

- 11.5 Update on electronic marquees on Joe Mackie Hall and West Hall of Convention Center, for discussion
- 12. Board Administrator Report, for discussion & possible action
 - 12.1 Financial reports, for discussion
 - 12.2 Address Nevada Department of Taxation audit findings for year ending June 30, 2016 and June 30, 2017 and submit a plan of corrective action to the Nevada Department of Taxation, for discussion and possible action
 - 12.3 Request for appearance by WCVA representative to the January 30, 2018 Nevada Department of Taxation meeting to discuss completion of FY 2017 audit, for discussion and possible action
 - 12.4 Designation of Auditor for FY 2018, 2019 and 2020 at a cost of \$19,000 per year, for possible action
- 13. Other Reports
- 14. Next Meeting Date
- 15. Adjournment

MINUTES, JANUARY 17, 2018

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, January 17, 2018 with Chairman Terry Boyle presiding.

2. Pledge of Allegiance.

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

Terry Boyle	Chairman and Motel Representative
Brian Stone	Vice Chairman and Hotel Representative
Jim Billingsley	Treasurer and City Representative
John Arant	Business Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:
None

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Brenda Heintz	Shooting the West Committee
Roberta Rothwell	Shooting the West Committee
Wayne Beene	Shooting the West Committee
Lorraine Giurlani	Shooting the West Committee
Mike Shepherd	Michael Clay Corp.

4. Public Comment

No public comment.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, January 11, 2018 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.

6. Business Impact Determination. After review of the January 17, 2018 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***Ron Cerri 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.*** Jim Billingsley was not present for this vote.

7. Minutes, Review & Action

Prior meeting minutes of December 20, 2017.

John Arant made a motion to accept the minutes of the December 20, 2017 meeting. Motion carried, 4-0. Jim Billingsley was not present for this vote.

8. Claims, Review & Action The following claims were submitted for payment and approved on January 17, 2018:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	222370-22432	\$1,113,820.60

Ron Cerri made a motion to approve all claims as submitted. The motion carried, 4-0. Jim Billingsley was not present for this vote.

9. General Business, for discussion & possible action

9.1 Accommodations tax 9-month refund requests Schick (\$496.08), Prestwich (\$648), Davey (\$432)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Sam Schick (\$496.08), Alexandra Prestwich (\$648), Charles Davey (\$432). Motion carried, 4-0. Jim Billingsley was not present for this vote.

9.2 Tracy Guinn, Nev Dept of Transportation, 2018 Office Managers Meeting, September 25-27, 2018, for possible action

Ms. Guinn is unable to be here tonight and had asked for her request to be placed on the February agenda so she could make it in person. However, after reviewing the straight-forward facility grant request, the board decided to go ahead and take action on this item. *Terry Boyle made a motion to approve a \$525 facility grant (3 days @ \$175/day) for the Silver State Room in Joe Mackie Hall for the 2018 NDOT Office Managers Meeting, September 25-27, 2018. Motion carried, 5-0.*

Nevada Department of Transportation is responsible for any other customary Convention Center charges.

9.3 Lorraine Giurlani, Shooting the West Committee, WCVA involvement in event organization after 2018 symposium is completed, for discussion only

Instead of Ms. Giurlani speaking, Mr. Wayne Beene had prepared a statement to read to this board. He has served on the Shooting the West (STW) committee for several years. In his statement he strongly urged this board to immediately assign someone to work with Brenda and Ro as they prepare for this year's event so that this person would be aware of the amount of work that is involved. None of the current STW board members are planning to continue their volunteer efforts after 2018. Brenda also spoke of the need to have someone with experience in writing grants since that is one of their major funding sources. There also needs to be some research done to find out how this would work if WCVA is involved since STW is a non-profit and we are a government entity. Kim spoke about the possibility of running the financials through WCVA but still forming a committee that would be involved in all other aspects of this event's production. He will continue to be in contact with Brenda to work on keeping STW viable and in Winnemucca.

9.4 Review and possible approval of change orders for the fire suppression system from SimplexGrinnell for the pre-engineered covered arena metal building at Winnemucca Events Center, for possible action

Mike Shepherd spoke with the board about the change orders for the fire suppression system that are necessary due to the building's construction. When the initial bid was submitted, SimplexGrinnell was not aware of some of the building's unique characteristics. There are two change orders. One is in the amount of \$39,668 and is for additional work required due to the structure framing at the bottom of the trusses. The second change order is in the amount of \$9,291 for the installation of a voice evacuation system that was requested by the local fire department. These increases were not welcome news, but *John Arant made a motion to approve the two change orders received from SimplexGrinnell in the amounts of \$39,668 and \$9,291 as outlined above. Motion carried, 5-0.*

10. Director's Report.

10.1 Financial reports on WCVA events

The bank reconciliations for Ranch Hand Rodeo and Tri-County Fair were included in the board packets for review.

11. Secretary and Counsel, Monthly report, for discussion & possible action

11.1 Review report for January

Bill's report was included in the meeting packets available online.

11.2 Delinquencies review; request for authorization of disclosure of confidential information of one or more licensees, status of delinquent tax liens & request for city business license action, for discussion and possible action

The tax liens have been prepared and are ready to be signed and recorded. We did receive a partial payment from one of the properties. The liens will be filed by the end of the month. *Terry Boyle made a motion to accept the resolution, prepared by Bill, and directing him to file the liens against Days Inn and Val-U Motel for unpaid July 2017 room taxes and associated costs. This resolution is to be signed by the appropriate WCVA board members. Motion carried, 5-0.*

11.3 Update on 2018 Run-A-Mucca charitable lottery application to Nevada Gaming Commission, for discussion

A motorcycle has been selected as the prize in this year's Run-A-Mucca raffle so we can now submit the application for approval to the Nevada Gaming Control Board.

11.4 Discuss allocation of 2018 Run-A-Mucca charitable lottery proceeds, for possible action

No action taken.

11.5 Update on electronic marquees on Joe Mackie Hall and West Hall of Convention Center, for discussion

Bill prepared a memo to Kim addressing prevailing wage and how it may be applicable for this project. Copies were distributed to board members.

12. Board Administrator.

12.1 Financial Reports, for discussion

Room tax cash collections were up again for November.

12.2 Address Nevada Department of Taxation audit findings for year ending June 30, 2016 and June 30, 2017 and submit a plan of corrective action to the Nevada Department of Taxation, for discussion and possible action

Kendall had written letters to the Department of Taxation, for Terry's signature, outlining the corrective actions he has taken.

12.3 Request for appearance by WCVA representative to the January 30, 2018 Nevada Department of Taxation meeting to discuss completion of FY 2017 audit, for discussion and possible action

Even though Kendall outlined his corrective action plan in a letter, Nevada Department of Taxation is requesting a WCVA representative attend this meeting to discuss the corrective plan. Kendall is willing to attend as our representative, unless another board member would like to go. *Ron Cerri made a motion authorizing Kendall Swensen to attend the January 30, 2018 Nevada Department of Taxation meeting as a representative of WCVA to discuss the completion of FY 2017 audit, Motion carried, 5-0.*

12.4 Designation of Auditor for FY 2018, 2019 and 2020 at a cost of \$19,000 per year, for possible action

Steele & Associates have made a proposal to WCVA to perform their annual audits for the next three years at a cost of \$19,000 per year. Kendall reports that they are thorough and easy to work with and recommends that we accept their proposal. *Jim Billingsley made a motion to accept the proposal made by Steele & Associates to perform the annual WCVA audits for the years 2018, 2019 and 2020 at a cost of \$19,000 per year. Motion carried, 5-0.*

13. Other reports

13.1 Silver State International Rodeo

Kim reported that he has been in touch with SSIR representatives and it appears that this year's event will be considerably larger than in past years.

During previous years there have been other youth rodeos with dates that conflicted with SSIR so participants were split between them. This year there are no conflicting rodeos so those competitors are expected to gather here. The concern is that we will need additional stalls and campsites. Kim is getting prices to expand these services. Once they are in place they will assist him as he tries to attract larger equine events.

13.2 High Desert Challenge

Jim has been talking with John Brooks, who produces the High Desert Challenge each year, a youth wrestling tournament. Like SSIR, this year there are no conflicting wrestling tournaments during his dates and he is expecting a much larger tournament in February. He works with a limited budget and the increased numbers have made it necessary for him to bring in extra help from Reno, which is quite expensive. A lot of the expenses will be more than in the past. Jim was wondering if this board would consider supporting him with grant funding to help offset some of these costs. It is not on tonight's agenda so no action can be taken but board members were supportive of this event which brings young wrestlers and their families to town for the weekend. Even though next month's meeting will be after the tournament, Jim will speak with John about appearing before this board next month to request funding.

13.3 Extreme Barrel Racing

Kim is working to finalize plans to bring this large barrel race to Winnemucca in August. The organizer of the event was in town recently to look at the new building and was very impressed with what she saw. Kim will keep this board informed as he works to secure the details.

13.4 New Years Bronc Bash

Ron asked what kind of feedback we had received after the Bronc Bash. He had heard that there was some concern about the pay outs. Kim reported that he heard positive comments, except that the bar was out of alcohol at 8 pm and had to go buy more. John asked if it was possible to put the rider's scores on the scoreboard since, at times, it was hard to understand the announcer. All in all, it was a good event and something to do on New Year's Eve besides going to a bar and we look forward to many more. Kim also let the board know that Jerry Harper would be reading his tribute to Cole Hatcher, that he read at this event, at our Ranch Hand Rodeo.

13.5 Facility grants

Terry asked if this board would be interested in making some guidelines that Kim could follow when there's a facility grant request for an event that is bringing people to town who will utilize motel rooms. These are the types of events we want to use our facilities and this would be one less task for the organizers to complete. Other board members said they would be supportive

of working on these guidelines.

13.6 Pickle ball

John suggested that board members go on YouTube and look up Pickle Ball. Evidently, the tournaments are very popular and people travel to compete. It might be something to look in to.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, February 21, 2018, 4:00 pm.

16. Adjourn. *Ron Cerri made a motion to adjourn this meeting. Motion carried, 5-0.*

The meeting was adjourned at 5:45 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 _____, 2018

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

BRIAN STONE
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

RON CERRI
County Representative

JOHN ARANT
Business Representative
Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator