

STATE OF NEVADA)
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COUNTY OF HUMBOLDT)

October 17, 2012

Contents

- 1. Time, Place and Date
- 2. Pledge of Allegiance
- 3. Attendance
- 4. Meeting Notice Report
- 5. Business Impact Determination
- 6. Minutes
 - September 19, 2012
- 7. Claims & Budget Review & Action
 - Approval of checks (17708-17771)
- 8. General Business
 - 8.1 Stuart Schofield, Shooting the West Committee, 2012 event report, request for 2013 funding, for possible action
 - 8.2 Javier Rivera, Chihuahua’s, request for extension of time for Mexican Dance, November 10, 2012, for possible action
 - 8.3 Wmca Regional Raceway Association, 2012 season report and final Payment on water truck, discussion only
 - 8.4 Joe McIntyre, Concert promoter, Merle Haggard concert, December 14, 2012, request for funding, for possible action
 - 8.5 Kent Arrien, Humboldt County Shooting Park, request for funding, for possible action
 - 8.6 Curtis Calder, Return to Bottle Creek Motorcycle Race, November 10 & 11, 2012, request for funding, for possible action
 - 8.7 Marc Page, WSRRA National Finals Ranch Rodeo, November 1-4, 2012, request for funding, for possible action
 - 8.8 Request for WEC facility fees – Lowry Invitational Basketball Tournament, Cody Louk Invitational Wrestling, Nevada 1A Zone Wrestling Tournament, NIAA State Wrestling Tournament, for possible action
 - 8.9 Accommodations tax 9-month refund requests, for possible action Ferjanec (\$652.37), Storm (\$522.60), Baumgras (\$720), Ghisletta (\$840)

9. Director's Report
 - 9.1 Financial reports on WCVA events review
 - 9.2 Request to allow on-line banking for primary WCVA checking account and for Administrative Clerk Shelly Noble to have limited access to view WCVA on-line checking account, for possible action
 - 9.3 Request to change or cancel November 21, 2012 WCVA meeting date & approval to pay claims, for possible action
 - 9.4 Approval of 2013 Tri-County Fair concert budget, for possible action
 10. Board Secretary & Counsel Report
 - 10.1 Review monthly report, for discussion
 - 10.2 Chamber of Commerce report, for discussion
 - 10.3 Report on status of purchase order for carpet & tile, posting of deposit, approve installers wage rate change order and authorize officers to execute award of bid and contract with S. I. Legacy Floor Finishing, for possible action
 - 10.4 Update on East Hall Electronic Marquee & Awning Project, for discussion and possible action
 - 10.5 Review Counsel's rep letter for 2011-2012 audit, for discussion and possible action
 11. Board Administrator
 - 11.1 September reports
 - 11.2 Options to diversify cash investments, for possible action
 - 11.3 Status of room tax audits, for possible action
 12. Other Reports
 13. Next Meeting Date
 14. Adjournment
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MINUTES, OCTOBER 17, 2012

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, October 17, 2012 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
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:
 Dan Cassinelli County Representative

Staff Members Present:
 Kim Petersen Director
 Shelly Noble Administrative Clerk

Staff Members Absent:
 None

Others Present:
 Kent Arrien Humb Co Shooting Park
 Curtis Calder Gold Diggers Motorcycle Club
 Jamie Flanagan Nevada State Bank
 Dan Dykes Nevada State Bank
 Melinda Roysdon Wmca Regional Raceway
 Joe McIntyre Event organizer

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday October 12, 2012 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 October 17, 2012 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, 3-0. Joyce Sheen was not present for this vote.*

6. Minutes.

Prior meeting minutes of September 19, 2012.
Don Stoker made a motion to accept the minutes of the August 22, 2012 meeting. Motion carried, 3-0. Joyce Sheen was not present for this vote.

7. Claims. The following claims were submitted for payment and approved on October 17, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17707-17771	\$177,350.74

Don Stoker made a motion to approve all claims as submitted. The motion carried, 3-0. Joyce Sheen was not present for this vote.

8. General Business.

8.1 Stuart Schofield, Shooting the West Committee, 2012 event report, request for 2013 funding, for possible action

No one from the Shooting the West Committee was present at the meeting.

No action taken.

8.2 Javier Rivera, Chihuahua's, request for extension of time for Mexican Dance, November 10, 2012, for possible action

Mr. Rivera was not able to attend this meeting but he has made this request in the past and would like to again request that the ending time of his dance

be extended to 2 am. *Don Stoker made a motion approving the extension of time for the Mexican Dance on November 11, 2012 to 2 am. Motion carried, 4-0.*

8.3 Wmca Regional Raceway Association, 2012 season report and final payment on water truck, discussion only

This year the WRRRA had a very good racing season. Melissa Roysdon presented the board with a list of races and the profit or loss from each.

Overall, the season showed a profit of approximately \$5,000. Earlier this year the WCVA approved \$25,000 in funding for various WRRRA projects.

\$5,000 of this amount was returned when the dwarf car event did not occur.

Melissa presented a list of projects the remaining funds were utilized for.

There is still approximately \$5,000 remaining and this will be used for track improvements in 2013. She also presented the board with a check for the remaining amount due on the water truck (\$2,870) that was purchased in 2008.

8.4 Joe W. McIntyre, Concert promoter, Merle Haggard concert, December 14, 2012, request for funding, for possible action

Mr. McIntyre informed the board that at this time he will not be producing this event, as he had hoped. He will keep the board informed if he is able to move forward with bringing Merle Haggard or other entertainers to town for a concert in the future.

8.5 Kent Arrien, Humboldt County Shooting Park, request for funding, for possible action

The creation and improvements made to the Humb Co Shooting Park have made it one of the nicest facilities of its kind anywhere. Kent expressed his appreciation to this board's past support of this endeavor and is here to request \$1,500 which will be used for annual maintenance of the shooting park. In addition to the WCVA, donations of this amount have been secured from the City of Winnemucca, Humboldt County and the Nevada Chukar Foundation. The city and county also provide in-kind donations throughout the year. Kent would also like to request an additional \$1,500 to be used for

adjustable seats on the shooting benches to accommodate shooters of different heights. ***Don Stoker made a motion approving a \$3,000 grant to the Humboldt County Shooting Park. Motion carried, 4-0.***

8.6 Curtis Calder, Return to Bottle Creek Motorcycle Race, November 10 & 11, 2012, request for funding, for possible action

Mr. Calder is here representing the Gold Diggers Motorcycle Club out of Elko. They are producing an off-road motorcycle race next month and are here to request \$1,750 to cover the cost of the stand-by ambulance during their event. This race was held here in 2007 and 2008 and then moved to Elko. It has come back here because they need more area to run the race and the land near Elko is not large enough to accommodate the race. Also, our local BLM personnel have been a great help to the club as they work to complete the necessary permits, etc. There are 3 courses: a 4-mile kids course, a 24-mile women and mini-bike course, and a 41-mile course for larger bikes. They hope that this will be an annual event here but that will depend on the BLM and whether or not they can secure the necessary permit. ***Joyce Sheen made a motion approving a grant in the amount of \$1,750 to cover the cost of the stand-by ambulance during the Return to Bottle Creek Motorcycle Race on November 10 & 11, 2012. Motion carried, 4-0.***

8.7 Marc Page, WSRRA National Ranch Rodeo, November 1-4, 2012, request for funding, for possible action

Marc was unable to be here tonight but his funding application was included in the board packets. He is requesting a \$20,000 grant. Last year this board approved a \$7,500 grant and a \$7,500 underwriting. Included with his application was a basic list of income and expenses from his 2011 event. There was no bank statement included with his paperwork. Kendall reminded the board that at the very least we require a bank statement from the period immediately following the event. If Marc does not want to provide this information to the WCVA office staff, Kendall said he could send it to him and he would review it. This statement can then be compared to future years statements (if Marc requests funding) to see if the numbers reported are in line. ***Terry Boyle made a motion approving a \$7,500 grant and a \$7,500 underwriting for the WSRRA National Ranch Rodeo, November 1-4, 2012 contingent upon Marc providing us with a bank statement covering a period after last year's event. Our check will not be released until we receive this information. Motion carried, 4-0.***

8.8 Request for WEC facility fees – Lowry Invitational Basketball Tournament, Cody Louk Invitational Wrestling, Nevada 1A Zone Wrestling Tournament, NIAA State Wrestling Tournament, for possible action

This is the annual request for this board to pay the facility rental fees for the

high school athletic events that are held at the Event Center. The cost to install and remove the floor has been divided up between the events. These are good events that fill rooms and bring families to town throughout the winter months. ***Don Stoker made a motion approving the request for WEC facility fees be paid for the following high school athletic events: Lowry Invitational Basketball Tournament, November 29-December 1, 2012 (\$2,737.50), Cody Louk Invitational Wrestling Tournament, December 21 & 22, 2012 (\$1,937.50), Nevada 1A Zone Wrestling Tournament, February 1 & 2, 2013 (\$1,937.50) and NIAA State Wrestling Tournament, February 8 & 9, 2013 (\$1,937.50). Motion carried, 4-0.***

8.9 Accommodations tax 9-month refund requests, for possible action, Ferjanec (\$652.37), Storm (\$522.60), Baumgras (\$720), Ghisletta (\$840)

Joyce Sheen made a motion to approve the accommodation tax 9-month refund requests for Stephen Ferjanec (\$652.37), Sandra Storm (\$522.60), Karl Baumbras (\$720) and Alan Ghisletta (\$840). Motion carried, 4-0.

9. Director's Report.

9.1 Financial reports on WCVA events

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

9.2 Request to allow on-line banking for primary WCVA checking account and for Administrative Clerk Shelly Noble to have limited access to view WCVA on-line checking account, for possible action
 Jamie Flanagan and Dan Dykes, from Nevada State Bank, are here to answer any questions about on-line banking and viewing privileges for Shelly. Along with Shelly, there needs to be an administrator of the on-line account who has the authority to re-assign the viewing privileges in case there are staff changes in the future. ***Joyce Sheen made a motion approving on-line banking for the primary WCVA checking account and naming Chairman Terry Boyle as the administrator of the account and allowing Shelly Noble limited viewing privileges on this account. Motion carried, 4-0.***

9.3 Request to change or cancel November 21, 2012 WCVA meeting date & approval to pay claims, for possible action

Our meeting day next month, November 21, 2012, falls on the Wednesday before Thanksgiving. Kim was concerned that being so close to the holiday we may not have a quorum. Board members agreed to change the meeting day to Wednesday, November 28, 2012.

9.4 Approval of 2013 Tri-County Fair concert budget, for possible action

Kim presented board members with a financial report from the Jake Owen/Billy Dean concert at this year's fair. At this point, it is showing a profit of approximately \$27,000. Expenses were almost \$102,000. Without the sponsors and healthy bar sales there would not have been a profit. Kim is now looking to book another quality entertainer for next year's fair and wanted to get input from this board on a budget amount he may expend.

Joyce Sheen made a motion authorizing Kim to spend up to \$100,000 for the 2013 Tri-County Fair concert. Motion carried, 4-0.

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

No report.

10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

10.3 Report on status of purchase order for carpet & tile, posting of deposit, approve installers wage rate change order and authorize officers to execute award of bid and contract with S. I. Legacy Floor Finishing, for possible action

The deposit on the carpet has been received by Shaw Carpets so we should receive it in a few weeks. Bill has prepared a Notice of Award showing a change to the original bid award amount due to prevailing wage rates, which is an additional \$13,000, as outlined in Nevada Revised Statutes to account for the difference between standard and prevailing wage rate. *Rodd William Stowell made a motion authorizing Terry Boyle and Bill Macdonald to sign the Notice of Award to S.I. Legacy Floor Finishing which reflects NRS prevailing wage rates required for our East Hall carpet project. Motion carried, 3-0. Joyce Sheen was not present for this vote.*

10.4 Update on East Hall Electronic Marquee and Awning Project, for discussion and possible action

Kim got an estimate on this project a couple of years ago but he and Bill will now get updated proposals from YESCO and Nevada Advertising. Due to the dollar amount of the project, it will have to go out to bid.

10.5 Review Counsel's rep letter for 2011-2012 audit, for discussion & possible action

No report.

11. Board Administrator.

11.1 September Financial Reports

Room tax for September was up by almost \$17,000 over the same month last year.

11.2 Options to diversify cash investments, for possible action

No report.

11.3 Status of room tax audits, for possible action

Two room tax audits are done. These were done on Winnemucca RV Park and the Model T. Both went well. Kendall has two more to do.

12. Other Business.

12.1 Basketball floor

The condition of the basketball floor, that goes over the gray plastic floor at the Event Center, is at a point where we need to look into purchasing a new one. The constant installation and removal is hard on the wood and also the hardware. This floor was purchased used so Kim will research both new and used floors to replace it and bring that information to this board at a future meeting.

12.2 WCVA Audit

Kendall is gathering information and preparing for our annual audit with Steele and Associates.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, November 28, 2012, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 3-0.* 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 _____, 2012

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:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator