

WINNEMUCCA CONVENTION & VISITORS AUTHORITY  
Meeting Minutes – Regular Meeting  
December 20, 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, in-person	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
Darrel Field, in-person	Marketing & Events Coordinator
Shanna Dangel, in-person	Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Kristin Hillmer, via remote technology	Cumming Group
Kirk Sheeley, via remote technology	Cumming Group
Katie Garijo, via remote technology	Winnemucca Basque Club Euskaldunak Danak Bat
Kimberly Madrid, in-person	Winnemucca Balloons
Larry Henman, in-person	Northern Nevada Billiards Assn.
Jim Key, in-person	Keys Pool Hall / Northern Nevada Billiards Assn.
JC Evans, in-person	Northern Nevada Billiards Assn.

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

The meeting was called to order at 3:00 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, December 15, 2023, at the Convention Center West Hall (the place of the meeting), online at [notice.nv.gov](http://notice.nv.gov), online at [winnemucca.com](http://winnemucca.com), and online at [humboldtcountynv.gov](http://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

**John Arant 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, 4-0.**

## 5. CLAIMS REVIEW

The following claims were submitted in list form to the board members with the meeting notice and agenda; there was 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	27179-27233	\$145,657.88

**Brian Stone moved to approve all claims submitted for December 20, 2023. Motion carried, 4-0.**

## 6. CONSENT AGENDA

6.1) Accommodation Tax 9-month refund requests as follows: Goodwin (\$720), Donaldson (\$490.80), Segura (\$731.40), Harber (\$725.22), Cochran (\$725.22), Harvane (\$494.28), Yeates (\$680.40), Penske (\$722.80), Derrick (\$1,209.60), and Keuchel (\$593.05)

6.2) WCVA meeting minutes for October 2023 and November 2023

**Theresa Mavity moved to approve the consent agenda as submitted. Motion carried, 4-0.**

## 7. GENERAL BUSINESS

7.1) Cumming Group/TSK, 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, update on timeline and cost estimates

The team from Cumming presented an update and introduction of Kirk Sheeley, a new member of the team. Cumming is pushing the permit process forward; they met with the city of Winnemucca, NV Energy, and NDOT. NV Energy advised the power lines were too close to the building and a plan to address safety concerns will be needed. NDOT discussed federal law regarding signage that is less than 660 feet from a federally maintained highway advertising events not held at the signed premises, e.g., WEC or WCVA. Kristin Hillmer questioned whether the city or the county should be the AHJ for the project. The percentage of signage on the building and the possible need for a variance to continue with the project as proposed was discussed. They are working to stay on schedule to solicit bids from contractors.

**No action taken.**

7.2) Jeremy Crosby, Winnemucca Ballons, Cooperative Funding Request, Winnemucca Balloon Festival, May 17-19, 2024, \$4,500

Kimberly Madrid representing Winnemucca Balloons reported the reason for the 2024 increase in grant funds requested for the Winnemucca Balloon Festival was due to legal fees needed to obtain non-profit status as well as a change in individuals assisting with the festival requiring additional labor charges compared with previous years.

**John Arant moved to approve the \$4,500 grant as requested. Motion carried, 4-0.**

7.3) Larry Henman, Northern Nevada Billiards Association, Facility Grant Request, 5X5 Team Challenge, January 25-28, 2024

Larry Henman, JC Evans, and Jim Key from the Northern Nevada Billiards Association and Keys Pool Hall requested a facility grant for use of the entire West Hall to hold a 5x5 team challenge pool tournament in January with the expectation of over 100 participants and spectators.

**Terry Boyle moved to approve the facility grant as requested. Motion carried 4-0.**

7.4) Ale Peters, Winnemucca FFA Alumni Association, Facility Grant Request, Winnemucca FFA Alumni Sizzlin' Steak Scholarship Dinner, February 24, 2024

Ale Peters was unable to attend the meeting. Board member John Arant stated that this was an event that has been supported annually for years.

**Theresa Mavity moved to approve the facility grant as requested. Motion carried 4-0**

7.5) Casey Graham, Winnemucca Host Lions Club, Facility Grant Request, Lions Club Speech Contest, February 17, March 16, April 20, 2024

Casey Graham was not present at the meeting. The lounge of the East Hall is where this event is traditionally held.

**John Arant moved to approve the facility grant as requested. Motion carried 4-0.**

7.6) Lindsey Tregellas, 777 Barrel Racing, Cooperative Funding Request, Hairy Horse Barrel Race, March 29-31, 2024, \$7,000

Lindsey Tregellas was not present at the meeting. Director Petersen advised that historically this event has a good turn-out and is beneficial to the community.

**John Arant moved to approve the \$5,000 cooperative funding and \$2,000 underwriting as requested. Motion carried 4-0.**

7.7) Debbie Stone, Humboldt County Chamber of Commerce, Cooperative Funding Request, January–December, 2024, \$17,500

Debbie Stone was not present at the meeting. The approval of funds for the Humboldt County Chamber of Commerce is given annually and continued support is needed.

**Theresa Mavity moved to approve the \$17,500 funding as requested. Motion carried 4-0.**

7.8) Darrel Field, Tri-County Fair, Cooperative Funding Request, Tri-County Fair, August 29–September 1, 2024, \$5,000 grant

Darrel Field reported on the success of the Tri-County Fair and requested funding in the amount of a \$5,000 grant.

**John Arant moved to approve the \$5,000 cooperative funding grant request. Motion carried 4-0.**

7.9) Darrel Field, Run-A-Mucca Committee dba WCVA, Request for approval of the proposed budget and Cooperative Funding Request, Run-A-Mucca Motorcycle and Music Festival, May 24–26, 2024, \$50,000 (underwriting)

Darrel Field advised that typically the underwriting is used for the bike raffle which has in the past resulted in the funding being returned, but the funds are also used to provide entertainment for the event. The Board questioned the continued viability of the event and suggested revisiting the numbers after the 2024 event.

**Terry Boyle moved to approve the \$50,000 cooperative funding underwriting request. Motion carried 4-0.**

7.10) WCVA Staff, Request to change the authorized signers on the existing petty cash and Ranch Hand Rodeo accounts and to authorize opening two new Nevada State Bank checking accounts for (i) ATM funds and (ii) WEC stall and campsite rental funds

Director Petersen explained how the collected funds are currently held and disbursed and proposed creation of two additional checking accounts, one for ATM funds and the other for WEC stall and campsite rental funds, which will allow for a simplified process for tracking and accounting for the funds. Changes to the signature cards for the Ranch Hand Rodeo account and the Public Funds Petty Cash account were also proposed.

**Brian Stone moved to approve establishing the stall and campsite checking account with a beginning balance of \$5,000 and the ATM account with a beginning balance of \$50,000 from the WCVA account and to authorize the proposed changes to the account signers as requested. Motion carried 4-0.**

7.11) WCVA Staff, Proposal from Nevada Advertising Co. to upgrade the WCVA electronic sign on West Winnemucca Boulevard with acrylic facings for the lettering, replacement of the vinyl coverings on the sign faces, and changing all lights to LED, \$24,600

Director Petersen explained the Nevada Advertising proposal for upgrading the electronic sign on West Winnemucca Blvd.

**John Arrant moved to accept the Nevada Advertising Co. proposal to upgrade the West Winnemucca Blvd. sign and make payment in full to take advantage of the 5% discount offered. Motion carried 4-0.**

## 8. DIRECTOR'S REPORT

**No Report**

9. COUNSEL REPORT

**No report.**

10. BOARD ADMINISTRATOR FINANCIAL REPORTS

10.1. Financial Reports

Reports were available in the board packet for review. Board Administrator Swensen noted that room tax revenue was up over the previous year. Terry Boyle asked Swensen to please review the numbers and update them at the next meeting. Swensen requested a change of date for the January 2024 WCVA Board meeting to January 24, 2024, due to a schedule conflict and the need to present the annual audit report.

**The Board agreed to the meeting date change by consensus.**

11. OTHER REPORTS

11.1. Miscellaneous reports, updates and information

Reports were available in the board packet for review.

**No action taken.**

12. PUBLIC COMMENT

No public comment.

13. ADJOURNMENT

The meeting was declared adjourned at 4:26 pm.

Respectfully submitted,

Shanna Dangel  
Administrative Clerk

**APPROVED:** January 24, 2024

**VOTE:** WINNEMUCCA CONVENTION & VISITORS AUTHORITY BOARD

**AYES:** Stone, Arant, Boyle, Mavity

**NAYS:**

**ABSTAIN:** Cerri

**ABSENT:**

**APPROVED:**

**ATTEST:**

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Brian Stone, Chair

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Shanna Dangel, Administrative Clerk