



## MINUTES, MAY 15, 2014

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 Thursday, May 15, 2014 with Chairman Terry Boyle presiding.
  
2. **Pledge of Allegiance.**
  
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Rodd William Stowell	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Dan Cassinelli	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:*

Joe McIntyre	Cowboy Country & Bluegrass Assoc
Dawn Baldwin	Cowboy Country & Bluegrass Assoc
Jean Kinney	No Nev Arts Council
Joel Murphy	No Nev Racing Assoc
Anda Latham	No Nev Racing Assoc
Mike Scott	Wmca Regional Raceway Assoc
Mike Baumgartner	No Nev Arts Council
Tom Bidegary	Budget Motel
Alan DuVall	A-1 Commercial Service
  
4. **Meeting Notice Report.** Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Monday, May 12, 2014 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 May 15, 2014 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, *Don Stoker 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. Dan Cassinelli was not present for this vote.*

6. **Minutes.**

Prior meeting minutes, April 16, 2014.

*Jim Billingsley made a motion to accept the minutes of the April 16, 2014 meeting. Motion carried, 4-0. Dan Cassinelli was not present for this vote.*

7. **Claims.** The following claims were reported to the Board Members by a copy of the proposed Check Register CD-000225 and CD-000226 as a portion of the pre-meeting board packets provided to the Members as supplemented by Supplemental Check Register CD-000227 at time of meeting.

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	19135-19215	\$161,755.92

*Don Stoker made a motion to approve all claims as submitted. The motion carried, 4-0. Dan Cassinelli was not present for this vote.*

8. **General Business.**

**8.1 Public comment on WCVA FY 2015 Tentative Budget, for possible action**

None

**8.2 Approval of WCVA FY 2015 Final Budget and 5-Year Improvements Plan by Resolution, for possible action**

Kendall presented the final 2015 WCVA budget to this board. It is the same as the tentative budget that was approved by this board on March 26, 2014. There was one minor change requested by the Nevada Department of Taxation and Kendall has made this change in the final budget. *Rodd William Stowell made a motion to accept the resolution, as prepared by Bill Macdonald, to adopt the WCVA FY 2015 Budget as presented here today. Motion carried, 4-0. Dan Cassinelli was not present for this vote.* Kendall has seven copies that all board members need to sign. He will distribute these signed copies of this budget to the appropriate agencies.

Dan Cassinelli arrived.

### **8.3 Joe McIntyre, Cowboy Country & Bluegrass Association, request for funding, June 13 & 14, 2014, for possible action**

At last month's meeting Mr. McIntyre requested the use of the special event tents owned by WCVA for shade at this event. This board, upon recommendation by Counsel, denied his request. Mr. McIntyre stated he would research renting tents for shade and return to this board to request funding to assist with this cost. Tonight Mr. McIntyre has returned and is requesting \$10,000 in funding (\$3,000 grant, \$7,000 underwriting). The event is now a one day festival instead of two days. Mr. McIntyre explained that after checking into renting event tents he has discovered that the cost is just too high with the rental and set-up/take-down fees of the rental company coming out of Reno. While reviewing the funding request form submitted by Mr. McIntyre, the board was hesitant to commit to this level of financial assistance since it appears that this is a local, one day event. Also, looking at last year's financial information, it appears that WCVA would be funding the event and there were some questions raised as to the accuracy of the number of room nights generated from this event as stated on the request form. Even so, the board recognized that this event has the potential to grow and wanted to provide some funding. ***Rodd William Stowell made a motion to approve funding for the Cowboy Country & Bluegrass Festival, June 14, 2014 in the amount of \$3,000 (\$1,000 grant, \$2,000 underwriting). Motion carried, 5-0.***

### **8.4 Joel Murphy, Mike Scott, assistance with motor sport event insurance, for possible action**

Before speaking with the board on this agenda item, Joel presented them with a plaque from the Northern Nevada Racing Association to show their appreciation for WCVA's support of their events over the years. Mike Scott reported that the first event of the WRRR racing season was very well attended even though the weather was cold and rainy. The crowd really enjoyed the stunts performed by the motorcycle jumpers between races. Today's agenda item came about because this year both of these organizations have been hit hard with increased insurance expenditures. For the past few years, the increases each season have been between 2% and 5%. This year's premiums are up 45%. At these rates and the probability of future rate increases, the future of all of the motor sport activities in the area is in jeopardy. Mike and Joel are here to see if this board might have any suggestions on other ways to get the coverage they are required to have so that they can continue to race for many years to come. Board members sympathized with this situation but did not have any definitive advice for them. Dan Cassinelli will speak with County Administrator, Bill Deist to see if he might have any suggestions. He will then contact Mike or Joel and let them know what he finds out. Board members asked Joel and Mike to keep

them informed on this situation and to let them know if there's any way they can help out.

**8.5 Accommodation tax 9-month refund requests, for possible action Radford (\$567), Ghisletta (\$766.50), Buckner (\$1,092)**

*Don Stoker made a motion to approve the accommodation tax 9-month refund requests for Brian Radford (\$567), Alan Ghisletta (\$766.50), Randy Buckner (\$1,092). Motion carried, 5-0.*

**9. Director's Report.**

**9.1 Financial reports on WCVA events**

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

Kim reported that at this point, the Ranch Hand Rodeo is showing a profit of approximately \$5,600 but there are still two large outstanding invoices. Once those are received and paid, the event will lose approximately \$2,500. Even with this loss, this is a great event and a big financial boost to the community at that time of year.

**9.2 Approval to contract with engineer and proceed with repairs to EH parking structure, for possible action**

Kim has received a proposal from the structural engineer to do an in-depth analysis of the work necessary to make sure the parking structure is safe. Alan is here to answer any questions on this proposal on behalf of this engineer. There are still some parking spaces closed off but the majority of the parking area is open. The board was presented with two options to accomplish this study. One is a time and materials option, at an estimated cost of \$12,000-\$19,000. The second option is a fixed fee at \$18,000. There is an additional cost of \$5,000 that will be incurred no matter which option is chosen. This is for testing and selective demolition that will be done by a separate consultant. There was some concern expressed by local businessman, Tom Bidegary, that lack of parking has significantly affected his business and the process of completing this work will put an additional strain on the parking situation on Bridge Street. He claimed that the businesses along Bridge Street are suffering since there is no available parking when events are held in the East Hall and he is against making the repairs to the parking structure unless the East Hall is closed to all events while the repairs are completed. Board members were not willing to do this and expressed that they are trying to get the repairs done before the entire structure is condemned and no one is allowed to park there. *Don Stoker made a motion to accept Option 1 – Time & Materials proposal at a cost not to exceed \$19,000 from Tectonics Design Group for an in-depth inspection of East Hall parking structure and a project plan to*

*make the necessary repairs, plus \$5,000 for testing and selective demolition from an independent consultant. Motion carried, 5-0.*

### **9.3 Estimate for design of EH/WH restroom re-model, for possible action**

Kim received a preliminary estimate of \$12,000-\$15,000 for each restroom re-model. Kim showed the plans to Bobby Thomas from the Building Department, and he said there were several things we did not need that added cost. Kim asked the architect to re-do the proposal and get back to him.

## **10. Secretary and Counsel, Monthly report.**

### **10.1 Review monthly report, for discussion**

Report for April was reviewed by Bill.

### **10.2 Chamber of Commerce report, for discussion**

April 2014 Report was included in Bill's report.

### **10.3 Update on Winnemucca Arts Center & Visitor Center, for discussion only**

Since it appears discussions are continuing on this subject with the committee that initiated the arts center design, Bill added it to this agenda but does not have any additional information to bring to the board. No one has contacted WCVA about further discussions that they should be a part of. Don would like to start discussions with this board on our concept for a Visitors Center and have it included on future meeting agendas.

### **10.4 Update on delinquencies, for discussion & possible action**

Shelly forwarded the information to Bill on the current delinquencies. He is working to complete the paperwork and send to the properties.

## **11. Board Administrator.**

### **11.1 April Financial Reports, for discussion**

Room taxes continue to decline. At this rate, room tax totals may end the year near the figures recorded for the 2009/10 year. Terry believes summer occupancy will be strong but not enough to offset the declines we've experienced the rest of the year.

## **12. Other Business.**

### **12.1 Rodd's last meeting**

Rodd is moving out of the area at the end of the month and has resigned his position on this board. Terry presented Rodd with a plaque thanking him for

his years of service to WCVA and wished him well.

### **12.2 Melarkey Street parking lot**

Since the work has begun on the intersection improvements, Don asked about the possibility of having our lot graded so that it is level. Kim has already spoken with Loren Hunewill about this. He is waiting for a cost estimate but agreed that this would be a good time to do this.

### **12.3 Event Center expansion**

At last month's meeting, there was a discussion about approaching the county to help with the expense of an addition to the Event Center. Dan wanted to inform this board that there are several large expenditures facing the county in the upcoming months and he is not sure that financial assistance with this project will be possible. Some of these are: Bill Deist may be retiring in the near future and the county will need to contract with a recruiter to find a replacement, additional office space if the district judge elected in November is from Humboldt County, additional costs associated with the dispatch center and the county water plan.

### **12.4 TCF Concert**

At this time, ticket sales are at \$36,000. Sales are a little slow, but steady. Kim is confident that ticket sales will pick up as this event gets closer.

### **12.5 Public comment**

Tom Bidegary wanted to talk with this board about New Frontier RV Park and what he feels is unfair treatment by the City in dealing with them. He claims that they are charging \$20 per night for their "man camp" trailer rooms and that at this rate, none of the local motels can compete. He also claimed that they have a special use permit and that they are not abiding by this permit. Board members explained that they cannot dictate rates that any property charges. Bill added that any issues with a special use permit need to be brought up to officials at the City since they are responsible for enforcing these permits. Kim has spoken with the manager at this park and she informed him that the "man camp" trailers are not being rented out at all. In fact, they are winterized at this time so there is no water or sewer to them. The only rentals, besides the RV park spaces, are the "park" models that are in a different section of the property, away from the "man camp". Jim offered to speak with Steve West and check in to what they can and cannot rent to the public on a nightly basis. If they are renting the man camp trailers, then Kendall needs to be notified so he can contact them and make sure they are paying room tax on all the units they are renting.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, June 18, 4:00 pm.**

**14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 5-0.*** The meeting was adjourned at 5:50 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 \_\_\_\_\_, 2014

As written \_\_\_\_\_

As corrected \_\_\_\_\_

Winnemucca Convention & Visitors Authority Board

\_\_\_\_\_  
TERRY BOYLE  
Chairman and  
Hotel Representative

\_\_\_\_\_  
RODD WILLIAM STOWELL  
Vice Chairman and Business Representative

\_\_\_\_\_  
DON STOKER  
Treasurer and Motel Representative

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JIM BILLINGSLEY  
City Representative

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DAN CASSINELLI  
County Representative

Attest:

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BILL MACDONALD  
Board Secretary and Counsel

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KENDALL SWENSEN  
Board Administrator