

STATE OF NEVADA                     )                     October 17, 2018  
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 COUNTY OF HUMBOLDT             )

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## MINUTES, OCTOBER 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, October 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
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

*Convention and Visitors Authority Board Officials Absent:*

Ron Cerri	County Representative
John Arant	Business Representative

*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*  
None

*Others Present:*

Patricia Setzer	Wmca Host Lions Club
Teresa Courier	Nev Reined Cow & Cutting Horse Assn
Gina Rackley	2019 Lowry Sober Grad Party
Brad Bauman	Battle Born Football Classic

*Convention & Visitors Authority Board Meeting October 17, 2018*

Darrel Field

Run-A-Mucca Committee

**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 Friday, October 12, 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.** Chairman Boyle asked whether any agenda item proposes the adoption by the city or by the county or by the WCVA of any rule, including any ordinance or resolution which would impose, increase or change the basis for the calculation of a fee that is paid in whole or in substantial part by businesses, which would impose a direct and significant economic burden upon a business or directly restrict the formation or expansion of a business, pursuant to NRS Chapter 237? The Chairman called for board or public input thereon; there was none. Action will be taken.

*Jim Billingsley made a motion that there appears to be no business impacting fee matter on today’s agenda. The motion carried, 3-0.*

**7. Minutes, Review & Action**

Prior meeting minutes of September 19, 2018.

*Brian Stone made a motion to accept the minutes of the September 19, 2018 meeting. Motion carried, 3-0.*

Prior meeting minutes of October 3, 2018.

*Brian Stone made a motion to accept the minutes of the October 3, 2018 meeting. Motion carried, 3-0.*

**8. Claims, Review & Action** The following claims, which had been submitted in list form to the board members for review with their 3-day meeting notice and agenda, with the opportunity to obtain further information before or at the meeting, were submitted for payment on October 17, 2018:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	23182 – 23237	\$126,749.57

*Jim Billingsley made a motion to approve all claims as submitted. The motion carried, 3-0.*

**9. General Business, for discussion & possible action**

**9.1 Accommodations tax 9-month refund requests, for possible action**

**Ortivez (\$508.35), Raya (\$397.83), Dean (\$429)**

***Terry Boyle made a motion to approve the accommodation tax 9-month refunds for John Ortivez (\$508.35), Felix Raya (\$397.83), David Howard Dean (\$429). Motion carried, 3-0.***

**9.2 Gina Rackley, 2019 Lowry Sober Grad Party, June 6, 2019, donation request, for possible action**

This is an annual event produced by the parents of graduating seniors at Lowry High School. Donations are used to pay for the building rental, decorations, food and entertainment. An estimated event budget is included with their request. Kim asked Mrs. Rackley about rumors of kids drinking at the 2018 event. The parents organizing this year's party are aware of the problems with last year's party and have met with Mr. Parks and Officer Garrison to come up with a plan to deal with these problems if they come up. ***Jim Billingsley made a motion to approve a \$3,500 grant for the 2019 Lowry Sober Grad Party, June 6, 2019. Motion carried, 3-0.***

**9.3 Brad Bauman, Battle Born Football Classic, November 9-11, 2018, request for Cooperative Funding, for possible action**

This is a youth football competition that started in Elko a couple of years ago for 8 to 14 year olds. They will be utilizing three football fields and can accommodate up to 24 teams. At this time, they have 14 teams who have committed to participate. The largest expense is for the officials, along with portable goal posts that need to be constructed since one of the fields they will be using is a soccer field. There will also be a large group of field officials who are volunteers and will be helping throughout the weekend. With approximately 20 players per team, this event could bring quite a few families to town this weekend. ***Brian Stone made a motion to approve a \$3,500 grant for the Battle Born Football Classic, November 9-11, 2018. Motion carried, 3-0.***

**9.4 Paradise Valley Fire Department, request for Small Community Grant Funding, for possible action**

The Paradise Valley Fire Department is raising funds for new playground equipment at the Paradise Valley Park. They are requesting the annual allocation of Small Community Grants for Paradise Valley. This grant is in the amount of \$4,000. The Paradise Valley Recreation Board is the entity that usually requests these funds. Bill has spoken with their representative and they approve this use of these funds. ***Jim Billingsley made a motion approving the Small Community Grant funding request from the Paradise Valley Fire Department for \$4,000. These funds will be used to replace playground equipment at the Paradise Valley Park. Motion carried, 3-0.***

### 9.5 2019 WCVA Cooperative Funding/Convention Center Facility Grants, for possible action

A spreadsheet with the requests we have received was distributed to board members for discussion. Most of the events are familiar to this board since they have made similar requests in past years. ***Terry Boyle made a motion to approve the following grants for Convention Center facilities only:***

Organization/Event	2019 Award	
<b>Wmca Ministerial - Public Safety Banquet</b>	\$ 510	Fac
<b>Lions Health &amp; Safety Fair</b>	\$ 600	Fac
<b>Humb Auxiliary Awards Banquet</b>	\$ 390	Fac
<b>Safe Haven Wildlife Sanc Fundraiser</b>	\$ 800	Fac
<b>Western Art &amp; Craft Show (held in conjunction w/ Superior Livestock Auction)</b>	\$ 1,800	Fac
<b>Lions Festival of Trees</b>	\$ 1,200	Fac
<b>FFA Alumni Scholarship Dinner</b>	\$ 750	Fac

***Motion carried, 3-0.***

### 9.6 2019 WCVA Cooperative Funding requests, for possible action

A spreadsheet with the 2019 requests we have received was distributed to board members.

Nevada Reined Cow & Cutting Horse Association, which produces the Winnemucca Summer Cutting, had a representative at today's meeting to make their request so before discussing any of the others the board spoke with her. Teresa Courier is a member of this organization and was here to thank this board for their past support and make their 2019 request. Kim had recommended a significant reduction to their funding due to the number of stalls they utilized in July (313 in 2018 vs 509 in 2017). Teresa explained that they were on top of a couple of new shows that people decided to go to instead of coming to Winnemucca. She has been told that these shows were not of the caliber that their participants are used to and they would be returning to this show in 2019. All of the participants loved the new pavilion in addition to the Event Center. Ms. Courier explained that another challenge this past summer was that they had some significant expenses for cattle and show judges. Board members asked for a report on participant numbers for the past few years. Ms. Courier agreed to provide this information. Terry asked if it was possible to move this event to June since the hotel/motels are already full in July. This is something Ms. Courier will look into. ***Jim Billingsley made a motion to approve a \$7,500 grant plus a \$3,000 WEC facility grant for the 2019 Winnemucca Summer Cutting, July 12-14, 2019 at the Winnemucca Events Complex. This funding does not include fees for camping and stalls. Motion carried,***

**3-0.**

The Run-A-Mucca (RAM) funding request was discussed next. A spreadsheet was included with the meeting backup materials that showed the RAM losses for the past few years - a \$8,744 loss in 2016 to a \$21,016 loss in 2018 and an anticipated loss of \$38,119 in 2019. Since this is a WCVA event, this board covers any losses from the event. Not only have the losses gotten worse, the registration numbers have decreased at the same time. Is this acceptable? Does the economic impact generated by this event justify the losses covered by WCVA? This board has awarded RAM a \$50,000 underwriting for the last several years so that would infer that as long as RAM does not lose more than \$50,000 this board sees a value to the event for the community. Brian is a member of the Run-A-Mucca Committee as well as being a member of this board. He said he was at the meeting where the 2019 budget was discussed and he voted to approve it. He feels that the additional funds spent for entertainment, probably a tribute/cover band, is a worthwhile investment. The committee must start looking at booking bands now in order to get the quality entertainment they feel will appeal to people and, hopefully, get them to attend the rally. Kim is also looking at hosting a motorcycle race that weekend. It would be mapped out utilizing GPS. This would be a different group of motorcyclists in an attempt to broaden the appeal of the event and increase the number of people traveling to Winnemucca. The board agreed that they would be willing to continue to fund this event at the same level as in the past but they want to look closely at the financial information for the 2019 event before the planning begins for 2020.

***Jim Billingsley made a motion to approve the following 2019 WCVA Cooperative Funding as follows:***

SEE NEXT PAGE

Organization	2019 Award	
<b>Nevada Christian Motorcyclists Assoc.</b>	<b>\$ 1,350</b>	<b>WEC Facility Fee</b>
<b>Winnemucca Wheels</b>	<b>\$ 5,000</b>	<b>Underwriting</b>
<b>Tri-County Fair</b>	<b>\$ 5,000</b>	<b>Grant</b>
<b>Chamber of Comm/Visitor Center Oper</b>	<b>\$ 15,000</b>	<b>Grant</b>
<b>High Desert Challenge</b>	<b>\$ 2,200</b>	<b>G</b>
	<b>\$ 2,800</b>	<b>WEC Facility Fee</b>
<b>Hairy Horse Race</b>	<b>\$ 4,000</b>	<b>Grant</b>
	<b>\$ 2,000</b>	<b>Underwriting</b>
	<b>\$ 1,800</b>	<b>WEC Facility Fee</b>
<b>Run-A-Mucca</b>	<b>\$ 50,000</b>	<b>Underwriting</b>
<b>Wmca Balloon Festival</b>	<b>\$ 2,000</b>	<b>Grant</b>
<b>Wmca Regional Raceway Association</b>	<b>\$ 10,000</b>	<b>Grant</b>
	<b>\$ 5,000</b>	<b>Underwriting</b>
<b>Mucc Town Throwdown</b> <b>**application incomplete</b>	<b>None at this time</b>	
<b>Humb Co H S Rodeo</b>	<b>\$ 2,500</b>	<b>Grant</b>
	<b>\$ 2,500</b>	<b>Underwriting</b>
<b>Labor Day Rodeo, Great Basin Challenge</b>	<b>\$ 15,000</b>	<b>Grant</b>

*Motion carried, 3-0.*

#### **9.7 Review and possible approval of bids for Winnemucca Event Center sound system retrofit, for possible action**

At last month's meeting the bids that were received for this project were rejected. They came in significantly more than expected and since they were over the \$250,000 threshold, prevailing wage requirements would have to be met. At the September meeting the board voted to go out to bid again in an attempt to complete the project below the prevailing wage level. The bids were due today. Again, Cam Drake would be the general contractor. He had three options representing two different companies. After consulting with a sound specialist in Reno, Kim's recommendation (and the lowest bid received) is Option A – Focus/Danley Cluster, \$237,237. ***Jim Billingsley made a motion to accept the bid from Cam Drake of CR Drake & Sons, Option A – Focus/Danley Cluster, \$237,237. This motion is contingent on Ag #3's 50% participation in funding this project. Motion carried, 3-0.***

#### **9.8 Possible change of November meeting date, for possible action**

Next month's regular meeting date will fall on the day before Thanksgiving. Since we weren't sure if board members would be in town, this item was

added to the agenda. Those present all said they would be in town that day. The bids for the West Hall roof replacement are due in Kim's office by 2:30 pm so the board agreed to meet at 3 pm on Wednesday, November 21.

## 10. Director's Report.

### 10.1 Financial reports on WCVA events

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

### 10.2 Status of National Horseshoe Tour and Horseshoe World Championship, for discussion and possible action

At last month's meeting Kim requested this board's support to fund the National Horseshoe Tour for a third year but after some research we discovered that when the board approved funding this event on December 21, 2016 it was for three years.

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

### 11.1 Review report for October, for information

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

### 11.2 Chamber of Commerce report

No report.

### 11.3 Delinquencies review, for information

None.

### 11.4 Complaints, for information

Bill has not received any complaints.

### 11.5 Resolution acknowledging WCVA as the producer of the annual Shooting the West Photography Symposium, for possible action

Bill read the resolution into the record. *Jim Billingsley made a motion to adopt the resolution acknowledging WCVA as the producer of the annual Shooting the West Photography Symposium as read. Motion carried, 3-0.*

### 11.6 Resolution relinquishing interest in any rights in co-financed improvements at Winnemucca Events Complex to Agricultural District #3 and Humboldt County, for possible action

Bill read the resolution into the record. *Jim Billingsley made a motion to adopt the resolution relinquishing interest in any rights in co-financed improvements At Winnemucca Events complex to*



***Agricultural District #3 and Humboldt County as read. Motion carried, 3-0.***

**11.7 Improvement projects reports – Event Center sound retrofit, Joe Mackie Hall exterior project, West Hall roof project, for possible action**

The bid notice for the West Hall roof replacement will be published on Saturday and the bids due by Wednesday, November 21, 2018.

Bill has determined that the HVAC work may be performed more efficiently, and most importantly more timely, may be maintained, added to, or repaired without going to bid, by Allen DuVall and his company A-1 Commercial Services, which have been directly involved with our HVAC systems for over 25 years, becoming very knowledgeable about the systems of our buildings, which allows more efficiently adding to, and timely repairing or maintaining by its owner and staff and by reason of the training of its and the WCVA's personnel and its own and the WCVA's inventory of replacement parts, familiarity with the sources thereof makes his suggestions compatible with existing equipment.

**12. Board Administrator.**

**12.1 Financial Reports, for discussion**

Room tax cash collections were down slightly for August.

Kendall will be delivering our 2018 audit material to Steele & Associates either Saturday or Monday.

**13. Other reports**

None.

**14. Public Comment**

None.

**15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, November 21, 2018, 3:00 pm.**

**16. Adjournment. *Brian Stone made a motion to adjourn this meeting. Motion carried, 3-0.***

The meeting was adjourned 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

\_\_\_\_\_  
ABSENT  
RON CERRI  
County Representative

\_\_\_\_\_  
ABSENT  
JOHN ARANT  
Business Representative

Attest:

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

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