

STATE OF NEVADA) May 20 & 21, 2020
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 COUNTY OF HUMBOLDT)

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MINUTES, MAY 20, 2020

- 1. Time, Place and Date.** The Winnemucca Convention & Visitors Authority met in regular session in full conformity with the law 4:00 pm on Wednesday, May 20, 2020 with Chairman Terry Boyle presiding.

In accordance with Governor Sisolak’s Declaration of Emergency in Response to the COVID-19 epidemic, Board members and Staff attended via video or teleconference. Members of the public and those who had business with the board were directed to login or phone in to participate.

Pledge of Allegiance.

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
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

None

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Craig Walters

Model T 44-Hour Softball Tournament,
present via teleconference

2. Public Comment.

None.

3. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, May 15, 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.

4. 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, 5-0.

5. Minutes, Review & Action

Prior meeting minutes of April 15, 2020.

Brian Stone made a motion to accept the minutes of the April 15, 2020 meeting. Motion carried, 4-0. Ron abstained because he was not present at this meeting.

6. 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 May 20, 2020:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	24457 – 24612	\$175,819.52

John Arant made a motion to approve all claims submitted for May 20, 2020. The motion carried, 5-0.

7. General Business, for discussion & possible action

7.1 WCVA 2020-2021 Tentative Budget hearing, for possible action

There were no questions, input or public comment on this tentative budget. The Nevada Department of Taxation has given its approval for this tentative budget. The Humboldt Sun recently began printing the newspaper once a week. Previously it was published twice a week. Since we are required to publish budget hearing information per NRS, our meeting date for the budget hearing was one day short of the time frame of this requirement. Bill contacted the Nevada Department of Taxation about this issue and they have agreed that all efforts were made in an effort to allow the public's input. Bill's correspondence was distributed to board members. It is for this reason that this board will recess today's meeting after conducting its business and reconvene tomorrow in order to comply with statute so that members of the public are given the opportunity to provide input on the WCVA 2021 budget.

7.2 Recess hearing to Continuation of Budget Hearing on Thursday, May 21 at 4 pm, for possible action

Budget hearing recessed to May 21 at 4 pm. See item 7.1.

7.3 Approval of WCVA FY 2021 Final Budget, 5-Year Improvements, Plan and Debt Report by Resolution, for possible action

Kendall presented the final budget to this board. It is the same as the tentative budget approved March 18, 2020. Revenue in this budget is stated as \$1,450,000, expenditures \$3,300,000. After some additional discussion of current hotel/motel occupancy that is running at approximately 35% of last year's collections, board members directed Kendall to reduce revenue an additional \$250,000 to \$1,200,000. This is approximately 60% of our room tax revenue for this fiscal year. Our estimated expenditures will remain the same. This will leave an ending fund balance of approximately \$260,000. These figures can be augmented later, if necessary. Approval of this budget will take place at tomorrow's meeting.

7.4 Craig Walters, Model T 44-Hour Softball Tournament, June 26-28, 2020, request for Cooperative Funding, for possible action

Mr. Walters was present via teleconference. Mr. Walters continues to be hopeful that he and his colleagues will be able to produce a 44-hour tournament this summer. They had originally planned to hold it on June 26-28 but now that Night in the Country has canceled their concert weekend, Mr. Walters is looking to move his tournament to July 24-26. This will give everyone more time to plan and also see how the pandemic is affecting Nevada communities. Currently, there are no conflicting events on this weekend, which isn't surprising since a lot of producers have chosen to cancel their summer events. Terry and Brian were a little more pessimistic in their outlook for summer travel and activities, but the board agreed to, once again,

table any funding decisions one more month. This item will be placed on the June meeting agenda. They requested that Mr. Walters provide information at the June meeting on the status of summer tournaments in the Reno/Northern California areas at that time.

7.5 Joe Mackie/East Hall renovation proposal, TSK Architects, for discussion and possible action

Kim was hoping to bring a proposal from TSK Architects on the improvements to the East Hall that this board discussed. The first of these were main floor restrooms and exterior updates. He has not received any information yet so this item will be included on the June agenda.

8. Director's Report.

8.1 Financial reports on WCVA events

Included for review.

8.2 Proceed with emergency repairs to Joe Mackie Hall chiller room to abate State of Nevada violation, discussion and possible action

As a reminder, earlier this year after an inspection, the Joe Mackie Hall chiller received a Notice of Violation. There were several items found to be in violation and it appears that this chiller was never inspected when it was installed many years ago. We are now required to bring it up to current codes. Recently, Gardner Engineering provided engineering and design services to satisfy these requirements. Alan DuVall (A-1 Commercial Service Company) has been in touch with the Nevada OSHA Compliance office to ensure that the plans provided by Gardner Engineering comply with current codes. These plans have been tentatively approved and Alan is now presenting his proposal to this board to complete this work. It is outlined on the proposal that was distributed with this agenda. The cost for the work to be completed is \$37,522. ***Brian Stone made a motion to accept A-1 Commercial Service Company's proposal to complete the emergency repairs to the Joe Mackie Hall chiller room as presented at a cost of \$37,522. Motion carried, 5-0.***

8.3 WCVA Cooperative Funding recipients and their obligation to return funding when event is canceled due to COVID-19 pandemic, for discussion and possible action

A list of events that this board funded this year and whose checks have been issued, was attached to this agenda. The first three (Shooting The West, Winnemucca Balloon Festival and Winnemucca Badger Baseball Tournament) are events whose dates have passed and have canceled. The remaining events have had funds issued to them but have not officially canceled or communicated with us if they plan to move forward or not. There

are other events on the calendar that WCVA has approved funding for but they have not received their funds yet. Kim wanted to discuss whether board members wanted to request that funds be returned or possibly rolled over into 2021. After some discussion, the board was in agreement that if an event is canceled due to the pandemic and they have received WCVA funding that this money needs to be returned to WCVA. ***Jim Billingsley made a motion authorizing Kim to contact Shooting The West, Winnemucca Balloon Festival and Winnemucca Badger Baseball Tournament and request that since their events were canceled due to the pandemic that they return their funding. Kim is also to contact any other 2020 events that cancel due to the pandemic and who have received funds and request that this money be returned. Motion carried, 5-0.***

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

9.1 Secretary & Counsel Report, for information

This report is included in Bill's report.

9.2 Chamber of Commerce Report for April 2020, not received

This report is included in Bill's report.

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

No report.

9.4 Annual Budget Hearing, for possible action

See item 9.1.

9.5 Improvements projects status reports – Permanent storage facility for removable WEC & Pavilion floors, Joe Mackie Hall improvements, West Hall signage project, West Hall parking lot lighting

No report.

9.6 Recent developments

No report.

10. Board Administrator.

10.1 Financial Reports, for discussion

The board again discussed their concerns about a significant decline in room tax revenue. We may end up with total collections near last year's amount since we were up slightly before the pandemic and its affects.

11. Other reports

13.1 COVID-19 pandemic update

Kim reported that he has been working with similar facility directors around the state to prepare protocols that will be followed as the state opens up businesses and events in the upcoming months. It has been difficult as CDC guidelines continue to change. These procedures have been presented to state officials and we are waiting to hear if they are acceptable. Silver State International Rodeo has been in contact with Kim and is anxious move forward with their event but we cannot give them the green light until we hear that our procedures are approved by the state.

13.2 Cemetery sign

The new sign has just been installed and looks great. We are working to get Lowry graduates and their pictures up to celebrate their graduation.

13.3 Convention Center clean up

Throughout the past weeks as our facility has not had any events, our facilities attendants have been busy completing jobs that they normally do not have time to complete. The basement of the East Hall has been cleaned out and several loads taken to the dump. The metal items were picked up by Robison Metal Recycling.

13.4 NHPA World Championship Tournament

Kim is waiting to hear if this year's National Horseshoe Pitchers Association World Championship Tournament in Monroe, Louisiana is still going to take place. We were to have a trade show booth at this tournament and Kim was supposed to give a talk promoting Winnemucca and the 2021 tournament. Next month Kim will report to this board whether or not this tournament is going to proceed.

13.5 2020 Ranch Hand Rodeo

At this time, this year's event is showing approximately \$16,000 in profit. We always have a few bills that come in late, but this year's event was successful and the timing fortuitous.

12. Public Comment

None.

13. Recess

Terry Boyle made a motion to recess this meeting to 4 pm tomorrow, May 21, 2020. Motion carried, 5-0.

MINUTES MAY 21, 2020

In accordance with Governor Sisolak's Declaration of Emergency in Response to the COVID-19 epidemic, Board members and Staff attended via video or teleconference. Members of the public and those who had business with the board were directed to login or phone in to participate.

Chairman Boyle reconvened the WCVA May 2020 board meeting at 4 pm on May 21, 2020.

Attendance.

Convention and Visitors Authority Board Officials Present

Terry Boyle	Chairman and Motel Representative
John Arant	Business Representative
Ron Cerri	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Brian Stone	Vice Chairman and Hotel Representative
Jim Billingsley	Treasurer and City Representative

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

None

Public Comment.

None.

Budget Hearing for WCVA 2020-2021 Tentative Budget.

There were no questions, input or public comment on this tentative budget. The Nevada Department of Taxation has given its approval for this tentative budget.

Approval of WCVA FY 2021 Final Budget, 5-Year Improvements Plan and Debt Report by Resolution, for possible action

After yesterday's discussion, Kendall reduced our projected 2021 revenue to \$1,200,000. Projected expenditures will remain the same at \$3,300,000. This will

Convention & Visitors Authority Board Meeting May 20 & 21, 2020

leave an estimated ending fund balance of approximately \$260,000. ***John Arant made a motion to accept the WCVA FY 2021 Final Budget as presented. Motion carried, 3-0.***

Ron Cerri made a motion approving the resolution, prepared by Bill, which accepts the WCVA 2021 Final Budget as presented and directs the Board Secretary and Counsel to distribute copies to the Nevada Department of Taxation, the Humboldt County Clerk and the Winnemucca City Clerk. Motion carried, 3-0.

Public comment.

None.

Other reports.

Kim reported that he has spoken with J J Goicoechea, who is working with the state to set guidelines for reopening livestock events. Mr. Goicoechea feels that Silver State International Rodeo will be able to proceed, as long as they follow the protocols that have been established and approved. J J also said that he believes the governor will be making another speech on Tuesday (after the Memorial Day holiday) to announce that some of the current restrictions are going to be loosened.

14. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, June 17, 2020, 4:00 pm.

Adjournment. Ron Cerri 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
(5/20/2020 only, absent 5/21/2020)
Vice Chairman and Hotel Representative

JIM BILLINGSLEY
(5/20/2020 only, absent 5/21/2020)
Treasurer and City Representative

RON CERRI
County Representative

JOHN ARANT
Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator