

- 10.6 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 March Financial reports
12. Other Reports
13. Next Meeting Date
14. Adjournment
-

MINUTES, APRIL 22, 2015

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, April 22, 2015 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
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Ron Cerri	County Representative
-----------	-----------------------

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Roberta Rothwell	Shooting the West
Brenda Heintz	Shooting the West
Tanya Grady	LHS Great 80's Reunion
Paige Brooks	LHS Great 80's Reunion
Brian Stone	Winners
Steven Hunt	Western Title Company

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, April 17, 2015 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 April 22, 2015 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.*

6. Minutes.

Prior meeting minutes of March 18, 2015.

Don Stoker made a motion to accept the minutes of the March 18, 2015 meeting. Motion carried, 4-0.

Prior meeting minutes of March 30, 2015.

Don Stoker made a motion to accept the minutes of the March 30, 2015 meeting. Motion carried, 4-0.

7. Claims. The following claims were submitted for payment and approved on April 22, 2015:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	19991-20076	\$182,139.60

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

8. General Business.

8.1 Brenda Heintz, Shooting the West, event update, for discussion only

Brenda and Roberta Rothwell are here today to present this board with a reimbursement check for the \$5,000 underwriting portion of their funding for this year’s event held in March. Attendance was up and they received many compliments on the symposium. They wanted to thank this board for their many years of support.

8.2 Paige Brooks, Lowry High School Great 80’s Reunion, October 3, 2015, request for facility grant, for possible action

Paige and Tanya Grady are part of the committee organizing this event. It will be the second reunion for all Lowry graduates from the 1980’s. The first

one was successful, with an estimated attendance of 320, and they plan to have them every five years. About 60% of those attending are from out of town and the committee will be utilizing local caterers, etc. for many of the planned weekend events. ***Jim Billingsley made a motion to approve a \$600 facility grant (West Hall) for the Lowry High School Great 80's Reunion, October 3, 2015. Motion carried, 4-0.*** The LHS Great 80's Reunion Committee is responsible for any other customary convention center charges.

8.3 Demo Herrera, Winnemucca Motocross, request for additional funding, for possible action

Demo was unable to attend tonight's meeting. This item will be placed on next month's agenda.

8.4 Kent Maher, Construction Options for Event Center expansion Including contracts involving construction managers at risk, for possible action

Kent is here tonight because he is familiar with the construction manager at risk (CMAR) process and has been involved with projects that have utilized it successfully at the hospital. We would start by working with a contractor to get the design completed by an architect or designer. The cost for the pre-construction services of the contractor and architect are agreed to ahead of time. Once the design has been 90% completed, the contractor would then submit a guaranteed maximum price for the completed project. Since the contractor will be involved in the process from the very beginning, there shouldn't be any surprises. In fact, there are no change orders once the contract for completion of the project at the agreed upon cost is signed except for changes in the plans for any new item(s) that may be decided on after signing. If this board agrees with the cost submitted by the contractor, a contract is entered into for completion of the project. Everyone agreed that this seems to be the best way to proceed. A couple of questions were raised on the preliminary design of the expansion. These were regarding the configuration of the showers and the location of the exit doors on the expansion. Kim will get with Jim, and possibly Chad Peters, to discuss the showers and will work with the architect to make some changes so that the emergency doors are relocated. Also, there is the issue of this project being funded by both WCVA and the county. Who will lead the project? This board would like to take the lead. Bill stated that he is not interested in being involved with this project in his capacity as our Board Counsel because this is a new law and the bidding procedure is quite complicated. Kent Maher would be the logical attorney to handle this bidding procedure. Kent offered to be our legal representative on this project and to write a letter to the county advising them of this and of WCVA's desire to lead on this project. ***Terry Boyle made a motion directing staff to start the construction manager at risk process for the expansion project at the Winnemucca***

Event Center. Motion carried, 4-0.

8.5 Change of May meeting date, for possible action

Next month we are required by NRS to have our budget hearing on the 3rd Thursday in May. In the past, this board has moved their regular meeting to this day so that there is only one meeting for the month of May. *Terry Boyle made a motion to change the May WCVA meeting date to Thursday, May 21, 2015. Motion carried, 4-0.*

8.6 Accommodations tax 9-month refund requests, for possible action, Radford (\$495), Coe (\$439.26), Stewart (\$1,075), Halse (\$990), Wigman (\$532.80), Prestwich (\$382.80), Blankenship (\$450), Fennell (\$394.20)

Don Stoker made a motion to approve the accommodation tax 9-month refund requests for Brian Radford (\$532.80), Kendall Coe (\$439.26), Jack Stewart (\$1,075), Jason Halse (\$990), Daniel Wigman (\$532.80), Alexandra Prestwich (\$382.80), Michael Blankenship (\$450), Craig Fennell (\$394.20). Motion carried, 4-0.

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 East Hall parking structure update, for discussion & possible action

Kim is still waiting to hear from Tectonics on their research and the work that will be necessary for the parking structure.

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

After reviewing the room tax collections spreadsheet by property, it is apparent that the property that we have had problems with for many months is, once again, close to the 6-month threshold where we would begin lien

proceedings. This property is in the process of being sold, but board members all agreed that the new owner, who has been the actual operator & licensee for many years, is responsible for payment of these taxes. ***Jim Billingsley made a motion authorizing Bill Macdonald to begin lien proceedings against the property shown on our records to be nearly 6 months behind in their room tax payments, as illustrated on our room tax spreadsheet. Motion carried, 4-0.***

10.4 Release of Room Tax Lien and authority to record same, for discussion & possible action

In his packet, Bill has a copy of this release for review by board members. Our office has received payment for the months covered by the lien but there are months before the lien dates that we are still owed room taxes on. Our course of action for amounts due for months before the lien is to bring a lawsuit. ***Herb Ross made a motion to accept the Release of Room Tax Lien as presented. After signing, Mr. Macdonald is directed to record this release with the Humboldt County Recorder. Motion carried, 4-0.*** Bill requested Mr. Hunt to record the release, to which Mr. Hunt agreed.

10.5 Possible report on standardized delinquency procedure, for discussion & possible action

No report.

10.6 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 March Financial Reports, for discussion

Room tax revenues were up slightly for March but are still down for the year.

12. Other Business.

12.1 WCVA FY 2014 Audit

The auditor should have the completed audit report to Kendall and to the state next week. They will present it to this board at the May meeting.

12.2 Brian Stone, Winners

Brian would like to talk to this board about the possibility of keeping track of the total number of room nights each month. This is not a statistic the WCVA keeps but it is one item that is on the monthly room tax return form – but not on a daily basis. Not all properties enter this amount. Board members were not opposed to keeping this statistic, it has just not been one

anyone has requested before. Also, we have several smaller properties that do not keep accurate nightly records. Still, if this is information that might be helpful in the future, this board was not against collecting it. When Shelly mails out the forms for the month of April she will include a letter explaining that we will now be keeping track of these numbers and requiring that this line be filled in each month (monthly totals, not separate totals for each night of the month).

12.3 Winnemucca Events Complex projects

Kim reported that the Event Center swamp cooler project is progressing slowly, but surely. We hope to have it completed in time for Lowry graduation in June. And the grandstands are scheduled to be re-painted on May 5.

12.4 Herb Ross, Run-A-Mucca

Herb is a member of the Run-A-Mucca Committee and had some concerns about the lack of information Darrel Field was willing to provide after he attended the large motorcycle rally outside of Phoenix last month, at the expense of the WCVA. It was the committee's understanding that he would attend so that he could bring back ideas to improve our rally. To date, he has not shared any information with the committee. Kim will follow-up on this with Darrel.

12.5 TCF Concert

Tickets for this year's Tri-County Fair Concert, Jerrod Niemann, went on sale Monday morning. The first couple days of ticket sales look good.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Thursday, May 21, 2015, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.* The meeting was adjourned at 6:15 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 _____, 2015

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

HERB ROSS
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

JIM BILLINGSLEY
City Representative

ABSENT
RON CERRI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator