

STATE OF NEVADA) January 16, 2019
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COUNTY OF HUMBOLDT)

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MINUTES, JANUARY 16, 2019

1. **Time, Place and Date.** The Winnemucca Convention & Visitors Authority met in regular session in full conformity with the law at the Winnemucca Convention Center, East Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, January 16, 2019 with Treasurer Jim Billingsley presiding.
 - 1.1 **Pre-Meeting & Reorganization**
Call to Order by Sole sworn member Jim Billingsley, City Rep, re-appointed in November. Pledge of allegiance.
 - 1.2 **Reorganization.**
Swear in new or re-appointed representatives named by County.
 Jim Billingsley called the meeting to order. Bill Macdonald swore in re-appointed board members Terry Boyle, Ron Cerri and Brian Stone. Their terms will expire in January 2021. John Arant, who is absent today, will be sworn in at our next meeting.
Roll, Determination of quorum.
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
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel

Kendall Swensen Board Administrator

Convention and Visitors Authority Board Officials Absent:
John Arant Business Representative

Staff Members Present:

Kim Petersen Director
Shelly Noble Administrative Clerk

Staff Members Absent:
None

Others Present:

Rhonda Coleman Winnemucca Rotary Club

Elect Chairman.

Jim Billingsley made a motion to elect Terry Boyle as Chairman of WCVA Board for the next two years. Motion carried, 4-0.

Chairman calls new Board to Order.

Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Wednesday, January 11, 2019 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.

Elect Vice-Chairman, Treasurer, Secretary.

Ron Cerri made a motion to elect Brian Stone as Vice Chairman of WCVA Board for the next two years. Motion carried, 4-0.

Ron Cerri made a motion to elect Jim Billingsley as Treasurer of WCVA Board for the next two years. Motion carried, 4-0.

Appoint Board Administrator, Counsel.

Jim Billingsley made a motion to appoint Bill Macdonald as Secretary and Counsel of WCVA Board for the next two years. Motion carried, 4-0.

Ron Cerri made a motion to appoint Kendall Swensen as Board Administrator of WCVA Board for the next two years. Motion carried, 4-0.

Appointment of Members to other Boards, Committees or functions sponsored by WCVA.

No action taken.

2. Public Comment

No public comment.

- 3. 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, 4-0.

4. Minutes, Review & Action

Prior meeting minutes of December 19, 2018.

Ron Cerri made a motion to accept the minutes of the December 19, 2018 meeting. Motion carried, 4-0.

- 5. 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 January 16, 2019:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	23359 - 23413	\$244,125.56

Jim Billingsley made a motion to approve all claims as submitted. The motion carried, 4-0.

6. General Business, for discussion & possible action

6.1 Accommodations tax 9-month refund requests, for possible action

Smith (\$950.40), Muldoon (\$975.94)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Les Smith (\$950.40) and Betty Muldoon (\$975.94). Motion carried, 4-0.

6.2 Rhonda Coleman, Wmca Rotary, 80s Prom Dinner Dance Fundraiser, February 9, 2019, request for Joe Mackie Hall facility grant, for possible action

Rhonda is here tonight to make this request on behalf of the Winnemucca Rotary Club. This 80s Prom is a fundraiser for Rotary and WDVS (Winnemucca Domestic Violence Shelter) that they hope to make an annual

event. Funds raised will be distributed locally. *Jim Billingsley made a motion to approve a \$600 Joe Mackie Hall facility grant for the Wmca Rotary 80s Prom Dinner Dance Fundraiser, February 9, 2019. Motion carried, 4-0.*

Winnemucca Rotary Club is responsible for any other customary Convention Center charges.

6.3 Lyle Avey, Rocky Mountain Elk Foundation Annual Fundraising Banquet, March 16, 2019, request for West Hall facility grant, for possible action

There was no one present from Rocky Mountain Elk Foundation at today's meeting to make this request. However, the board is familiar with the organization and their annual fundraiser as they have approved facility grants for this event in past years. *Terry Boyle made a motion to approve a \$600 West Hall facility grant to Rocky Mountain Elk Foundation for their annual fundraiser, March 16, 2019. Motion carried, 4-0.*

Rocky Mountain Elk Foundation is responsible for any other customary Convention Center charges.

9.4 Review and possible approval of bids for Winnemucca Convention Center West Hall carpet replacement, for possible action

Bids for the West Hall carpet project were due in Kim's office by 2 pm today. We received two bids and Kim opened them at 2 pm. The bids received were:

- Desert Design \$57,662.50
- Quality Floors & Paints \$53,317.05

As a reminder, we have a lot of the carpet squares leftover from the Joe Mackie Hall carpet project a few years ago. These squares are still available from the manufacturer so the bidders need to utilize the carpet we have along with what they will need to be purchased to complete the project. *Jim Billingsley made a motion to accept the bid for the Convention Center West Hall carpet project from Quality Floors & Paints in the amount of \$53,317.05. Motion carried, 4-0.*

7. Director's Report.

7.1 Financial reports on WCVA events

The bank reconciliation for Tri-County Fair was included in the board packets for review.

7.2 Approval for issuance of WCVA check to accompany bid proposal for 2021 National Horseshoe Pitchers Association (NHPA) World Championship Tournament, for possible action

At the September 2018 WCVA meeting the board directed Kim to pursue this event for summer of 2021. Since that time, Kim has been working on his

proposal and is planning to submit it in early February. Along with the proposal we need to include a check for \$7,000, which is one-third of the required \$21,000 cash sponsorship. If we are unsuccessful, this deposit will be returned. Included in the meeting packet was a memo prepared by Kim outlining some additional expenses that will be required in order for us to host this tournament. Kim estimates that our cash sponsorship plus other expenditures to be approximately \$45,000. At today's meeting Kim distributed an information sheet prepared by the organization in Florence, South Carolina who hosted the 2018 event. The estimated economic impact during this three week period was \$3.7 million. If we are awarded the 2021 World Championship Kim will be required to attend the 2020 tournament and distribute information about the 2021 event and also take t-shirt orders so that these can be made up ahead of time and ready for participants when they arrive in town. Besides the logistics of the tournament, Kim is also working to organize tours and other activities for spouses and family members of those participating in the tournament. *Brian Stone made a motion authorizing Kim to proceed with planning and preparation of his proposal to host the 2021 National Horseshoe Pitchers Association World Championship Tournament, July 13 – August 1, 2021. This includes the cash sponsorship of \$21,000 of which \$7,000 will be included with the proposal when it is submitted. Motion carried, 4-0.*

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

8.1 Review report for December, for information

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

8.2 Chamber of Commerce report, for discussion

No report.

8.3 Update on delinquencies, for discussion & possible action

We have two delinquencies for November.

8.4 Annual report on lodging tax revenues to Taxation, for discussion & possible action

No report.

8.5 Update on 2019 Run-A-Mucca charitable lottery application to Gaming Control Board, for discussion

No report.

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

See items 10.1 and 10.2 below.

9. Board Administrator.

9.1 Financial Reports, for discussion

Room taxes are running slightly ahead of last year.

9.2 Approval of January 30, 2019 as a date for WCVA Special Meeting re: Presentation and acceptance of FY 2018 audit report, for possible action

Our audit needs to be presented to the board and approved prior to January 31, 2019. It is not completed yet but Vanessa of Steele & Associates is available to make this presentation and answer any questions on January 30. Kendall would like approval to schedule this meeting. *Terry Boyle made a motion to set January 30, 2019, 10 am, as the date for a WCVA Special Meeting for presentation and acceptance of FY 2018 audit report. Motion carried, 4-0.*

10. Other reports

10.1 Discussion of future of Joe Mackie Hall

Kim was finally able to meet with a representative from Core Construction and do a walk-through of Joe Mackie Hall so that we can get some ideas of the best direction to take to improve this facility. This company has experience with public/private partnerships to complete this type of projects. After their discussion and building tour, this individual suggested that a representative from Core Construction attend the next board meeting to explain the process to move forward and see if this is something the board may want to consider. A preliminary study would need to be conducted before anything would begin. This would cost approximately \$45,000 but would give this board information to help in their decision making. In general discussions the board expressed an interest in a one-story building with banquet and meeting room capabilities.

10.2 Event Center sound retrofit

Work has been progressing quickly and should be completed before the state wrestling tournament next month. One problem that arose this week was a leak in the roof that threatened to damage some of the new speakers. Luckily, the roofing company that has the West Hall roof project was in town and were able to determine that part of the roofing was incorrectly installed when the building was constructed and made some repairs to take care of the problem.

10.3 Nevada State Wrestling Tournament

Jim had several items that the wrestling personnel are requesting for the tournament next month. These include 6' tables and side panels. Kim will work with the Lowry coaches to have these items available. Jim also asked about a power source for spotlights that they would like to have for the championship matches. Kim needs to know what, exactly, is needed so that he can have the power source available for this. There was also a brief discussion about WCVA assisting with the purchase of these lights if the high school is unable to buy them

10.4 Electronic sign, W. Winnemucca Blvd.

We have received several calls about parts of this sign being "out". We are aware of the problem and are waiting for the necessary parts to arrive so that it can be repaired.

11. Public Comment

None.

12. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, February 20, 2019, 4:00 pm.

13. Adjournment. *Ron Cerri made a motion to adjourn this meeting. Motion carried, 4-0.*

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 _____, 2019

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

Convention & Visitors Authority Board Meeting January 16, 2019

TERRY BOYLE
Chairman and
Motel Representative

BRIAN STONE
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

RON CERRI
County Representative

ABSENT
JOHN ARANT
Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator