

STATE OF NEVADA                            )                            December 16, 2020  
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COUNTY OF HUMBOLDT                 )

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## MINUTES, DECEMBER 16, 2020

- 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, West Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, December 16, 2020 with Chairman Terry Boyle presiding.

In accordance with Governor Sisolak’s Declaration of Emergency in Response to the COVID-19 epidemic, the configuration of the Board’s meeting room was doubled in size to accommodate a set-up of a minimum of 6 feet between each Board and Staff member at the head table. The audience chairs were set up not closer than 6 feet to the head table, with seats not less than a minimum of 6 feet apart in all directions. Board members and staff observed face covering and social distancing covid emergency regulations. Audience did likewise. Public audience was only 1 person, well within the 50 person limit or 25% of fire code capacity. In this case, 20 person limit.

- 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 |
| John Arant      | Business Representative                |
| Bill Macdonald  | Secretary and Counsel                  |
| Kendall Swensen | Board Administrator                    |

*Convention and Visitors Authority Board Officials Absent:*

Ron Cerri	County Representative
Jim Billingsley	Treasurer and City Representative

*Staff Members Present:*

Kim Petersen  
Shelly Noble

Director  
Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Casey Graham

Winnemucca Host Lions Club

**4. Public Comment.**

None

**5. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, December 11, 2020 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; Counsel reported there was no agenda problem; there was no public comment thereon. Action taken.

*Terry Boyle 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 November 18, 2020.

*Brian Stone made a motion to accept the minutes of the November 18, 2020 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 December 16, 2020:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	24974 – 25021	\$422,749.26

*Brian Stone made a motion to approve all claims submitted for December 16, 2020. The motion carried, 3-0.*

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

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

**Fainelli (\$399.06), Maumary (\$385.74), Dean (\$351)**

*Terry Boyle made a motion to approve the accommodation tax 9-months deemed to be a permanent resident refunds for Robert Fainelli (\$399.06), David Maumary (\$385.74), David Allen Dean (\$351). Motion carried, 3-0.*

**9.2 Clif Brown, possible donation of Christmas Village to Winnemucca Convention & Visitors Authority, for possible action**

Mr. Brown is not here today but he contacted Kim a few weeks ago about possibly donating his extensive Christmas Village to WCVA or maybe putting it in one of our display cases so more people can enjoy it. Pictures of the village were included in the meeting agenda backup materials. Displaying them somewhere in the animal exhibit (Joe Mackie Hall) was discussed but everyone agreed displaying these two collections together wasn't really an option since they are not compatible. The board was not opposed to displaying this collection and directed Kim to work with Mr. Brown to find another possible location to set up this holiday village.

**9.3 Casey Graham, Winnemucca Host Lions Club Speech Contest, January 9, 2021, request for West Hall facility grant, for possible action**

The local Lions Club holds this speech contest each year. It is open to high school students and is a progressive competition with winners competing at local, zone, state and national contests for scholarship money. With pandemic restrictions in place, they are restricting the number of family members of participants that can attend and are in need of a location where they can have everyone socially distanced. We have annual refresher training in the West Hall throughout the month of January, but the Lions contest is on a Saturday and they have agreed to use the refresher training set-up for their contest so that our attendants will then only have to disinfect the space and not re-set it. *Terry Boyle made a motion to approve a West Hall facility grant (two rooms, \$240) for the Winnemucca Host Lions Club Speech Contest, January 9, 2021. Motion carried, 3-0.*

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

**9.4 Steele & Associates, Presentation and Acceptance of FY 2020 WCVA audit report, for possible action**

Vanessa Davis from Steele & Associates called in to our speaker phone to present the audit report and answer any questions the board had. The board had hard copies of her report and related graphs to refer to during this discussion. Overall, our audit received a “clean” opinion, so no corrective actions need to take place. There were no issues or findings. Vanessa briefly reviewed some of the information outlined in the audit report that each board member received. As in previous years, our financial situation is strong with no debt. *Terry Boyle made a motion to accept the WCVA 2020 audit report as presented. Motion carried, 3-0.*

**9.5 2021 Shooting The West, change of event dates to Fall 2021, dates TBD, for possible action**

With the large increases in Covid infections experienced locally and throughout the country, moving forward with Shooting The West does not seem prudent at this time. Vendors and photography equipment companies are not traveling or sending representatives and it is doubtful that participants are going to feel comfortable attending a symposium while the pandemic continues to surge. It is for these reasons that staff is looking to postpone this event, usually held in April, to later in the year. The board agreed that this change in dates was appropriate. When alternative dates have been selected, Kim will notify this board.

**10. Director’s Report.**

**10.1 Approval to close Convention Center facilities December 23 & 24, staff to use personal leave for these days, for possible action**

Everyone is aware that we have very few events at the Convention Center at this time. Phone calls and personal visits to the Convention Center have fallen off as well. Kim and the employees would like to request December 23 and 24 off in addition to the Christmas holiday. Personal leave hours will be used for these days. Board members did not see a problem with this request. *John Arant made a motion to approve closing the Winnemucca Convention Center December 23 and 24. Staff are to use their personal leave hours for these days. Motion carried, 3-0.*

**10.2 Discussion regarding viability of hosting 2021 special events including Winnemucca Ranch Hand Rodeo and Run-A-Mucca Motorcycle & Music Festival, for possible action**

This agenda item was included this month as there are a lot of decisions regarding Ranch Hand Rodeo that need to be made very soon if we are going to proceed with this event. But, as discussed in item 9.5, Covid infection numbers locally and around the country continue to skyrocket and are not expected to improve anytime soon due to holiday traveling over the next few

weeks. Board members were provided with a spreadsheet outlining 2021 Ranch Hand Rodeo expenses so far. As of today, we have expended approximately \$5,000 for advertising and have committed to several thousand dollars more in the upcoming weeks. Along with these commitments, we will be negotiating with stock contractors after the first of the year. One concern is if stock providers and horse consignors commit to coming to our event and then we cancel or postpone at the last minute these people may have lost opportunities to conduct business with other event producers. Also, our trade show vendors spend money on products to sell and will have purchased excess inventory if we cancel or postpone closer to the event. Another concern is even if Covid cases decline significantly between now and March is it safe for staff and participants to be in such close proximity to each other for several days? Will spectators attend? We are proud of this event and want to maintain the quality and reputation of the events and everyone involved. The chance that we could put anyone in danger of contracting this virus is not something we take lightly. It is for these reasons that this discussion was placed on the agenda this month. This is a great event for the community, but the board agreed with all the concerns presented today and asked about an alternative date later in the year. Terry thinks that there is a possibility Marc Page may not produce the WSRRA Ranch Rodeo Finals in the future. If that is the case, his dates in November may be an option. ***John Arant made a motion to cancel the March 3-7, 2021 Winnemucca Ranch Hand Rodeo dates. RHR staff is directed to look at alternative dates later in the year. Motion carried, 3-0.***

The Run-A-Mucca Motorcycle & Music Festival was discussed briefly. The board is hopeful that since we have a few months before this event occurs, plus the fact that it takes place outside, will allow it to proceed.

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

### **11.1 Chamber of Commerce Report for November 2020, for review**

This report is included in Bill's report.

### **11.2 Update on delinquencies, possible request for authorization for disclosure of confidential information of one or more licensees, for possible action**

Bill continues to be in contact with the owner of the motel property in McDermitt that has not paid room tax for several months.

### **11.3 Annual room tax report to Taxation**

It was completed and submitted to Taxation.

**11.4 Improvement projects status reports – Melarkey Parking Lot lighting, West Hall signage project, Joe Mackie Hall chiller update, Coronavirus COVID-19 update**

No report.

**11.5 COVID-19 developments**

In his report Bill noted that Governor Sisolak has extended the “pause” until January 15, 2021. Gatherings remain at 50 people or 25% of fire capacity, whichever is less.

**11.6 Other Recent developments**

No report.

**12. Board Administrator.**

**12.1 Financial Reports, for discussion**

Our room tax collections continue to be encouraging, even though there has been so much unrest due to the pandemic.

**13. Other reports**

None.

**14. Public Comment**

None.

**15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 20, 2021, 4:00 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 \_\_\_\_\_, 2020

As written \_\_\_\_\_

As corrected \_\_\_\_\_

Winnemucca Convention & Visitors Authority Board

\_\_\_\_\_  
TERRY BOYLE  
Chairman and  
Motel Representative

\_\_\_\_\_  
BRIAN STONE  
Vice Chairman and  
Hotel Representative

\_\_\_\_\_  
ABSENT  
JIM BILLINGSLEY  
Treasurer and City Representative

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

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

Attest:

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

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