

STATE OF NEVADA                     )                     December 16, 2009  
   ) :ss  
 COUNTY OF HUMBOLDT             )

*Contents*

1. Time, Place and Date
2. Attendance
3. Pledge of Allegiance
4. Meeting Notice Report
5. Minutes
  - November 18, 2009
6. Business Impact Determination
7. Claims & Budget Review & Action
  - Approval of checks (15170-15224)
8. General Business
  - 8.1 Steele Associates, LLC, WCVA FY 2009 audit report
  - 8.2 Reimbursement of special events security costs
  - 8.3 Purchase of 2010 Run-A-Mucca motorcycle
  - 8.4 Display of Winnemucca Propane car
  - 8.5 Accommodation 9-month refund request, Davis (\$305.00)
  - 8.6 Accommodation 9-month refund request, Johnson (\$334.50)
  - 8.7 Accommodation 9-month refund request, Spurgeon (\$269.04)
  - 8.8 Accommodation 9-month refund request, Bergman (\$303.00)
  - 8.9 Accommodation 9-month refund request, York (\$308.90)
  - 8.10 Status of Winnemucca Regional Raceway Association property lease
  - 8.11 East Hall repairs & upgrades and possible grants status
9. Director's Report
  - 9.1 Financial reports on WCVA events
  - 9.2 Purchase of end walls for covered arena at Winnemucca Events Complex
  - 9.3 Room night report
10. Board Secretary & Counsel Report
  - 10.1 Monthly report including compliances
  - 10.2 Report on delinquencies
  - 10.3 Gaming approval of charitable lottery
  - 10.4 Porcupine Creek billboard lease
11. Board Administrator
  - 11.1 November financial reports

- 12. Other Reports
  - 13. Next Meeting Date
  - 14. Adjournment
- 

## MINUTES DECEMBER 16, 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, West Hall, Winnemucca, Nevada at 4:10 pm on Wednesday, December 16, 2009 with Vice Chairman Patty Herzog presiding.

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

Patty Herzog	Vice Chairman and City Representative
Don Stoker	Treasurer and Motel 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:*

Terry Boyle	Chairman and Hotel Representative
-------------	-----------------------------------

*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Others Present:*

Martin (Bill) Avery	Winnemucca Regional Raceway Association
Jeff Thompson	Winnemucca Motocross/WRRRA
Steph Huber	Winnemucca Motocross/WRRRA
Drew Jenkins	Winnemucca Stock Car Division/WRRRA
Vanessa Davis	Steele Associates, LLC

**3. Pledge of Allegiance.**

**4. Meeting Notice Report.**

Vice Chairman Herzog reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, December 11, 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 November 18, 2009 were reviewed. Bill noted that there is a typographical error on page 7, section 9.2. The vote was recorded as 3-0. It should be 5-0. ***Dan Cassinelli made a motion to accept the minutes of the November 18, 2009 meeting with the correction noted above. Motion carried, 4-0.***

## 6. Business Impact Determination.

After review of the December 16, 2009 agenda, ***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 unanimously, 4-0.***

## 7. Claims.

The following claims were submitted for payment and approved on December 16, 2009:

CHECK NUMBERS	AMOUNT
15170-15224 Nevada State Bank	\$111,974.86

***Rodd William Stowell made a motion to approve all claims as submitted. The motion carried unanimously, 4-0.***

## 8. General Business.

### 8.1 Steele Associates, LLC, WCVA FY 2009 audit report

For the fiscal year ending June 30, 2009, WCVA received a clean, unqualified opinion from the auditors. The internal controls are adequate and there are no non-compliance issues to resolve. Even though room tax revenue was down slightly from the previous year, overall revenues exceeded the budgeted amounts. The convention center did have some expenses that were higher than expected. These were the purchase of the electronic sign (the insurance payment on the sign was received in FY 2008), the expenses paid so far for air conditioning improvements in the East Hall and our payment to the county to pay off the covered arena. There was one error in the audit report on page 22. Steele Associates will make the correction and return these reports to board members. ***Don Stoker made a motion to accept the WCVA audit as presented by Steele Associates for the fiscal year 2009, with the error on page 22 corrected. Motion carried unanimously, 4-0.***

### 8.2 Reimbursement of special events security costs

After last spring's Run-A-Mucca event Darrel was informed that WCVA would be required to reimburse the City of Winnemucca for overtime costs incurred by the police department during this weekend. Since the amount

was significant, Kim wants to have this issue resolved before we move forward with planning the 2010 event. Patty has spoken with Steve West and was told that the Chief of Police is concerned about the high potential this event has for volatile situations. Even though there has never been any trouble at this event, he does not want to take any chances. After the event we received several complaints about the “over-policing” of the weekend. The media noticed the increase of police presence too. The board would like Kim, Terry, Patty and Bill to meet with Mayor Putnam, Chief Davidson and Steve West to set some parameters of what is acceptable for the 2010 event and discuss scheduling alternatives that would reduce the use of overtime police officers, if at all possible. We would like to have information on law enforcement costs for the past 2-4 years so that we have some background of past costs to the city. Another question raised was why the city did not come to WCVA before the event with their concerns regarding overtime. Kim expressed his concern that if we start paying for law enforcement for this weekend it will set a precedent for other events we sponsor throughout the year and could end up being cost-prohibitive.

### **8.3 Purchase of 2010 Run-A-Mucca motorcycle**

Board members were shown pictures of the motorcycle that the Run-A-Mucca Committee would like to purchase for the 2010 event. Included in each board packet was a copy of the invoice. The price of this year’s bike is \$20,714.89. ***Rodd William Stowell made a motion approving the purchase of the 2010 Run-A-Mucca motorcycle, a Harley-Davidson, costing \$20,714.89. Motion carried unanimously, 4-0.***

### **8.4 Display of Winnemucca Propane car**

This car was built and raced on the salt flats in the 1940’s by some local men. It is now owned by Ralph Whitworth and he would like to see it displayed in town now that the car museum is no longer a reality. Dave Bengochea has approached the museum and they do not have a location to display it. Kim met with Dave and Don Stoker and it will fit into one of the East Hall display cases in the Lounge with some modifications to the case. ***Dan Cassinelli made a motion to approve the display of the Winnemucca Propane car in the East Hall. Motion carried unanimously, 4-0.***

### **8.5 Hi-Desert RV Park, Accommodation 9-month refund request, Davis (\$305.00)**

Kenny Davis (\$305.00) has submitted receipts and the proper paperwork to receive this room tax rebate.

### **8.6 Hi-Desert RV Park, Accommodation 9-month refund request, Johnson (\$334.50)**

Terry Johnson (\$334.50) has submitted receipts and the proper paperwork to receive this room tax rebate.

**8.7 Hi-Desert RV Park, Accommodation 9-month refund request, Spurgeon (\$269.04)**

Rita Spurgeon (\$269.04) has submitted receipts and the proper paperwork to receive this room tax rebate.

**8.8 Hi-Desert RV Park, Accommodation 9-month refund request, Bergman (\$303.00)**

John Bergman (\$303.00) has submitted receipts and the proper paperwork to receive this room tax rebate.

**8.9 Hi-Desert RV Park, Accommodation 9-month refund request, York (\$308.90)**

David O. York (\$308.90) has submitted receipts and the proper paperwork to receive this room tax rebate.

*Don Stoker made a motion to approve the 9-month accommodation tax refunds for Kenny Davis, Terry Johnson, Rita Spurgeon, John Bergman, David O. York. Motion carried unanimously, 4-0.*

**8.10 Status of Winnemucca Regional Raceway Association property lease**

On December 2, 2009 we received a letter from Bob Dolan, Esq., who has been retained by Martin and Helen Avery. This letter stated that WRRRA has surrendered or abandoned its lease on their property located on Jungo Road. As one of the entities who has first right of refusal, Mr. Dolan is notifying the WCVA so that they may exercise their rights to this lease, if they choose to do so, within 60 days. The City of Winnemucca and Humboldt County received the same letter. After some thought, Kim wanted to discuss possible options that the WCVA may want to consider. He asked Mr. Avery to be here tonight to participate in this discussion, as well as Jeff Thompson from the Motocross Division and Drew Jenkins, the new president of the Stock Car Division. Kim suggested a re-structure of the WRRRA Board to include representatives from WCVA, Motocross Division, Stock Car Division, and a member at large. There could also be representatives from the City and County. The WRRRA board would be responsible for making sure that the terms of the lease are followed and for general oversight of the facility. One issue that needs to be addressed is the need for permanent restrooms on-site. As long as the concession stand sells only pre-packaged items, the portable toilets are acceptable. But they also have been cooking items for sale in past seasons. In order for the concession stand to continue to do so, permanent restrooms are now required by the Health Department. And since this kind of activity is trying to attract families, permanent restrooms need to be on the premises for the convenience of these families. An engineered septic system is also a requirement. These will be major expenses. If the WCVA was

involved in the oversight of the WRRRA, they could also be involved to make sure all the necessary permits and requirements are followed and would have some control over how the funds are expended, especially if a portion of those funds come from WCVA. The individual racing divisions would continue to be responsible for their own events and WRRRA would continue as a non-governmental entity. If a private person were to take over the lease, they may also come to this board and ask for assistance with funding a restroom and septic system and without WCVA involvement, we would have no control on how these funds are spent or in the daily operations of the facility. Another consideration is the long term benefits of the facility. Do they justify the high costs involved? And if this organization (WRRRA) is required to build a permanent restroom facility, will the NNRA come to this board and request funds to build one on their site too? Mr. Avery wants the lease to be re-structured so that he is not involved in day to day operations and so that his liability concerns can be addressed. The representatives of both the Motocross and Stock Car Divisions just want Mr. Avery's concerns taken care of and the issue settled so that they can continue to make plans for their 2010 seasons with whoever is holding the lease on this property. Board Member Cassinelli did not feel the WCVA should be involved with the WRRRA or the overseeing of the facility. ***Dan Cassinelli made a motion not to proceed with any action regarding the surrender of the lease by the WRRRA to Mr. & Mrs. Avery. Motion carried unanimously, 4-0.***

### **8.11 East Hall repairs & upgrades and possible grants status**

The status of any grants we may be eligible for is still unknown. Since progress on these is still slow, Alan Duvall continues to work on the heating system so that we do not find ourselves in a position of having no heat this winter.

## **9. Director's Report.**

### **9.1 Financial reports on WCVA events**

Financial reports from the Tri-County Fair, Junior Rodeo, Mule Show and Ranch Hand Rodeo were included in the board packets for review.

### **9.2 Purchase of end walls for covered arena at Winnemucca Events Complex**

As more people have utilized this covered arena, it has become apparent that during the winter months the wind is an issue. Kim would like to purchase end enclosures from the same company that manufactured the original arena. They could be put in place for the winter months and removed during the summer. Kim has spoken with the building department and gotten the requirements that must be followed to proceed. A copy of the estimate for the end walls was presented to the board. It is approximately \$32,000. If this board approves this purchase, Kim will go to the Ag District #3 and the

County Commission to get their approval before proceeding since this is their facility. Also, Kim will try to get some of the cost covered by donations from Ranch Hand Rodeo and the county. ***Don Stoker moved to approve the purchase of end walls for the covered arena at the Winnemucca Events Complex, not to exceed \$32,000. This is contingent upon approval by the Ag District #3 and the Humboldt County Commission. Motion carried unanimously, 4-0.***

### **9.3 Room night report**

Lowell Chichester has contacted Kim regarding the possibility of including the number of room nights on our monthly room tax spreadsheet. Lowell would like to have some way to see if his room rentals are in line with similar properties in town. Bill felt that this would be in the same category as the spreadsheet showing room tax receipts for the individual properties. This spreadsheet is confidential, which is why it is provided to board members at the monthly meeting but then collected before the end of the meeting.

## **10. Secretary & Counsel, Monthly Report.**

### **10.1 Monthly report including compliances**

Bill presented his report for November.

### **10.2 Report on delinquencies**

McDermitt Motel is the only property that is delinquent this month. We did have one room tax check come back from the bank. We collected on it along with penalties and interest.

### **10.3 Gaming approval of charitable lottery**

We received notification from the Gaming Commission that our Run-A-Mucca lottery (motorcycle raffle) has been approved for 2010.

### **10.4 Porcupine Creek billboard lease**

We received notification from the Humboldt County Treasurer that the property that this billboard is located on will be going to public auction for non-payment of property taxes in April 2010. This individual has done this in the past and usually pays the taxes before the auction. Since we have an interest in this parcel, we could acquire it by paying the taxes due, which are approximately \$2,200 since it would be for a public use. We currently pay \$400 per year for the sign so it wouldn't be long before we would recoup our cost.

## **11. Board Administrator.**

### **11.1 November financial reports**

Room taxes for November were down slightly.

**12. Other reports.**

None

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 20, 2010.**

**14. Adjourn.** The meeting was adjourned at 6:45 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 \_\_\_\_\_, 2010

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

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



Winnemucca Convention & Visitors Authority Board

ABSENT

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

\_\_\_\_\_  
PATTY HERZOG  
Vice Chairman and City Representative

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

\_\_\_\_\_  
RODD WILLIAM STOWELL  
Business Representative

\_\_\_\_\_  
DAN CASSINELLI  
County Representative

Attest:

\_\_\_\_\_  
BILL MACDONALD  
Board Secretary and Counsel

\_\_\_\_\_  
KENDALL SWENSEN  
Board Administrator