

**Humboldt County Rodeo Board
Agricultural District #3 - Regular Meeting
December 12, 2018**

Board Members Present: Kent Maher, Chris Bengoa, Dale Owen, Tom Brown, Becky Hill and Fergus Laughridge

Board Members Absent: Dave Louk and Chantelle Nielson

Staff Present: Kim Petersen, Darrel Field and Holly Gallian

Others Present: Jill Chatfield & Cassandra Morse-Salvino

CALL TO ORDER

Kent called the meeting to order at 5:34 p.m. in the West Hall Convention Center.

PUBLIC COMMENT

None

MINUTES CORRECTION - APPROVAL

Dale moved to approve the September 11, 2018 minutes as submitted. The motion passed unanimously with Chris abstaining since he was absent.

The minutes of October 10, 2018 simply reflect that the meeting was canceled due to lack of a quorum and require no approval.

CORRESPONDENCE REVIEW

None

EVENTS UPDATES, REPORTS AND SCHEDULING

a. Ranch Hand Rodeo

Kim reports that the Ranch Hand Rodeo event is coming together nicely. Staff have received dog trial entries and at least one rodeo team entry. The Horse Sale catalog is underway, along with vendor applications and the Barrel Race.

i. Ranch Hand of the Year

After some discussion Kent moved to honor Jack Warn as Ranch Hand of the Year 2019. The motion passed unanimously.

WINNEMUCCA EVENTS COMPLEX (WEC)

a. Jill Chatfield – request regularly scheduled pavilion ground work

Jill asked the board to commit to working the ground in the pavilion at least weekly.

Kim explained that staff will work the ground as often as possible but depending on the time of the year, event set up schedules and the many other items that need attention on the property, he cannot commit to a weekly schedule.

The board agreed not to direct staff schedules.

b. Purchase of sorting chute

Kim reminded the board that we had agreed not to proceed with the purchase of the chute until the past due bill had been paid. He notes that since the bill is due from the State High School Rodeo Association and not the local chapter that we may proceed with the purchase if the board so desires.

Tom moved to purchase a 50% interest in the sorting chute with the understanding that the local club has no further interest in the chute and the remaining 50% is owned by Silver State International Rodeo. He further amended the motion to allow for rental of the chute providing it is not removed from Humboldt County Events Complex property. The motion passed unanimously.

c. Collection of Nevada State High School Rodeo rental fees due.

Kim reports that the invoice for the pavilion rental during the association's annual event held in May has been sent several times and remains un-collected.

Fergus moved to send the past due invoice with a letter to the Nevada State High School Rodeo Association noting that the bill is past due and informing them that the board will take legal action to collect the amount due.

d. Facility usage fees

Kim presented a list of current and proposed fees to the board. He notes that we are in the process of tracking costs associated in producing events and is not currently ready to recommend the fee schedule at this time.

The board notes that we are working hard to keep the fees reasonable in order to attract events to the facility while "not giving away the farm". The board also recommends researching fees in surrounding states and comparable facilities in Nevada.

Fergus recommends adding rules regarding arena maintenance to the proposal. Kim notes that we already have several contracts that cannot be changed by this revision and that we will need to pick a date for any new schedule to take effect.

No action was taken.

e. Facility master plan – parking issues during major events

Kim outlined a tentative plan where our fairgrounds resident, Karen, would move into the house and accept entries from a small booth across the street.

No action was taken

d. Kim noted at the recent WSRRA event that parking was a huge problem with contestant trailers parked in the area typically reserved for attendees. He would like to solidify rules for parking at the larger events to include designated areas for contestant trailers, attendees and vendors.

No action was taken.

f. Kim submitted a plan to extend the existing east side event center parking lot to the fence of the neighboring private RV Park. The project would cost about \$29,000 and increase the lot size by 1/3. He proposes to use part of the funds originally designated for a second permanent shower – restroom facility.

Naturally we would need to approach the County Commissioners to re-direct the funds.

Fergus moved to approve the plan up to \$29,000 pending approval from the County Commissioners.

After some discussion, Fergus withdrew the motion.

Kent advised that the total \$180,000 for the second shower – restroom facility be re-directed to parking so that we spend the allocated funds.

The board asked the Director to return with a comprehensive master facility plan where available funds are spent to facilitate a user friendly facility for the future.

No action was taken.

2018 - 2019 BUDGET REVIEW – MODIFICATION

At approximately 50% elapsed time tax revenues are at 55.73%. Fairgrounds revenues are at 104.5%. Fairgrounds Wages and Benefits expenses are at 50.88%, Services and Supplies expenses are at 39.43% and Capital Outlay expenses are at 17.56%. Fairgrounds total is at 29.2%. Event Center Revenue is at 42.53%. Event Center Wages & Benefits are at 35.81%, Event Center Services & Supplies are at 24.12% and Capital Outlay is at 0%.

Kim comments that Wages & Compensation are a bit high due to temporary agencies fees higher than our standard arrangement with the Honor Camp crews.

Kent comments that we may receive fewer honor camp crews due to fires. He advises that the next budget should reflect an increase in Wages & Compensation.

The board discussed the 4-H barn and sale ring noting a shortage of space for animals during the Fair. Kim has proposed that the Show and Sale event move to the pavilion.

No action was taken.

2018 - 2019 CAPITAL PROJECTS UPDATES – REPORT

Gates and Panels: \$2,490.00 spent of \$30,000 Budget, leaving \$27,510.00.

Roof Restoration – Exhibit Hall: \$73,451.00 spent of \$75,000.00 budget, leaving \$1,549.00

Full Hookup Campsites / Sewer Upgrades: \$121,970.00 spent of \$97,500.00 Budget for a deficit of \$24,478.00.

Permanent Shower / Restroom Facility: None spent of \$180,000 budget.

Sound System Retro-fit (\$237,237.00 bid) \$120,000 spent of \$120,000 budget.

No action was taken.

FAIRGROUNDS REPAIRS AND MAINTENANCE

Dale mentioned that the wind-break fence on the west side of the fairgrounds is looking rather sloppy.

Staff will work on cleaning up the fence or bring a proposal for replacement.

Kim reports that new cable is being laid in the Event Center for the sound system retrofit. He notes that they plan to be finished by the first week in February, 2019.

No action was taken.

VOUCHERS – EXPENDITURES APPROVAL

Chris moved to approve the outstanding vouchers consisting of:
\$28,369.08 for Ag District #3 through October 10, 2018
\$5,166.53 for the Indoor Event Center through October 10, 2018
\$13,918.55 for Ag District #3 through November 14, 2018
\$6,511.16 for the Indoor Event Center through November 14, 2018
\$12,257.63 for Ag District #3 through December 12, 2018
\$2,352.74 for the Indoor Event Center through December 12, 2018

The motion passed unanimously with Kent abstaining on items from Communication Creations.

INFORMATION, PROPOSALS AND OR REQUESTS BY BOARD MEMBERS AND STAFF MEMBERS FOR CONSIDERATION AT FUTURE MEETINGS, INCLUDING COMMUNICATIONS AND DEALINGS WITH OTHER BOARDS AND DEPARTMENTS AND PLANNING AND SCHEDULING FUTURE EVENTS

No requests were submitted.

PUBLIC COMMENT

No public was present at this time.

ADJOURNMENT

Chris moved to adjourn the meeting at 7pm. The motion passed unanimously.

Respectfully submitted,

Darrel Field , Secretary