

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

August 19, 2009

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MINUTES AUGUST 19, 2009

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, East Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, August 19, 2009 with Chairman Terry Boyle presiding.

2. Attendance. *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Patty Herzog	Vice Chairman and City Representative
Dan Cassinelli	County Representative
Rodd William Stowell	Business Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Don Stoker	Treasurer and Motel Representative
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Others Present:

Kent Arrien	Humboldt Shooting Park
Lori Timko	Youth Reaching Higher

3. Pledge of Allegiance.

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, August 14, 2009 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. Minutes.

Prior meeting minutes of July 15, 2009 were reviewed. ***Patty Herzog made a motion to accept the minutes of the July 15, 2009 meeting. Motion carried, 3-0. Dan Cassinelli abstained.***

6. **Business Impact Determination.** After review of the August 19, 2009 agenda, *Dan Cassinelli 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 unanimously, 4-0.*
7. **Claims.** The following claims were submitted for payment and approved on August 19, 2009:

CHECK NUMBERS	AMOUNT
14896-14977 Nevada State Bank	\$281,846.99

Terry Boyle made a motion to approve all claims as submitted. The motion carried unanimously, 4-0.

8. General Business.

8.1 RESPECT, LeAnn Iroz and Tami Vetter, informational presentation

Mrs. Iroz and Mrs. Vetter were unable to attend this afternoon's meeting. This item will be placed on the September agenda.

8.2 Kent Arrien, Winnemucca Gun Range/Humboldt Shooting Park

Last month Mr. Arrien reported on the progress he and a group of volunteers have had in securing grants and donations in order to construct a building and toilet facility at the shooting park. Classes have already begun to be held and everyone has enjoyed the building and the ability to have the shooting range at the same location. They even had people come from Reno to attend class who said they were going to tell others about our shooting park and what a great facility it is. As mentioned last month, the one thing that came up after the building was complete was the problem of echoes inside. Kent reported that this was solved by installation of carpet squares for which he advanced the purchase cost in the amount of \$3,228.23 for materials only, the invoice for which he submitted. *Dan Cassinelli made a motion to approve \$3,228.23 for carpet squares for the building at the Humboldt Shooting Park. The motion carried unanimously, 4-0.*

8.3 Lori Timko, Youth Reaching Higher

Lori is here representing a new youth group in town called Youth Reaching Higher. They are hoping to work with similar groups in Battle Mountain, Lovelock, and Elko and reach out to youth to provide information about risky behaviors. With participation by Humboldt General Hospital and American Red Cross, they want to host a wellness fair in February in the East Hall. There will be health screenings and information provided to anyone requesting it. To get kids in the door there will be a scavenger hunt

associated with this event. As a new organization, their funds are limited and Mrs. Timko is requesting a facility grant for this event. They hope to make this an annual event. ***Patty Herzog made a motion to authorize a facility grant in the amount of \$600 to Youth Reaching Higher for their first wellness fair to be held at the East Hall in February 2010. The motion carried unanimously, 4-0.***

8.4 Accommodations tax refund request, Miranda (\$294.50)

Eleazar Miranda (\$294.50) has submitted receipts and the proper paperwork to receive this room tax rebate. ***Terry Boyle made a motion to approve the accommodations tax refund as presented. Motion carried unanimously, 4-0.***

8.5 McDermitt Community Board, funds withdrawal request

McDermitt has submitted receipts for their continued improvements to the outside of the community hall. The total amount requested is \$9,599.11. In June they submitted receipts for FY 2009 totaling \$9,638 which were approved for payment during the May meeting. They have a \$10,000 allocation for FY 2010. Since their fund cap is now at \$10,000, this latest request would utilize the majority of their funds for this fiscal year. They still have other projects that they are planning for the hall so any future requests would have to be considered above and beyond the usual allocation and be taken up by this board at a future meeting. ***Dan Cassinelli made a motion approving the McDermitt Community Board's request for \$9,599.11 in Small Community Grant funds for FY 2010. Motion carried unanimously, 4-0.***

8.6 2010 Cooperative Funding requests

Board members were supplied with binders prior to this meeting containing all of the 2010 Cooperative Funding requests we have received to date and a spreadsheet with these figures. We know that as the year progresses there are always more requests. Most of these events have been returning for several years. Kim's recommendations were presented on 2010 Cooperative Funding spreadsheet. Most recommendations are similar to those made in previous years. One item of note: NNRA is again requesting funds to add to their purse for the drag races. Traditionally, these races have been held on Traders Way and the WCVA would like to see that continue. It is a great novelty to have street drags allowed here and they are very well attended, especially during Fifties Fever. If the city chooses not to allow these races at this location, Kim is recommending that we do not fund this event. ***Dan Cassinelli made a motion approving a resolution which would authorize 2010 Cooperative Funding at the levels suggested by Director Kim Petersen. This appropriation will be included in our annual budget. Also, if the City of Winnemucca and NNRA move their***

drag races to another location besides Traders Way, this event funding will be discontinued. Motion carried unanimously, 4-0.

8.7 East Hall repairs and upgrades

As mentioned at a previous meeting, Steve West recently wrote a \$600,000 grant which would address some energy efficiency issues in our buildings. The EH chiller was to be included in this grant but before we heard if it was accepted or not, the chiller broke down and it needed to be repaired immediately. The chiller failure was submitted to our insurance for reimbursement and we recently received a \$71,000 payment from the insurance company. Kim has submitted additional items for this grant funding earlier this month. Now we are just waiting to see if any of these requests will be approved.

We are now into our new fiscal year and Kim would like to proceed with replacement of the EH carpet. This is one item that was on the list of improvements that this board approved last spring for FY 2010. It took several months to get the specs together and go through all the necessary bid procedures when the WH carpet was replaced a couple of years ago. We need to start now with the EH so that it can be done by the end of the fiscal year.

9. Director's Report.

9.1 Financial reports on WCVA events

Financial reports from WCVA accounts were included in the board packets for review.

9.2 Purchase of special event tents and storage container

Last month Kim requested that WCVA purchase special event tents that could be used for our larger events. The approximate cost was estimated at \$28,000. At that time, this board requested that Kim get estimates from another company so that they could see that this was a competitive estimate. Kim's estimate from A & L Products was \$28,373. Olympic Tent gave him an estimate of \$39,600. These estimates do not include the storage container that Kim would like to purchase. ***Dan Cassinelli made a motion authorizing the purchase of special event tents in the amount of \$28,373 plus approximately \$2,500 for a semi-trailer to be used for storage. Motion carried unanimously, 4-0.***

10. Secretary & Counsel, Monthly Report.

10.1 Monthly report including compliances

Bill presented reports from the Chamber of Commerce for the month of July.

The only complaint received this past month was due to lack of air conditioning in the Silver State Room during the Nevada Ethics Commission training.

10.2 Delinquent accounts – release of liens

As directed by this board last month, a lien was filed against McDermitt Motel on July 24 for non-payment of room taxes for the period of December 2008 – April 2009 plus penalties, interest and administrative costs. On August 12 the amount due was paid. May and June taxes have also been paid but they still owe penalties and interest for those two months. Bill is in contact with them about collection of these fees. ***Dan Cassinelli made a motion authorizing a resolution directing Bill Macdonald to prepare and file a lien release for McDermitt Motel. Motion carried unanimously, 4-0.***

Denio Junction paid their April, May and June room taxes but they were all late. Bill is preparing calculations for their penalties, interest and administrative costs and will be contacting them.

10.3 Water truck title

We recently received the title for the WRRR water truck from the Nevada DMV. It shows WCVA as a lienholder. Bill placed the original title in his block box #780 at Wells Fargo Bank.

10.4 Winnemucca Regional Raceway

No report.

10.5 Room tax agreement status

No report.

10.6 Delinquent caterers fee

No report.

10.7 Commission on Ethics Compliance

Bill attended the ethics seminar that was held on July 28 in the Silver State Room. One document that all elected and appointed public officials are required to file, but many are not aware of, is the Nevada Acknowledgement of Ethical Standards for Public Officials. Also outlined were procedures for abstaining in a vote and financial disclosure. Included in Bill's packet was a copy of the seminar presentation along with some other information that board members should familiarize themselves with.

11. Board Administrator.

11.1 July financial reports

Room taxes were down slightly this month.

11.2 Administrator's independence in room tax audits

Tom Bidegary feels that since he is competition with Kendall for local clients and Kendall is our Board Administrator, that another accounting professional should execute the room tax audits for his clients. While this board has nothing but complete confidence in Kendall's independence, integrity and there are no legal conflicts with Kendall preparing these audits, perhaps in this case we should contract out with someone else to prepare Mr. Bidegary's client's room tax audits. ***Dan Cassinelli made a motion authorizing Kendall to sub-contract the room tax audits to another CPA on any property where there may appear to be a conflict. Motion carried unanimously, 4-0***

11.3 Compliance audit reports

Once Kendall has another CPA to conduct the audits mentioned above, he will continue his random property audits. The Regency Inn has recently been sold so that motel will be included in ownership change audits.

12. Other reports.

12.1 Kim reported that the new restroom/shower facility at the Winnemucca Events Complex is open and looks really nice.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, September 16, 2009.

14. **Adjourn.** The meeting was adjourned at 6:20 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 _____, 2009

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

PATTY HERZOG
Vice Chairman and City Representative

ABSENT
DON STOKER
Treasurer and Motel Representative

RODD WILLIAM STOWELL
Business Representative

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Counsel and Secretary

KENDALL SWENSEN
Board Administrator