynda continues to write grants and solicit donations to cover their operating expenses as their facility expands to accommodate more wild animals. *Jim Billingsley made a motion to approve an \$800 West Hall facility grant for the Safe Haven Wildlife Sanctuary annual fundraiser, May 14, 2016. Motion carried, 4-0.* Lynda Sugasa and the Safe Haven Wildlife Sanctuary is responsible for any other customary Convention Center charges.

8.5 Dave Grashuis, Wmca Stock Horse Classic, July 8-10, 2016, request for funding, for possible action

Dave was unable to be here for the meeting so Kim will present Dave's request. Dave has a track record of producing western events here over the years and assists with our Horse Sale at the Ranch Hand Rodeo. As with other events of this type, added money has proven to be a necessary incentive to attract participants and produce a successful horse show. His request is for a \$15,000 grant which will be used as added money for this event. Last year's Wmca Stock Horse Classic showed a net income of \$1,300. In an effort to help "grow" this event, Kim is recommending a \$12,000 grant for this year's event. After some discussion, *Terry Boyle made a motion to approve a \$8,000 grant and \$4,000 underwriting for the Wmca Stock Horse Classic, July 8-10, 2016 at the Winnemucca Events Complex. Motion carried, 4-0.*

8.6 Debbie Hummel, Western Art & Craft Show, August 3-5, 2016, request for EH facility grant, for possible action

This will be the 4th year that Mrs. Hummel has coordinated this show in conjunction with Superior Livestock Auction. At this time, the show is almost full, with 17 vendors committed to renting space. *Jim Billingsley made a motion to approve a \$1,800 East Hall facility grant (3 days @ \$600/day) for the Western Art & Craft Show, August 3-5, 2016. Motion carried, 4-0.* Debbie Hummel and the Western Art & Craft Show is responsible for any other customary Convention Center charges.

8.7 Lyle Avey, Rocky Mountain Elk Foundation, March 19, 2016, request for WH facility grant, for possible action

This is an annual event and requires an extensive set-up. Still, with the catering fees that are paid to the Convention Center, *Herb Ross made a motion to approve a \$600 West Hall facility grant for the Rocky Mountain Elk Foundation's annual banquet and fundraiser, March 19, 2016. Motion carried, 4-0.* Lyle Avey and the Rocky Mountain Elk Foundation is responsible for any other customary Convention Center charges.

8.8 Discussion regarding possible purchase of property located at 180 Melarkey Street, for possible action

Since this item was first under discussion by this board, the property has been sold so no other discussion is necessary. We have heard that it will re-open as a restaurant in mid-March.

8.9 Donation to City of Winnemucca Special Events Fund, for possible action

This board is aware that the proposed amount of \$10,000 does not sufficiently offset the personnel expenses associated with special events that we sponsor. Still, this a goodwill gesture we have made over the past several years and hope to continue our working relationship with all local entities since these events are good for many businesses and groups in our community. *Herb Ross made a motion to approve a \$10,000 donation to the City of Winnemucca Special Events Fund. Motion carried, 4-0.*

8.10 Accommodations tax 9-month refund requests, for possible action, Raya (\$556.68), Corn (\$861), McDonald (\$396), Hartman (\$596.40)

Jim Billingsley made a motion to approve the accommodation tax 9-month refund for Felix Raya (\$556.68), Robert Corn (\$861), Tommy McDonald (\$396), Mark Hartman (\$596.40). Motion carried, 3-0.

9. Director's Report.

9.1 Financial reports on WCVA events

The bank reconciliation for the Ranch Hand Rodeo was included in the board packets for review.

9.2 East Hall dishwasher purchase/lease option, for discussion and possible action

For the past several months, we have been having trouble with this dishwasher and, at times, it won't come up to the correct temperature during our health inspections. Kim has asked our USFoods rep for a proposal on a new dishwasher looking at both a purchase and lease. To date, he has not received this information from her. He will continue to contact our rep and present this information to the board as soon as it becomes available.

9.3 Discussion and approval to solicit bids for West Hall electronic sign, for possible action

New electronic signs have been discussed in the past, but Kim would like to move ahead and at least pursue replacing the West Hall sign at this time. He will get with Bill and discuss our legal options when it comes to using the same software as we have in our Event Center scoreboard and the electronic sign at the west end of town. Using only one program for all signs would be preferable. The board were all in agreement that they would like Kim to start this process. They also wanted to make sure that when we replace the East Hall sign that it prominently displays the name of the hall which is now, officially, Joe Mackie Hall.

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

No report.

10.5 Annual Report of Accommodation Tax Collections for Taxation Department; for discussion & possible action

Bill will get with Kendall to complete this report and forward it to the Taxation Department.

10.6 East Hall Parking deck repair status; for discussion action

The bid opening is this Friday, February 19, 2016, 4 pm. We have no idea how many bids to expect, if any. If we do not receive any bids we can publish

in the newspaper that we will be negotiating a price for this project and proceed with selecting a contractor. Kim and Bill will discuss the bids received, and make a recommendation, at next month's meeting.

10.7 Resolution on Run-A-Mucca lottery proceeds allocations for Gaming Control; for discussion & possible action

A copy of the report on the lottery proceeds distribution is included in Bill's report. As in the past, we have allocated these funds for support of Lowry's Drug Free Graduation Celebration and payment of facility fees for the Cody Louk Memorial Wrestling Tournament. The resolution which confirms these allocations and also outlines tentative allocations for the 2016 Run-A-Mucca lottery was presented to the board. Tentative 2016 designations are: support of Lowry High School Drug Free Graduation Celebration, payment of facility fees for youth wrestling tournaments, granting of facility fees for community blood drives and health fair. *Jim Billingsley made a motion to accept the resolution identifying the activities funded by the Run-A-Mucca 2015 lottery and tentatively identifying activities that will be funded by the Run-A-Mucca 2016 lottery, as outlined above. Motion carried, 4-0.*

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

No report.

11. Board Administrator.

11.1 January Financial Reports, for discussion

Room taxes continue to decline. We are in line for total taxes this year to be about the same as last year.

11.2 Room tax audit report

No report.

11.3 Approve of WCVA Tentative Budget, FY 2017, for possible action

Kendall presented a spreadsheet which had tentative budget numbers entered. Approval for this budget can be made at next month's meeting so Kendall and Kim would like input from board members on items they would like included or any changes to the budget they see. Some projects suggested by Kim for next year are replacing the East Hall chairs, purchase of a new truck for director (cost split with Ag District #3), purchase of electronic signs for both halls, paint interior of West Hall, repairs and paint to exterior of the East Hall/Joe Mackie Hall. Jim suggested allocating funds for items at the Boys and Girls Club complex that are not in the current plans but will be needed. Items like lights for the playing fields.

12. Other Business.

12.1 WEC Indoor Event Center expansion

Kim reported that the Ag District #3 board is backing away from their (and our) plans for this expansion as events that would utilize these improvements are going elsewhere or being cancelled outright. The Nevada state wrestling tournament will be coming every other year but this one event is not enough to justify the expenditures that were discussed.

12.2 2016 Ranch Hand Rodeo

We're looking forward to another successful year with this event. The rodeo and dog trials are full and consignments for the horse sale are up by about 25 horses from last year. Entries for the barrel race continue to come in so this new event is a welcome addition.

12.3 East Hall/Joe Mackie Hall service elevator

At a recent inspection a major operational issue came to light so this elevator will be closed indefinitely. Repairs will be made but we do not have a timeline as to when to expect them to be completed.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 16, 2016, 4:00 pm.

14. Adjourn. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 4-0.*

The meeting was adjourned at 6:05 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
Hotel Representative

HERB ROSS
Vice Chairman and Business Representative

Position Vacant
Treasurer and Motel Representative

JIM BILLINGSLEY
City Representative

RON CERRI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator