

- possible action
- 10.5 Update on City/NDOT request to relinquish part of driveway access to parking lot, for discussion & possible action
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-

MINUTES, OCTOBER 16, 2013

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, October 16, 2013 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
Dan Cassinelli	County Representative
Jim Billingsley	City 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:

Joyce Sheen	Humboldt Sun
Ian White	Time-O-Matic, Inc.
Jason Turner	Model T Casino
Nicole Maher	Humb General Hospital

4. **Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was

posted by Shelly Noble by 9:00 am Friday, October 11, 2013 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 October 16, 2013 agenda, *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.* Dan Cassinelli was not present for this vote.

6. **Minutes.**
Prior meeting minutes September 18, 2013.
Don Stoker made a motion to accept the minutes of the September 18, 2013 meeting. Motion carried, 4-0. Dan Cassinelli was not present for this vote.

7. **Claims.** The following claims were submitted for payment and approved on September 18 2013:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	18643-18718	\$168,496.41

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

Dan Cassinelli arrived.

8. **General Business.**

8.1 Nicole Maher, HGH/Lions Health & Safety Fair, request for EH facility grant, March 15, 2014, for possible action
Nicole is here to make this request for the use of the annual Health & Safety Fair. This board has provided the building for many years to accommodate this service to our community. The hours will be 7 am to 11 am on Saturday, March 15, 2014. *Don Stoker made a motion approving a \$600 EH facility grant for the annual Humboldt General Hospital/Lions Club Health & Safety Fair, Saturday, March 15, 2014. Humboldt General Hospital and the Winnemucca Host Lions Club are responsible for any other customary Convention Center charges. Motion carried unanimously, 5-0.*

8.2 Rosaline Ellifritz, Time for Tabitha Crab Feed Fundraiser, request for EH facility grant, March 22, 2014, for possible action

This is the fourth year for this event, which is held as a fundraiser to help offset medical expenses for a local young woman. In past years, Ms. Ellifritz has paid the rental fee for the building out of the proceeds of the event. She would like to request use of the building so that as much of the proceeds as possible can go towards these medical expenses. *Terry Boyle made a motion approving a \$750 EH facility grant (\$600 Main Floor, \$150 Kitchen) for the Time for Tabitha Crab Feed Fundraiser on March 22, 2014. Ms. Ellifritz is responsible for any other customary Convention Center charges. Motion carried unanimously, 5-0.*

8.3 Darlene Albisu, McDermitt Community Board, request for Small Community Grant funding, for possible action

Ms. Albisu was not present at this meeting but did send in the documentation for the project they are going to use the funds for and their board's support of the use of these funds for that project. They are requesting their entire annual funding of \$10,000 to be used for re-finishing the floor of the McDermitt Community Hall. They have discovered that the floor was never properly finished and past efforts to sand and paint it have been ineffective. They wish to hire a professional to finish it properly, which will cost approximately \$10,000. *Dan Cassinelli made a motion approving the McDermitt Community Board's request for \$10,000 in Small Community Grant funding which will be used for re-finishing the floor at the McDermitt Community Hall. The motion carried, 5-0.*

8.4 Marc Page, WSRRA Ranch Rodeo Finals, October 31 – November 3, 2013, request for funding, for possible action

Marc was unable to attend this meeting but did submit his Cooperative Funding form, along with details from his 2012 event. Terry has always strongly supported this event and continues to do so since it brings in a large number of people during a time of year that is, traditionally, slow in Winnemucca. He has spoken with Marc and last year's event did not break even so Marc is requesting a \$20,000 grant this year, which Terry supports. Other board members expressed concern that this event, now in its 4th year, should be profitable at this point so increases each year from this board should not be the norm. The past two years this board has approved \$15,000 each year in the form of a \$7,500 grant and a \$7,500 underwriting. If this event were to make a profit, Marc would be required to re-pay this underwriting. To date, we have not received any of our underwriting back. *Dan Cassinelli made a motion approving a \$10,000 grant and a \$10,000 underwriting for the WSRRA Ranch Rodeo Finals to be held October 31 – November 3, 2013 at the Winnemucca Events Complex. Motion carried, 5-0.*

8.5 Request for payment of WEC facility fees – Cody Louk Invitational Wrestling, December 13 & 14, 2013, for possible action

This is another annual event that brings people to town during the slow winter months. Wrestlers and their families stay in local motels and patronize restaurants, gas stations and other businesses in town. *Don Stoker made a motion approving payment of \$2,950 in facility fees (Indoor Event Center, 2 days @ \$800/day and \$1,350 for floor installation/removal) for the Cody Louk Invitational Wrestling Tournament, December 13 & 14, 2013. Motion carried, 5-0.*

8.6 Accommodations tax 9-month refund requests, for possible action, Garcia (\$567), Coleman (\$603), Camacho (\$450), Bales (\$561.15), DeYoung (\$1,058.91), Neill (\$324), Halgrimson (\$594.40), Fennell (\$457.18), Gitsham (\$448.38)

Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for Leroy Garcia (\$567), Kevin Coleman (\$603), John Camacho (450), Steven Bales (\$561.15), Cathy DeYoung (\$1,058.91), Robert Neill (\$324), Duane Halgrimson (\$594.40), Fennell (\$457.18), Jon Gitsham (\$448.38). 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.

9.2 USA-Nevada Wrestling, Approval of Letter of Understanding to hold future dates for event, for possible action

For several years, this organization has held their state finals here at the Indoor Event Center in March. Their 2014 event will be here but the board for USA-Nevada Wrestling wants to hold their 2015 event in the south and return to Winnemucca in 2016 and 2017. They have asked us to hold their dates for these years, even though they will not be here in 2015. Usually if an event pulls out for a year we cannot guarantee that dates for future years will be available. However, this is another very good event that we would like to see continue to come to Winnemucca. Kim and Bill have drawn up a draft of an agreement that USA-Nevada Wrestling has agreed to sign stating their intention to return to Winnemucca in 2016 and 2017. It also outlines the cost to WCVA for the upcoming tournaments, since this board pays the facility fees for this event (3 years @ \$3,750/yr). Kim would like approval for payment of these facility fees and suggestions for any changes this board would like included in the agreement so that he can get it finalized and signed as soon as possible. Jim thought that we should continue to hold the dates in 2015 and include this in the agreement since, historically, this organization has had a hard time finding a venue in the south that can

accommodate them. There was some discussion about requiring a deposit that would be applied to the building deposit the final year of the agreement but board members did not wish to pursue this. ***Dan Cassinelli made a motion authorizing Kim and Bill to finalize the Letter of Understanding to hold future dates and payment of facility fees on behalf of USA-Nevada Wrestling for their event in 2014, 2016 and 2017. Also, Kim and Bill are to include a clause stating that we will hold their dates in 2015 in case plans to hold the event in southern Nevada do not work out. Motion carried, 5-0.***

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

Report for October was reviewed by Bill.

10.2 Chamber of Commerce report, for discussion

October 2013 Report was included in Bill's report.

10.3 Review Indoor Event Center Video LED Display/electronic scoreboard bids opened Friday, October 11, for discussion & possible award & other action

As stated in the bid notice, scoreboard bids were due by 4 pm on Friday, October 11 at the Winnemucca Convention Center. At that time, one bid was received. It was from Nevada Advertising and was opened by Bill and Kim. On Monday, October 14 a bid from YESCO was received at the Convention Center. Kim printed out the tracking information and discovered that there were some problems at UPS which interfered with this package being delivered by the date it was due. Kim did not open it and consulted with Bill who did some research and advised the board that they were within their right to reject any bids that were not received by the date stated in the notice. Board members felt that it would be setting a bad precedent to accept a late bid, even though it appears that there were some other factors at work that YESCO did not have knowledge of. ***Rodd William Stowell made a motion to reject the scoreboard bid from YESCO that was received on Monday, October 14, 2013. Motion carried, 5-0.***

The bid that was received by the deadline was submitted by Nevada Advertising in the amount of \$144,203. Ian White attended tonight's meeting to answer any questions the board might have about the bid. He explained that the final bid amount was somewhat higher than originally presented to this board earlier in the year because of the cost of the electrical contractor, C.R. Drake. That cost was not calculated into the preliminary figures. Also, this project is subject to prevailing wage requirements which also increased the final cost. This amount does not include cameras that may be used to film live events. There is a five year parts and labor warranty on the scoreboard and Nevada Advertising will have spare parts in their inventory

for servicing the scoreboard. Board members were excited to get going and wanted to emphasize to Kim and other staff members that they wanted to take full advantage of this sign's capabilities. ***Dan Cassinelli made a motion accepting the bid from Nevada Advertising in the amount of \$144,203 for the electronic scoreboard to be installed at the Indoor Event Center. The motion carried, 5-0.*** It will take approximately 6-8 weeks for the scoreboard to be constructed. This board would like it operational by Ranch Hand Rodeo in March.

10.4 Update on LED Video Marquee specs for bidding, for discussion & possible action

No report.

10.5 Update on City/NDOT request to relinquish part of driveway access to parking lot, for discussion & possible action

No report.

11. Board Administrator.

11.1 September Financial Reports, for discussion

Room tax amounts are down slightly compared to last year.

12. Other Business.

12.1 Harvest Hops & Grapes

This past weekend the Chamber of Commerce hosted their annual wine and beer tasting at the West Hall of the Convention Center. Several hours after the event people started to become sick. It was unknown if it was food poisoning or some other kind of virus. Cindy Ulch from the Nevada Division of Health called the Convention Center office on Monday to ask that our restrooms be disinfected with bleach. This was completed by Convention Center maintenance employees. The Chamber has asked anyone that attended their event and became sick notify them so that they can work with the health department to identify the cause of the outbreak.

12.2 Fall Farm Festival

Kim reported that so far this month over 2,500 have gone through the corn maze at the Fall Farm Festival. The community has been very supportive of this event and Kim wished to thank everyone who turned out to enjoy the activities at the Lazy P Adventure Farm and those who have helped out. The Haunted House will be open at the end of the month. Kim will give a more detailed report next month.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, November 20, 2013, 4:00 pm.

14. Adjourn. *Don Stoker 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 _____, 2013

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

JIM BILLINGSLEY
City Representative

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator