

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

January 29, 2020

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MINUTES, JANUARY 29, 2020

1. **Time, Place and Date.** The Winnemucca Convention & Visitors Authority met in regular session in full conformity with the law at the Winnemucca City Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, January 29, 2020 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
John Arant	Business Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:
 Ron Cerri County Representative

Staff Members Present:

Kim Petersen Director
 Shelly Noble Administrative Clerk

Staff Members Absent:

None

Others Present:

William Tanson	Wmca Regional Raceway
Courtney Tanson	Wmca Regional Raceway
K C Kubichek	Wmca Regional Raceway
Wendy Chavez	Wmca Regional Raceway
Ashley Maden	Humboldt Sun
Maureen Macdonald	Wmca Basque Club
Kelly Scott	Wmca Regional Raceway
Mike Scott	Wmca Regional Raceway
Harold Gudmundson	Community Member
Cole Jones	Wmca Regional Raceway
Jeff Jones	Wmca Regional Raceway
John Pulaski	Wmca Regional Raceway
Bradley Schmidt	Wmca Regional Raceway
Steven Bosch	Wmca Regional Raceway
Daniel Rogers	Wmca Regional Raceway
Al Larsen	Wmca Regional Raceway
K Gardner	Wmca Regional Raceway
Ashley Davis	Wmca Regional Raceway
Max Davis	Wmca Regional Raceway
Jerry Foreman	Wmca Regional Raceway
Kati Harmon	Nev District #3 Little League
Eric Neilsen	Wmca Regional Raceway
Tiayra Andrus	GBC – Student Nursing Organization
Kylie Lewis	GBC – Student Nursing Organization
Janie Garringer	GBC – Student Nursing Organization
Stacy Rust	Advisor, Student Nursing Organization
Alan DuVall	A-1 Commercial Service

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, January 24, 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.
Brian Stone made a motion that there appears to be no business impacting fee matter on today's agenda. The motion carried, 3-0.
 John Arant was not present for this vote.

7. Minutes, Review & Action

Prior meeting minutes of September 18, 2019.

Brian, Jim and Ron were present at this meeting. Since John and Terry were absent at the September meeting, and Ron is absent tonight, the approval of these minutes was tabled and will be included on the next meeting agenda.

Prior special meeting minutes of December 16, 2019.

Brian Stone made a motion to accept the minutes of the December 16, 2019 special meeting. Motion carried, 3-0. John Arant was not present for this vote.

Prior meeting minutes of December 18, 2019.

Terry Boyle made a motion to accept the minutes of the December 18, 2019 meeting. Motion carried, 3-0. Jim Billingsley abstained because he was not present at this meeting.

- 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 January 29, 2020:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	24205 – 24276	\$189,338.68

Jim Billingsley made a motion to approve all claims submitted for January 29, 2020. The motion carried, 4-0.

9. General Business, for discussion & possible action

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

Sauter (\$623.90), Harber (\$561.60), Ruttenbur (\$812.64), Simonette (\$281.61), Daly (\$388.80), Williams (\$712.86)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Robert Sauter (\$623.90), Michael Harber (\$561.60), Misty Ruttenbur (\$812.64), Bill Simonette (\$281.61), Robert Daly, Jr. (\$388.80), Norman Williams (\$712.86). Motion carried.

9.2 Steele & Associates, Presentation and Acceptance of FY 2019 WCVA Audit report, for possible action

The 2019 audit report will not be presented tonight. There have been several factors contributing to this delay. These include the delay with Humboldt County's audit and the accounting necessary for county projects that WCVA has provided financial support for, along with changes in our accounting software and personnel. The audit report will be presented at the February 19 WCVA meeting.

9.3 Maureen Macdonald, Wmca Basque Club, Basque Festival, June 12-14, 2020, request for Joe Mackie and West Hall facility grant, for possible action

This is an annual event that the visitors and the community enjoy each year. There are activities on Friday at other locations in town, but the request is for use of the facilities on Saturday and Sunday. The festival is not asking for financial funding, only the use of the Convention Center facilities on Saturday and Sunday of their event. *Jim Billingsley made a motion to approve the Joe Mackie/West Hall facility grant for the 2020 Winnemucca Basque Festival, June 13 & 14, 2020. Motion carried.* The Winnemucca Basque Club is responsible for any other customary Convention Center charges

9.4 Stacy Rust, GBC Nursing Pinning Ceremony, May 14, 2020, request for West Hall facility grant, for possible action

The Great Basin College Student Nursing Organization will be holding their pinning ceremony this spring for the new nursing graduates and would like to have it in the West Hall which will allow them to invite friends and family members to attend. The graduates are local individuals who plan to use their nursing degrees at Humboldt General Hospital. *Brian Stone made a motion to approve a West Hall facility grant for the Great Basin College Nursing Pinning Ceremony on May 14, 2020. Motion carried.* The GBC Student Nursing Organization is responsible for any other customary Convention Center charges.

9.5 Kati Harmon, Nevada District #3 Little League, Nevada State Little League Baseball Tournament, July 24-28, 2020, request for Cooperative Funding, for possible action

Ms. Harmon is involved at the district level with Nevada Little League and has been working to bring this state tournament to Winnemucca. Our community has hosted district tournaments in recent years, but it has been a very long time since we have hosted the state tournament. There are thirteen leagues in Nevada and Ms. Harmon estimates that there will be twenty four teams participating in the tournament. Since this is a youth event, not only will the players be traveling to Winnemucca, but also family members. The tournament will take place at the city fields across from the hospital. The board members all agreed that these tournaments are excellent events for our community. *Jim Billingsley made a motion to approve a \$5,000 grant for the 2020 Nevada State Little League Baseball Tournament, July 24-28, 2020. Motion carried, 4-0.*

9.6 Kati Harmon, Nevada District #3 Little League, Nevada State Little League Softball Tournament, July 10-14, 2020, request for Cooperative Funding, for possible action

As stated above, Ms. Harmon is involved with Nevada Little League at the district level and has been successful in bringing the Nevada State Little League Softball Tournament to Winnemucca this year. *Jim Billingsley made a motion to approve a \$5,000 grant for the 2020 Nevada State Little League Softball Tournament, July 10-14, 2020. Motion carried, 4-0.*

Ms. Harmon was encouraged to return to this board if any other assistance is needed in order to make this tournament a success.

9.7 Mike Scott, Wmca Regional Raceway Assoc., 2020 Race Season, Additional request for Cooperative Funding, for possible action

In addition to the 2019 funding of \$15,000 (\$5,000 underwriting, \$10,000 grant) for their 2019 race season expenses WRRRA requested, and WCVA approved, funding in the form of a \$7,000 grant and \$15,000 loan for the installation of new lights at the racetrack. It was anticipated that the energy savings rebate they would be eligible for would assist with repayment of the loan. Tonight, Mike presented the WCVA with a check for \$7,500 as payment on the loan for the lighting project. In past years, WRRRA has been able to repay the underwriting amount that WCVA has provided to them to assist with starting up each racing season. This year they will not be able to re-pay this amount due to a significant decrease in the amount of the rebate that was anticipated after the lighting project was completed.

Tonight, Mike is here to make a request for funds in addition to the \$5,000 grant that was awarded in November for the 2020 race season. In addition to the races they have planned for this spring and summer, WRRRA is now

setting up a track so that QMA (Quarter Midgets of America) racing can also be held at their track. This is racing for youth ages 5-16 years old. Winnemucca will be the “Home Track” to approximately 22 races between April and September and WRRRA anticipates fifty families to attend these races with their racers. These families will travel from several surrounding states. WRRRA is requesting these additional funds to promote their racing season, as well as the QMA races, payouts and also repairs to spectator bleachers. WCVA was very interested in the possibility of the influx of racers and family members and their impact on our community for several months. ***Jim Billingsley made a motion to approve \$15,000 in additional grant funding for the 2020 Wmca Regional Raceway Association Season. Motion carried, 4-0.***

9.8 Joe Mackie Hall, next step ??, discussion and possible action

After several months and many variations on potential ways to proceed with improvements to Joe Mackie Hall, Kim would like to ask this board to make a decision on how they want to proceed. The options presented by P3 Partners/Steve Nielsen would solve some of the issues we have with the current building but would also come at a significant cost. As this board discussed last month, there are a lot of administrative costs rolled into the financing that are very vague and add a considerable amount of money to the life of the loan. Also, by committing to the funding through P3 Partners, WCVA may be limited in other projects they wish to fund. Another option would be to proceed with our existing funds and do some of the work in stages without incurring debt. The board all agreed that they liked the P3P proposed exterior concept for Joe Mackie Hall so that it matches the exterior of the West Hall. Kim suggested that we work with the architect that prepared this work and this could, possibly, be a place to start. Kim needs to notify Steve Nielsen of this board’s intentions either way. After some additional discussion, ***Jim Billingsley made a motion to reject the proposal for the renovation of Joe Mackie Hall presented by P3 Partners. Motion carried, 4-0.***

Kim will notify Steven Nielsen of the board’s decision.

10. Director’s Report.

10.1 Financial reports on WCVA events

No report.

10.2 Joe Mackie/East Hall chiller mechanical compliance, for possible action

Recently, the state boiler inspector showed up and looked at the chiller in Joe Mackie Hall. Kim estimates that this chiller is at least 15-20 years old and it turns out that it was never licensed. Now that the inspector has made his report, we will be required to bring this system up to code and be licensed.

Alan will put together some information on the cost to do this.

10.3 Nevada State High School Rodeo Finals sponsorship proposal, for possible action

Earlier this month, Kim received information that the Nevada State High School Rodeo Association (NSHSRA) will be changing the way they select the location of the annual state finals. In past years, local high school rodeo clubs would host the finals and be responsible for the entire production of the event. Beginning in 2021, the Nevada State High School Rodeo Association will be accepting proposals from communities who wish to host the finals. The hosting community's participation would be limited to their sponsorship and the NSHSRA would engage volunteers, hire stock contractors and take care of all event details. The deadline for the 2021 proposals has not been set, but the NSHSRA will be meeting soon and Kim will be notified of the deadline. Tonight, Kim presented the board with a tentative proposal he would like to make for a three year commitment to hold the finals at the Winnemucca Events Complex. Last week, Kim went before the Humboldt County Commission and secured a commitment from them of \$5,000 per year for three years. This will be part of the WCVA proposal. Kim would like to request authorization by this board to put a proposal together and submit it on their behalf by the deadline, once it has been set. All board members present were in agreement that Kim has the authority to prepare and present a proposal to host the 2021-2023 Nevada State High School Rodeo Finals.

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

11.1 Review report of January 2020, for information

Bill's report was distributed to board members at today's meeting.

11.2 Chamber of Commerce Report for December 2019, for review

This report is included in Bill's report.

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

Included in Bill's report.

11.4 Annual room tax report to Taxation

No report.

11.5 Improvements project status reports

No report.

11.6 Recent developments

No report.

12. Board Administrator.

12.1 Financial Reports, for discussion

The investment account continues to increase in value and room taxes are up again slightly.

Room taxes continue to increase by approximately 1% per month.

The 2021 tentative budget needs to be prepared for the February meeting.

Kendall will be in the process of retiring and Abe will be taking over his duties.

13. Other reports

13.1 Cemetery sign

The electronic sign at the cemetery continues to malfunction. We have called to have it repaired numerous times and it works for a little while and then more of the squares go out. Kim will try to contact the manufacturer and see if there's anything else we can do.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, February 19, 2020, 4:00 pm.

16. Adjournment. *Jim Billingsley 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 _____, 2020

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

JOHN ARANT
Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator