

STATE OF NEVADA                    )  
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COUNTY OF HUMBOLDT            )

September 28, 2011

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## MINUTES, SEPTEMBER 28, 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 Wednesday, September 28, 2011 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
Joyce Sheen	City Representative
Bill Macdonald	Secretary and Counsel

*Convention and Visitors Authority Board Officials Absent:*

Dan Cassinelli	County Representative
Kendall Swensen	Board Administrator

*Staff Members Present:*

Kim Petersen

Director

Shelly Noble

Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Marge Walker

Grass Valley Baptist Church

Don &amp; Shannon Priest

USA Nevada Wrestling

Bob Shaw

Winnemucca Rotary Club

Raquel Aberasturi

Jackson Aberasturi

Lisa Hilbish

Kylie Hilbish

Belinda Bell

Superior Western Art &amp; Gift Show

Chad Peters

Lowry High School Basketball

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, September 23, 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. Business Impact Determination.** After review of the September 28, 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.*

**6. Minutes.**

Prior meeting minutes of July 20, 2011 and August 17, 2011 were reviewed.

*Don Stoker made a motion to accept the minutes of the July 20, 2011 meeting. Motion carried, 3-0. Joyce Sheen abstained because she did not attend this meeting.*

Due to absences at tonight's meeting, there was not a quorum present tonight to approve the August 17, 2011 minutes. They will be included in the October agenda items.

- 7. Claims.** The following claims were submitted for payment and approved on September 28, 2011:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16709-16783	\$211,986.59

*Joyce Sheen made a motion to approve all claims as submitted. The motion carried, 4-0.*

## 8. General Business.

### **8.1 Heather Dye, Nevada FFA (Future Farmers of America) Association, request for EH facility grant, February 6 & 7, 2012, for possible action**

Heather was not able to be here tonight but would like to request the use of the East Hall for the state FFA trainings in February. *Joyce Sheen made a motion approving a facility grant to the Nevada FFA Association in the amount of \$1,090 for the East Hall on February 6 & 7, 2012. This grant is for the Lounge (\$240), Comstock Room (\$500) and Silver State Room (\$350). All other customary Convention Center charges are the responsibility of the Nevada FFA Association. Motion carried, 4-0.*

### **8.2 Venessa Christensen, Grass Valley Baptist Church Thanksgiving Dinner, request for WH facility grant as a community event, November 13, 2011, for possible action**

Marge Walker is here tonight for Mrs. Christensen to make this request for the entire West Hall and kitchen on November 13, 2011. This Thanksgiving Dinner is an annual event sponsored by the Grass Valley Baptist Church. It is open to anyone in the community and is free of charge. They expect to serve between 200-250 people. *Don Stoker made a motion approving a facility grant to the Grass Valley Baptist Church Thanksgiving Dinner as a community event in the amount of \$375 (one-half the rental fee for the West Hall and kitchen). Grass Valley Baptist Church is responsible for the remainder of the rental fee and any other customary Convention Center charges. Motion carried, 4-0.*

### **8.3 Bob Shaw, Winnemucca Rotary Club, request for funding and EH facility grant, October 28 & 29, 2011, for possible action**

For the second year Rotary Club is hosting a Haunted House in the East Hall. This year it will be operating on October 28 & 29. Bob would like to request an EH facility grant for these two dates as well as the two days preceding for set-up. Last year they hosted a dance too but this year they will concentrate on the Haunted House only. Rotary hopes to top last year's attendance of 300 by 100-200 people. Admission will be \$10 for adults and \$6 for children. *Rodd Stowell made a motion approving a facility grant to the Winnemucca Rotary Club in the amount of \$1,800 (Main Floor fee of \$600 for three days) for the Rotary Haunted House. Winnemucca Rotary Club is responsible for any other customary Convention Center charges. Motion carried, 4-0.*

**8.4 Chad Peters, Lowry Basketball, request for funding, Lowry Invitational Basketball Tournament, Dec. 1-3, 2011, for possible action**

Now that he has returned as the Boys Head Basketball Coach at Lowry, Chad would like to bring back the prominence of the December tournament that he hosted in years past. When he began to plan this year's tournament the Event Center was not available on the weekend dates so it will be held at Winnemucca Junior High School and Lowry High School. At this time Chad has a commitment from 5 boys teams and 8 girls teams to participate. He is still trying to fill the remaining 3 slots with boys teams. Chad has been able to secure sponsorship funds from the Century Club as well as rooms and meal discounts from Lowell Chichester at Winners Inn. He would like to ask WCVA for funds to provide each participant and coach with a tournament t-shirt. Other tournaments our teams attend provide these shirts and it's a nice memento that will have tournament sponsors on the front and each child's name on the back. Chad's original request was for \$3,000 but he has been able to find some nice shirts that he can purchase at a total cost of approximately \$2,000 so he is requesting that amount tonight. *Don Stoker made a motion approving a grant in the amount of \$2,000 for the Lowry Invitational Basketball Tournament, December 1-3, 2011. Motion carried, 4-0.*

**8.5 Lisa Hilbish, Hilbish/Aberasturi Kickin' Cancer Celebration, request for WH facility grant, October 22, 2011, for possible action**

Lisa Hilbish and Raquel Aberasturi are here tonight to request the use of the West Hall to celebration the recent completion of their children's cancer treatments. Over the past couple of years these two young people have had to endure various treatments and have been deprived of many of the activities they enjoy. Their families would like to host an event to celebrate their return to health. *Rodd Stowell made a motion approving a West Hall facility grant to the Hilbish and Aberasturi families in the amount of \$600 for their Kickin' Cancer Celebration on October 22, 2011. They are responsible for any other customary Convention Center charges. Motion carried, 4-0.* Lisa and Raquel were reminded to check with the Health Department about any licenses they may be required to obtain.

**8.6 Don Priest, USA Nevada Wrestling, possible request for funding, for possible action**

Don and his wife, Shannon, are here tonight to introduce themselves to this board as the new producers of the USA Nevada Wrestling Tournament that is held at the Event Center each March. This has been a good event for the community as approximately 500 wrestlers plus their families stay in town 2-3 nights. In the past, WCVA has paid the facility fee and the charge to put the plastic floor down, \$3,100 total. Last March there was some confusion

with the RV fees. Before Karen was living at the camping facility the collection of fees was very sporadic. Now she keeps track of who pays and who does not and for the past couple of years we have had to deduct campground charges from USA Nevada Wrestling's deposit when people have not paid for their camp sites. Any vehicle plugged in anywhere on the facility is subject to the camping fee of \$20 per night. Dry camping is \$10 per night anywhere on the Winnemucca Events Complex. Camping fee requirements are included in the annual contract that is signed by USA Nevada Wrestling, but since Georgeann Ritter signed last year's contract the Priests were not aware that the camping fees needed to be paid. Kim explained to them that the campground is a county facility and that WCVA does not have the authority to waive or reduce these fees. He offered WEC staff to collect these fees during the event or their personnel can. After some discussion it was agreed that the USA Nevada Wrestling organization would collect camping fees and get with our staff to make sure that the fees collected match with our count of sites and nights used. ***Don Stoker made a motion approving the request for WCVA to pay the WEC Event Center facility fees of \$3,100 (3 days @ \$800/day, floor installation fee of \$700) for the USA Nevada Wrestling Tournament on March 9-11, 2012. The USA Nevada Wrestling organization will be responsible for collection of all camping fees during their event and will coordinate with WEC staff to make sure that their calculations match with ours. Motion carried, 4-0.***

#### **8.7 Request for WEC facility fees-USA Nevada Wrestling Tournament, Nevada Underground Mine Rescue Competition, for possible action**

The USA Nevada Wrestling request was addressed in item 8.6. Next year's Underground Mine Rescue Competition is scheduled for March 14 & 15, 2012. WCVA has paid the Event Center fee for this event the past two years and Kim would like to make this request again. ***Joyce Sheen made a motion approving the request for WCVA to pay the WEC Event Center facility fee of \$1,600 (2 days @ \$800) for the Nevada Underground Mine Rescue Competition to be held March 14 & 15, 2012. Motion carried, 4-0.***

#### **8.8 Belinda Bell, report on Superior Western Art & Gift Show, July 27-29, 2011**

Mrs. Bell reported that she and co-producer Kathy Turner were able to cover their expenses and come out with a small start-up amount for next year's show. They already have vendors signed up for next year and could even expand if there were more room available. They believe this event was a success and are looking forward to producing it again next summer. There were a few glitches but they will work to resolve these before next year. One issue that was brought to Mrs. Bell's attention by Director Petersen was that

even though the WCVA granted her and Mrs. Turner a facility grant for the use of the East Hall, they went to City Manager Steve West and had him sign the WCVA License Agreement on behalf of the City of Winnemucca. By handling it this way Mrs. Bell and Mrs. Turner were not required to provide proof of liability insurance. Kim does not believe that a city official is authorized to sign the contract for this type of event. The use of these facilities by local government entities is for official trainings and meetings only. They cannot sponsor an art and gift show. Next year this event will be required to provide their own liability insurance. Kim will discuss our building policies with city, county and local law enforcement officials to reiterate our policy on the use of the Convention Center by their personnel.

### **8.9 Beautification of Winnemucca Blvd/Melarkey corner, for possible action**

Don represented WCVA at a meeting with the city and county to listen to a presentation by Steve West on possible options for this intersection. The design he presented was drawn up several years ago by some architecture students but some of the items in it may be incorporated in a new plan. At that meeting, an architect out of Boise, Idaho was selected to begin the preliminary planning. The total cost of this part (Phase I) is \$5,240. The city and county are hopeful that WCVA will participate in funding this phase which would make the cost to each entity approximately \$1,747. The city and county have already approved their portions. *Joyce Sheen made a motion approving \$1,747 (WCVA's portion of the \$5,240 fee) for Phase I of the possible beautification of the Winnemucca Blvd./Melarkey corner project. Motion carried, 4-0.*

### **8.10 Soldier Meadows Guest Ranch, request for waiver of room tax penalties, for possible action**

James Kudrna, Manager of Soldier Meadows Guest Ranch, called the Convention Center office on August 1<sup>st</sup> to complain about the notice of penalties and interest now due that was sent to him. This notice was sent for non-payment of May 2011 room taxes. He said he did not receive his room tax reporting form and only collects mail from the Soldier Meadows address once each month. Shelly explained that even though he did not receive the form he is still responsible for payment of room taxes and that she did not have the authority to waive the penalties and interest. The form was mailed as usual so it was probably lost in the mail. This was not the answer he wanted and so was directed to call Bill Macdonald and discuss this with him. Bill told him to write a letter explaining the situation to the WCVA Board and ask to be placed on the meeting agenda so that the board could discuss this and make a decision. Mr. Kudrna's letter was received on August 26 (along with room taxes and reporting form for May 2011) and his request was placed on this month's agenda. The board's discussion centered around the fact that in the past they have not waived these penalties and interest for

other properties whose payments were received late and they (the WCVA Board) did not want to deviate from this policy. ***Don Stoker made a motion denying James Kudrna's request for a waiver of the penalties and interest on the room taxes which were paid late for May 2011. Motion carried, 4-0.*** A letter will be drafted and sent to Mr. Kudrna advising him of this board's decision and requesting prompt payment of these fees.

#### **8.11 WCVA 2012 Cooperative Funding requests, for possible action**

This item was put on the agenda by mistake. Cooperative Funding requests will be discussed at next month's meeting. No action taken.

#### **8.12 Accommodation tax 9-month refund requests, for possible action**

**Crisman (\$616.01), Linton (\$492.90), McMurphy (\$446.61), Steenerson (\$1,091.20), McRae (\$494.20), York (\$383.40), Storm (\$522.60)**

***Joyce Sheen made a motion to approve the accommodation tax 9-month refund requests for George Crisman (\$616.01), Jim Linton (\$492.20), Tim McMurphy (\$446.61), Randy Steenerson (\$1,091.20), Donald McRae (\$494.20), David York (\$383.40), Sandra Storm (\$552.60). Motion carried, 4-0.***

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

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

These are included in the board packets.

#### **9.2 City/County/Law Enforcement policy regarding use of facilities, for possible action**

As mentioned above, Kim would like to make sure that local government entities and law enforcement are using our facilities for official meetings and trainings only. They are not charged the usual rental fee and no proof of liability insurance is required. He will speak with these officials to make sure that everyone involved is familiar with this policy.

#### **9.3 EH exterior oak replaced with stucco, for possible action**

Somewhere along the way there was a mix-up in communication with the painters regarding the EH exterior pillars. Kim thought this board was going to discuss this agenda item this month but when he came back from his vacation the pillars had been sanded and stained. They look really nice right now but when they get weathered again this board will have to decide if they want to make a change. No action taken.



#### **9.4 Silver State International Rodeo first right of refusal, for possible action**

Kim has been in touch with Jaime Deller of the SSIR Committee. They had a tough time with this year's event in July and would like WCVA to take it over. Kim does not feel that our staff can take on an event of this size along with their other duties and so it would require contracting with someone to coordinate everything. Jaime and Kathy Gonzalez want to be on the committee here responsible for making future event decisions. Kim's opinion was that if the WCVA was responsible financially for this event then we would need to make the final decisions. The Board was in agreement with this. Still, we would like to see the SSIR committee continue to produce this event and could offer some additional assistance. The Board authorized Kim to speak with Jaime again to see where they need additional help and what we can do to make the event more successful.

#### **9.5 Funding request, covered stalls at WEC, for possible action**

During the Silver State International Rodeo, and other western events, the lack of covered stalls is an issue. As part of the next step to make the Winnemucca Events Complex competitive in attracting and keeping major western events, Kim is asking this board to consider funding the addition of a metal building that would accommodate 66-10' x 10' stalls. These stalls would be constructed inside the building with panels. The estimated cost of this is \$99,000. While the WCVA Board is not opposed to assisting with the funding of a project like this, they felt the county should also help with the funding since they will receive the revenue from the additional stall rentals. They directed Kim to get on the agenda at a future meeting of the County Commissioners and discuss this. After Kim has presented this request to the county, the WCVA will then consider the request again.

#### **9.6 Proposal for structural engineer, WEC Covered Arena, for possible action**

Kim continues to be in contact with the engineers he spoke about at the last meeting. They are available to begin the process of determining compliance with building codes and structural changes that will need to be made so that the Covered Arena is insurable. Their fee is \$7,200. The Humboldt County Commissioners have agreed to pay half of this fee, \$3,600. *Joyce Sheen made a motion approving payment of \$3,600 as our half of the fee to contract with S3 Engineers to determine compliance of the WEC Covered Arena with building codes and determine any structural changes that will need to be made. Motion carried, 4-0.*

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

#### **10.1 Discussion of meeting procedures, for possible action**

No report.

### **10.2 East Hall roof bid award, for possible action**

Bill mailed bid packets to roofing contractors who had licenses with the city and county. One local contractor had an issue with the bond so will be have to withdraw his bid if this board goes ahead with awarding the project today. Kim opened the other two bids we received by the deadline of 2 pm today.

They are:	TPO	PVC
ZF Development	\$124,500	\$129,500
Porter Roofing	\$63,718	\$79,458

In addition to the bid amount, WCVA will have to expend approximately \$5,000 to rent a crane and remove some equipment on the East Hall roof.

***Don Stoker made a motion to accept the East Hall roof bid from Porter Roofing for the TPO roof in the amount of \$63,718 pending review of bid documents by Bill and Kim to make sure this bid complies with the bid specifications. Motion carried, 4-0.***

### **10.3 Parking lot maintenance discussion, for possible action**

Bill asked about staff availability to keep the recently acquired parking lot free of debris and weeds. Our maintenance personnel are not always available to do this chore so Kim will check into hiring someone else to do it.

### **10.4 East Hall carpet and painting update, for possible action**

No report.

### **10.5 Report on delinquencies and possible action on liens, for possible action**

No report.

## **11. Board Administrator.**

### **11.1 August Financial Reports**

No report.

## **12. Other Business.**

### **12.1 Parking lot lights**

Don spoke with someone at the local NV Energy office. There is some paperwork that needs to be filled out in order to get the lights working again. He will bring the paperwork in to the office so we can get going on this. It should cost approximately \$16-20 per month for each light.

### **12.2 Humboldt Museum**

Belinda Bell informed the board that Pansilee has retired from the museum and a new director has been hired. Our concern about the museum being

open during their posted business hours was also a concern of many other people. This will be addressed by the new director as well as rotating and updating the exhibits. Belinda will be coordinating their special events and will also be in charge of their thrift store. People involved with the museum are very interested in the possibility of moving the Buckaroo Hall of Fame over to their location, either in an existing building or working with the WCVA to construct a new building that would really show off the exhibit.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, October 19, 2011, 4:00 pm.**

**14. Adjourn. *Joyce Sheen made a motion to adjourn this meeting. Motion carried, 4-0.***

The meeting was adjourned at 7:00 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

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TERRY BOYLE  
Chairman and  
Hotel Representative

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RODD WILLIAM STOWELL  
Vice Chairman and Business Representative

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DON STOKER  
Treasurer and Motel Representative

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JOYCE SHEEN  
City Representative

---

ABSENT  
DAN CASSINELLI  
County Representative

Attest:

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BILL MACDONALD  
Board Secretary and Counsel

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ABSENT  
KENDALL SWENSEN  
Board Administrator