



- in relation to appraisals and respective sale prices, status of escrows
  - 10.4 Possible improvements to proposed parking and activity lot
  - 10.5 Report on delinquencies and liens
  - 10.6 East Hall carpet and painting projects update
  - 10.7 Resolution attesting to advantage to direct purchase of equipment & supplies for temporary campground electrical and water services
  - 10.8 Buckaroo Hall of Fame display loan agreement
  - 11. Board Administrator
    - 11.1 April reports
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  - 13. Next Meeting Date
  - 14. Adjournment
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### MINUTES MAY 19, 2011

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 19, 2011 with Chairman Terry Boyle presiding.
  
2. **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
Joyce Sheen	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

  
*Convention and Visitors Authority Board Officials Absent:*

Dan Cassinelli	County Representative
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*Staff Members Present:*

Kim Petersen	Director
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*Staff Members Absent:*

Shelly Noble	Administrative Clerk
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*Others Present:*

Doug Cain	Humboldt County
David Selesnick	Hi-Desert RV Park
Jerry Czubaszewski	Porter Roofing
Jude Huber	Humboldt Landscape
Melissa Murphy	No. Nevada Racing Association

### 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 Monday, May 16, 2011 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 March 30, 2011 and April 20, 2011 were reviewed. ***Don Stoker made a motion to accept the minutes of the April 20, 2011 meeting. Motion carried, 4-0.***

Since Dan was unable to attend today's meeting, we do not have a quorum present to approve the minutes from the March 30, 2011 Special Meeting. This item will be included on the June agenda.

### 6. Business Impact Determination. After review of the May 19, 2011 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, 4-0.***

### 7. Claims. The following claims were submitted for payment and approved on May 19, 2011:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16368-16442	\$175,811.76

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

### 8. General Business.

#### 8.1 Landscape design and tree removal

After several comments from the public about the condition of the landscape around the West Hall, Kim contacted Jude Huber of Humboldt Landscape for ideas on possible plantings that would be attractive and easy to maintain for many years. Also discussed was making sure that the irrigation system is operational all the way around the building. As Jude was researching a design that would work for the Convention Center, he began looking more closely at the trees around the West Hall. It was apparent to him that they are diseased and need to be removed. The board went outside to look at the trees under discussion. Jude estimated that these trees are between 60 and 70 years old, which is quite old for these poplar trees. They are prone to disease which makes them dangerous since they look good from the outside.

There are ten trees and they all need to be removed but Mr. Stoker was adamant about trying to save as many as possible. A compromise would be to take out the trees that are the most severely diseased and trim the remaining ones. This will buy a little time but they all will need to be removed at some point. Jude presented his proposal, which had two options for tree removal and/or trimming. He also had a landscape proposal. Irrigation repairs would be billed at time and materials since he won't know what is involved until he turns the system on and sees what needs to be done. The planters will have a combination of trees and shrubs. The board discussed what types of plants would be good to install taking into account the amount of sun and shade throughout the day. Mrs. Sheen had several suggestions and offered to work with Mr. Huber when the final decisions are made. ***Joyce Sheen made a motion to proceed with Option #2 as presented by Jude Huber of Humboldt Landscape. This option removes five of the poplar trees, replanting of these five and trim the remaining five (\$12,200). This motion also includes proceeding with the landscape design presented (\$7,951) and authorizes irrigation repairs as needed. Motion carried, 4-0.*** Since we expect to receive calls from people upset about the removal of the trees, Kim will prepare a press release stating what we are doing and why and will include photos of the trunks showing disease.

## **8.2 EH roof bids, bid award**

Kim has received two bids for replacement of the roof on the East Hall. They are for two different types of roof replacement materials. The first bid, from Dodge Foam & Coatings in the amount of \$33,176, is for a spray-on coating that would go over the existing roof. It has come to our attention that this product does not perform well in our environment with the wide range of heat and cold that we experience. Also, it is hard to get it to stick and stay in place. The second bid, from Porter Roofing in the amount of \$55,538, is for a modified PVC vinyl roof that is mechanically attached by heat-welding it together. A lot of the big-box stores in the western U.S. are installing this product on their roofs. Jerry Czubaszewski, representing Porter Roofing, is here to answer questions on the bid he provided. It is substantially higher than the bid from Dodge Foam & Coatings but Kim feels that this is a superior product that will perform better than the foam coating process. This is also the product that Doug Cain is looking at for the roof at the library. Doug has done a lot of research on roofing materials and is also here to answer any questions from the board. Mr. Stoker commented that from the pictures provided to the board it does not appear that the roof is in need of complete replacement. He thought that this board should discuss patching at those points that are failing, which would be less expensive. Kim pointed out that even though it may not appear that way, this roof is at the end of its life and we continue to have major leaks any time there is a storm. And with all the investment we have made in improvements to the East Hall, plus the additional improvements planned, we need to have a quality roof installed on

this building. Doug commented that his staff has done extensive work over the years to find and repair numerous leaks but with the type of construction that was done when the East Hall was built, this is very difficult. There was a comment made that this roof replacement should have been the first major project before any of the painting and other interior repairs were made. The board agreed but now that these projects have begun we don't want them ruined by a leaky roof. ***Joyce Sheen made a motion authorizing Kim and Bill to prepare and proceed with a public bid for a new East Hall roof utilizing the product and specs similar to the Porter Roofing bid. Motion carried, 4-0.*** There was a discussion as to the possibility of combining this public bid with one for the library, which could result in savings for both projects. One obstacle may be that we would like to proceed as quickly as possible and the library project cannot proceed until the next fiscal year, which begins on July 1. Doug and Bill will check into this further.

### **8.3 Rafael Moreno, request for extension of hours to 3 am, Wedding Reception, June 4, 2011**

Mr. Moreno did not appear before this board. No action taken.

### **8.4 Northern Nevada Racing Association, Good Times Drag Strip, request for funding**

Melissa Murphy, from the NNRA, is here tonight to request a \$6,000 advertising grant for their 2011 racing season. This is the first year they will have a complete schedule of drag racing at their drag strip on Jungo Road. The only street drags will be those operated in conjunction with Fifties Fever in August. So far, they have struggled to complete the races scheduled due to the weather. They are hopeful that with additional advertising and cooperation from Mother Nature they can cover expenses and attract more spectators and drivers from out of town. This advertising will consist of radio (KOZZ and local), newspaper (Humboldt Sun and RGJ) and mailing flyers. ***Don Stoker made a motion approving a \$6,000 advertising grant to the Northern Nevada Racing Association for their 2011 racing season. At the completion of the season NNRA is to bring this board a synopsis of 2011 revenue and expenses for their review. Motion carried, 4-0.***

### **8.5 McDermitt Community Board/McDermitt Rodeo Board, request for Small Community Grant funding**

We have received a copy of notes from a meeting of the McDermitt Community Board approving use of a portion of their Small Community Grant (\$4,000) by the McDermitt Rodeo Board to replace the roof on the announcer stand at the rodeo grounds. Bill disclosed that he represents the McDermitt Community Board and the General Improvement District. ***Don Stoker made a motion approving the McDermitt Community Board's request for \$4,000 in Small Community Grant funds for FY 2011. Motion carried unanimously, 4-0.***

### **8.6 Accommodation 9-month refund request, Harber (\$361.80)**

### **8.7 Accommodation 9-month refund request, Johnston (\$395.30)**

*Don Stoker made a motion to approve the 9-month accommodation tax refunds for Michael Harber (\$361.80) and David Johnston (\$395.30). Motion carried, 4-0.*

### **8.10 East Hall repairs & upgrades**

Demetria from Desert Design has been working on the measurements for carpet in the East Hall and also recommendations for types of carpet that would wear well in that building. This board has discussed using carpet squares for the meeting and banquet rooms. The hospital has installed these squares in some of their recent renovations so board members may want to make it a point to stop in and look at them. Kim discussed with Demetria this board's tentative plan to purchase the carpet directly from the manufacturer to save money. As expected, she was not real pleased to hear this news but acknowledged that those businesses preparing a bid for installation of this carpet would all be in a similar position and would have to include a margin of profit on the installation.

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

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

These are included in the board packets.

### **9.2 Ranch Hand Rodeo report**

Included in this month's board packet is a profit and loss report comparing this year's Ranch Hand Rodeo with last year's. Overall, this year's event had a profit of \$37,407.04 but we still have outstanding invoices for stock that have not been paid. Last year we had a loss of \$2,358.09 due mainly to start-up costs for the Bull Sale. As you can see, a lot of cash flows through this event and it continues to be one of our strongest events of the year.

### **9.3 Electronic Convention Center marquees**

Due to the cost involved with purchasing new marquees, this project must be put out to public bid. Kim is working with both Nevada Advertising and YESCO to develop specs. He will continue to collect information.

### **9.4 WH office a/c unit replacements**

Alan DuVall has prepared a proposal to upgrade and replace the units in the three West Hall offices. These are high efficiency units that will be able to keep up with the cooling requirements during the summer months. Since the current units are estimated to be between 15-20 years old and probably just worn out, Mr. Stoker proposed replacing them with new wall units instead of

the type proposed by Alan. This would be a less expensive solution. Kim will talk with Alan about new wall units and other less expensive options.

### **9.5 YESCO highway billboards update**

At last month's meeting this board discussed utilizing our billboards with basic information about Winnemucca so that travelers would know what services are available here. Kim presented one possible copy prepared by YESCO for consideration. The board liked the design except for the "Proud Of It". Some phrases suggested were "All For You". "Stop On By" and "Your Next Stop". Also, since these billboards are in Nevada, they wanted to drop the NV after Winnemucca. Kim will get these suggestions to our YESCO sales person.

### **9.6 Nevada State Youth Livestock Show & Sale Sponsorship, August 17-21, 2011**

Kim is still talking with the people responsible for producing this event and had planned to ask this board for a sponsorship of the facility fees to help bring it to the fairgrounds this summer. However, they have not returned recent phone calls so Kim is unable to provide any details at this time.

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

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

This information is included in Bill's packet.

### **10.2 Status of budget augmentation for purchase of parking and activity lot parcels**

In April this board approved executing a resolution for a budget augmentation to the WCVA FY 2011 Budget. When that budget was prepared we did not know that we would have the opportunity to purchase the two lots across the street. The only changes the Nevada Department of Taxation is requesting for this augmentation are on a couple of the attached schedules. Kendall will make sure that these changes are complete.

### **10.3 Review appraisals of parking and activity lot parcels and make finding in relation to appraisals and respective sale prices, status of escrows**

The appraisals on both parcels are complete and the reports have been provided to this board. The appraisal on the Twichell parcel came in at \$438,000 and the appraisal on the Gregg-Drew-Morseberger parcel came in at \$118,000. These amounts are slightly less than the agreed upon purchase prices of \$455,000 and \$125,000, respectively. As discussed previously, these lots have value specific to the Convention Center which justifies paying more than the appraised amount, so this board will proceed with the purchase.

***Joyce Sheen made a motion to proceed with the purchase of the***

*Twichell and Gregg-Drew-Morseberger parcels at the agreed upon purchase prices of \$455,000 and \$125,000, respectively. Mr. Macdonald will prepare a resolution approving the purchase on the basis that these parcels have value specific to the Winnemucca Convention & Visitors Authority. Once the resolution is executed and signed by this board it will go to the escrow company so that the purchase can be finalized. Motion carried, 4-0.*

**10.4 Possible improvements to proposed parking and activity lot**  
No report.

**10.5 Report on delinquencies and liens**

We had a room tax check returned for insufficient funds for January room tax. The check was re-deposited and returned again. The next month the same property's room tax check was returned for insufficient funds. This one was paid when it was re-deposited. This past month the property owner provided a cashier's check to cover the NSF check and all penalties for those two months.

**10.6 East Hall carpet and painting projects update**

Discussed previously.

**10.7 Resolution attesting to advantage to direct purchase of equipment & supplies for temporary campground electrical and water services**

After this board approved funding for the WEC campground improvements to accommodate the Silver State International Rodeo, it was decided that WCVA would act as general contractor and hire licensed sub-contractors to complete the work. This decision was made because we do not pay sales tax and can save thousands of dollars that would otherwise be passed on to us.

*Joyce Sheen made a motion authorizing Bill to prepare a resolution, to be signed by this board, which states the advantage of direct purchase of equipment and supplies for the WEC campground project. WCVA serves as the general contractor on this project, hiring licensed sub-contractors to complete the necessary work. Motion carried, 4-0.*

David Selesnick questioned whether there would be a public meeting before this resolution is signed and was told there would be.

**10.8 Funding of Ag District's contracts with electrical and earthmoving contractors**

As part of the WEC campground improvement project approved by WCVA, the Humboldt County Commission agreed to proceed with the project with the understanding that the Ag District #3 would put this work out to bid but it would be funded by WCVA.

## 11. Board Administrator.

### 11.1 April Financial Reports

Room tax collections continue to be strong so far this year.

### 11.2 Public comment on WCVA FY 2012 Tentative Budget

None

### 11.3 Approval of WCVA FY 2012 Final Budget

Kendall has received a letter from the Nevada Department of Taxation requesting a couple of minor changes to the WCVA FY 2012 Budget. These changes involve population numbers and contingency amounts. Kendall will see that these changes are made before the budget is submitted to the state.

***Don Stoker made a motion approving the WCVA FY 2012 Tentative Budget as Final and authorizing Bill Macdonald to prepare a resolution stating this. Included in the resolution will be explanation of the error made by The Humboldt Sun in the publishing of the Public Hearing Notice. Motion carried, 4-0.***

## 12. Other Business.

### 12.1 Equine virus

The confirmation of horses infected with the EHV-1 virus, which can be deadly for horses, has caused many events in surrounding states to be cancelled. It was confirmed that we had two infected horses stay at the fairgrounds in May. Since we have a large number of travelers that regularly utilize our stalls as they pass through, the Ag District #3 has made the decision to disinfect all stalls at the Winnemucca Events Complex and close the facility until June 8, including cancellation of the Winnemucca Mule Show & Races. Kim continues to be in contact with the Nevada Department of Agriculture. At this time, the state borders are not closed. Kim will prepare a press release to get the word out about the Mule Show.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, June 15, 2011, 4:00 pm.**

**15. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.***

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 \_\_\_\_\_, 2011

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

\_\_\_\_\_  
JOYCE SHEEN  
City Representative

\_\_\_\_\_  
ABSENT  
DAN CASSINELLI

County Representative

Attest:

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BILL MACDONALD  
Board Secretary and Counsel

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KENDALL SWENSEN  
Board Administrator