

WINNEMUCCA CONVENTION & VISITORS AUTHORITY
Meeting Minutes – Regular Meeting
April 19, 2023
Winnemucca Convention Center
50 West Winnemucca Boulevard
Winnemucca, Nevada 89445

The meeting was held at the date and place described above at the time scheduled on the posted meeting notice and agenda. The attendees in-person and via remote technology and absences were as follows:

Convention and Visitors Authority Board Officials Present:

Brian Stone, in-person	Chair and Hotel Representative
John Arant, in-person	Vice Chair and Business Representative
Terry Boyle, in-person	Treasurer and Motel Representative
Theresa Mavity, via remote technology	City Representative
Kendall Swensen, in-person	Board Administrator
Kent Maher, in-person	Board Counsel

Convention and Visitors Authority Board Officials Absent:

Ron Cerri	County Representative
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Staff Members Present:

Kim Petersen, in-person	Director
Liz Barnard, in-person	Administrative Specialist

Staff Members Absent:

None

Others Present:

Kristin Hillmer, via remote technology	Cumming Group
Jason Dondero, via remote technology	Cumming Group
Kevin Kemner, via remote technology	TSK Architects
Carolina Dias da Silva, via remote technology	TSK Architects
Brett Sisley, in-person	Winnemucca Ministerial Association
Barbara Sealy, in-person	Winnemucca Food Bank

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER, ROLL, DETERMINATION OF QUORUM

The meeting was called to order at 3:09 pm; Treasurer Boyle arrived at 3:15 pm, the board members in attendance constituted a quorum.

2. PUBLIC COMMENT

No public comment.

3. MEETING NOTICE REPORT

Board Chair Stone reported that the meeting notice and agenda were posted by staff prior to 9:00 am Friday, April 14, 2022, at the Convention Center West Hall (the place of the meeting), online at notice.nv.gov, online at winnemucca.com, and online at humboldtcountynv.gov. No persons have requested mailed notice during the past six months.

No action taken.

4. BUSINESS IMPACT DETERMINATION

After review and consideration of the effect each item could potentially have on a “business,” as the term is defined by statute, the board agreed, and

Brian Stone moved to make a finding that no item on the agenda appears to impose a direct and significant economic burden on a business or to directly restrict the formation, operation, or expansion of a business. Motion carried, 3-0 (Stone, Arant, Mavity).

5. CLAIMS REVIEW

The following claims were submitted in list form to the board members with the meeting notice and agenda, with the opportunity to review and obtain further information before or at the meeting:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	26696 - 26766	\$241,287.18

Brian Stone moved to approve all claims submitted for April 19, 2023. Motion carried, 3-0 (Stone, Arant, Mavity).

6. CONSENT AGENDA

- 6.1. WCVA Meeting Minutes
Meeting Minutes March 15, 2023

6.2. Accommodation Tax 9-month refund requests as follows: Reed (\$540.00), Joyner (\$565.22), Paris (\$958.80), Brock (\$612.74), Baker (\$373.79), and Blossom (\$1,057.20)
John Arant moved to approve the consent agenda as submitted. Motion carried, 3-0 (Stone, Arant, Mavity).

7. GENERAL BUSINESS

7.1) Lumos & Associates, Joe Mackie (East) Hall Exterior Renovation project, proposal to provide civil engineering professional services as follows: (a) topographic survey-mapping services (\$5,800); (b) civil design, bid and construction administration services (\$5,100); and, (c) on-call services for work requested in addition to the agreed upon scope of services (time and materials basis)

Kevin Kemner of TSK presented on behalf of Lumos & Associates, indicating they will be a contractor to TSK, and explained there is no existing topographic survey for the west side of the East Hall which has utility easements and a slope which will present special issues for the exterior renovation project. The proposed civil design services are required before renovation project can move forward. The flat work portion of the project is forecasted to move ahead in the next calendar year.

John Arant moved to contract for the professional services of Lumos #& Associates through TSK to perform the East Hall exterior civil engineering work. Motion carried, 3-0 (Stone, Arant, Mavity).

7.2) Cumming Group/TSK, Joe Mackie (East) Hall exterior renovation project, presentation and review of project design proposals, and possible approval of design concepts for exterior building improvements and authorization to proceed with the project design and engineering phase

Kevin Kemner for TSK provided an update. They are currently preparing construction documentation and integrating feedback from the board. Completion of the construction documentation is required to put the project out to bid and is anticipated to be complete in four weeks.

No action taken.

7.3) Winnemucca Ministerial Association, request for facilities grant, Spaghetti Feed, July 15, 2023, \$950 Brett Sisley and Barbara Sealy presented the request. Last year they had about 150 people in attendance. This event is a helpful fundraiser to provide needed services.

Terry Boyle moved to approve the facility grant request as presented. Motion carried, 4-0.

7.4) McDermitt Rodeo Board, request for small community fund grant, McDermitt annual rodeo, \$5,000 The board discussed the request. Board Administrator Swensen explained that the McDermitt small community fund is depleted at this time. WCVA can provide funds as a cooperative funding grant, but if the McDermitt small community fund is still depleted next year and further funding is requested, financial reports must be provided to be eligible for additional grant funding. Boyle noted that during the time he has been on the board the small community funds often go unclaimed.

John Arant moved to approve the request for funding as a cooperative funding grant in the amount of \$5,000. Motion carried, 4-0.

8. DIRECTOR'S REPORT

8.1) Report on the 2023 Winnemucca Ranch Hand Rodeo Weekend
Director Petersen reviewed the financials from this year's event.

8.2) Consideration of WCVA Board policy regarding Facility Grant Requests

Petersen noted that in the past the board traditionally only funded events that attract at least 50% of participants coming from out of town. The policy is only informal and was never formally adopted. There are some events that are largely attended by locals and they generate a lot of revenue in their fundraising efforts. Petersen suggested for facility grant requests the board may want to consider a different approach that might help offset some of the extensive set-up time and labor. Legal Counsel Maher recommended having a formal rule or guidelines in place to address such requests.

Petersen noted he had met with a representative from the Australian Shepherd Club of America about hosting their national event.

9. COUNSEL REPORT

No report.

10. BOARD ADMINISTRATOR FINANCIAL REPORTS

10.1. Financial Reports

Reports were available in the board packet for review.

Swensen noted that revenue is slightly ahead of this time last year. The Local Government Investment Pool is earning 3%. The investment account unrealized loss will deplete as it matures.

11. OTHER REPORTS

11.1. Miscellaneous reports, updates and information

Reports were available in the board packet for review.

12. PUBLIC COMMENT

Liz Barnard shared that a person who had filed a room tax refund request had asked for it to be withdrawn with the note that he supports Winnemucca.

13. ADJOURNMENT

The meeting was declared adjourned at 4:15 pm.

Respectfully submitted,

Liz Barnard
Administrative Specialist

APPROVED: May 17, 2023

VOTE: WINNEMUCCA CONVENTION & VISITORS AUTHORITY BOARD

AYES: Stone, Arant, Boyle, Mavity
NAYS: _____
ABSTAIN: _____
ABSENT: Cerri

APPROVED:

ATTEST:

Brian Stone, Chair

Liz Barnard, Administrative Specialist