



- Permanent storage facility for removable WEC & Pavilion floors, Joe Mackie Hall improvements, West Hall signage project, West Hall parking lot lighting, for information
- 11.4 Summary Fiscal Report, for information
- 11.5 Coronavirus COVID-19 emergency status declaration of emergency and reopening standards, for possible action
- 11.6 Recent developments
12. Board Administrator Report, for discussion & possible action
- 12.1 Financial reports, for information
13. Other Reports
14. Next Meeting Date
15. Adjournment

## MINUTES, JUNE 17, 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, East Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, June 17, 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; the audience did not exceed 3 in number at any one time.

- 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
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*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*  
None

*Others Present:*

Craig Walters	44-Hour Softball Tournament
Lyle Walters	44-Hour Softball Tournament
Kyle Walters	44-Hour Softball Tournament

**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, June 12, 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.

*Jim Billingsley 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 May 20 & 21, 2020.

*Brian Stone made a motion to accept the minutes of the May 20 & 21, 2020 meeting. Motion carried, 3-0.* John Arant was not present for this vote.

**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 June 17, 2020:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	24613 – 24662	\$114,445.10

*Brian Stone made a motion to approve all claims submitted for June 17, 2020. The motion carried, 3-0.* John Arant was not present for this vote.

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

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

Davey (\$1,002.24), Wilkinson (\$432), Stewart (\$396), Hopkins (\$1,497.60)

*Terry Boyle made a motion to approve the accommodation tax 9-months deemed to be a permanent resident refunds for Charles Davey (\$1,002.24), Angelina Wilkinson (\$432), Jack Stewart (\$396), Glenn Hopkins (\$1,497.60). Motion carried, 3-0.* John Arant was not present for this vote.

### 9.2 Craig Walters, Model T 44-Hour Softball Tournament, July 24-26, 2020, request for Cooperative Funding, for possible action

Craig and his brother and son have been trying to secure funding for the production of this event for several months. But, due to the COVID-19 pandemic and problems with last year's event, this board has been hesitant to commit to funding this year's tournament. As stated at last month's meeting, the original June date has been changed to late July since the Night in the Country music festival has canceled, so there are very few other conflicting similar events on these dates. Mr. Walters has rented the softball complex and is confident that this tournament is going to be very successful. He stated that in Reno and Sparks sign-ups for adult softball have begun and tournaments will start in July. Mr. Walters claimed that USA Softball (governing body for adult softball) has announced the start of the 2020 softball season with no restrictions required. However, participants are required to sign a waiver to play. WCVA board members were a little more cautious in their approach to adult softball this summer. Their fear was the possibility of an increase in COVID cases causing another stay at home order from the governor. Lyle Walters assured the board that they will have processes in place to minimize exposure to the virus. These include limiting the number of teams at the facility when they're not playing, signage posted throughout the complex reminding everyone to wear face coverings, observe social distancing guidelines and wash hands frequently. Their concern is the spectators and their desire to socialize and congregate throughout the event. Lyle said he would bring a plan back to this board on July 15 which will outline their strategy to operate a successful tournament while also promoting the procedures recommended by regulatory agencies in an effort to stop the spread of COVID-19. Craig stated that currently they have 56 teams (mens, womens and co-ed) signed up to participate in the tournament. He feels that 60 teams would be a "full" weekend with 150 games played and no breaks taken overnight. Last year they came to this board with a similar number of teams signed up but by tournament time it was down to roughly 25 teams. This is not near enough teams to have a true 44-hour tournament,

as has been discussed previously. Incremental funding has been discussed at past meetings and the board again were in favor of this type of arrangement. Initially, the Board discussed a \$5,000 grant with more funding for every additional five teams that participated. The fields added an expense of approximately \$1,000 that this tournament did not have last year so Mr. Walters asked about having this fee reimbursed by WCVA as well. After additional discussion, ***Jim Billingsley made a motion to approve a \$6,000 grant to Access All Sports/Craig & Lyle Walters for the Model T 44-Hour Softball tournament, July 24-26, 2020. This funding is for a minimum tournament roster of 30 teams. If 30 teams do not participate, these funds are to be returned to WCVA. After the tournament is completed, with documentation showing additional teams that participated, Access All Sports will be eligible for an additional \$1,000 for every 5 additional teams that participate. Motion carried, 4-0.***

### **9.3 Joe Mackie/East Hall renovation proposal, TSK Architects, for discussion and possible action**

At this board's direction, Kim has been in discussions with TSK Architects regarding renovations to the East Hall. Previous board discussions have put the priorities for these upgrades as:

1. The addition of restrooms and a vestibule on the main floor.
2. Exterior improvements, including LED electronic sign boards.
3. Demolition of the main floor to open the space up and make it more conducive to meetings and private events.

The proposal from TSK was broken down into these three phases. It did not include any construction costs, only the engineering and planning expenses to prepare for the projects. TSK Architects and the engineering groups they work with are familiar with our community since they were involved with the planning and construction of the Pavilion on the Winnemucca Events Complex. Board members were provided with the TSK proposal, which was quite detailed. Their estimated fees in preparation to go out to bid on these projects are:

- |   |           |
|---|-----------|
| 1. Phase 1 – Main floor restrooms and vestibule | \$187,080 |
| 2. Phase 2 – Exterior renovations to façade     | \$ 53,750 |
| 3. Phase 3 – Main floor renovation              | \$122,780 |

Kim is looking for direction from the board on whether they would like to proceed or not. We have funds in our 2021 budget for capital improvements, but board members were not comfortable with committing these amounts at this time without any idea of the construction costs that would also have to be taken into consideration. They agreed that this should be revisited in a month or two so they have more of an idea of where room tax revenues are going to end up. They would also like to find out if TSK could give them a ballpark number on the construction costs.

## 10. Director's Report.

### 10.1 Financial reports on WCVA events

Included for review.

### 10.2 Status of 2021 NHPA World Horseshoe Pitching Championship Tournament, for information

As the host of the 2021 National Horseshoe Pitching Association (NHPA) World Tournament, we are required to attend the 2020 tournament in Monroe, Louisiana to staff a trade show booth promoting Winnemucca. Kim has been notified that this year's tournament has been canceled. He thought they may give Monroe the 2021 tournament and push our location to 2022, but they did not do that. We will now begin to promote the 2021 tournament more aggressively online since we won't have the opportunity to speak with participants in person this July. Kim is also working to obtain refunds for the airfare to Louisiana that was expended for himself, Yvonne Petersen and Sheree and Steve Tibbals.

### 10.3 Purchase of semi trailer and loading ramp for storage of WEC plastic floor, for possible action

The plastic floor that WCVA purchased last year for use in the Event Center has been stored under the mezzanines until Kim was able to acquire a suitable semi trailer at an affordable cost. He did find one recently and is asking this board to approve its purchase, at a cost of \$5,000, along with a portable loading ramp which can be used throughout the facility and make loading and unloading the semi trailers, and other facilities, more efficient. The ramp he found is \$14,131 but, if approved, he will do additional research to see if he can find the same product for less money. The board supported keeping our floor in a clean and secure location so that it can be used for many events in the upcoming years. And they could see the advantage of using a ramp so that the skid steer could assist with loading and unloading the floor more quickly. ***Jim Billingsley made a motion approving the purchase of a semi trailer for the storage of the WEC plastic floor and also the purchase of a portable loading ramp. The total amount for these two items is not to exceed \$20,000. Motion carried, 4-0.*** Kim stated that once the new fiscal year begins in July, he will look at Ag District #3's budget to see if they can assist with these purchases.

### 10.4 Discussion regarding opening for business in light of COVID-19 requirements/restrictions, for possible action

Our state is currently in Stage 2 of the governor's recovery plan for re-opening the state. In this phase groups of 50 are allowed but social distancing, face coverings and frequent hand washing is still strongly recommended. This has come up because the annual Superior Livestock Auction is scheduled for the end of July. The producer of this event, Jim

Davis, believes that his industry is “essential” so the auction is not governed by these regulations. However, our concern is the bar-be-que and dance that he hosts on Thursday night on Nixon Lawn in front of the Convention Center. Jim is set on holding it and has asked about closing Winnemucca Boulevard in front of the lawn. Since it is also a state highway, Kim is not optimistic about the Nevada Department of Transportation giving their permission for it to be closed, so he has proposed that this event be held in the Event Center at the fairgrounds. Tables, bars, food lines, etc. could be spaced out throughout the building and a stage could be built for the entertainment. Kim will speak with Jim about this idea. Board members expressed concern about an event of this size but approved Kim working with Jim Davis to try to make it work with the restrictions currently in place for social events.

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

### **11.1 Chamber of Commerce Report for June 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 on one or more licensees, for possible action**

We did have one delinquency that was due to the post office personnel holding a certified letter. They tried to deliver the envelope on a Saturday and when were closed they took it back to the post office but did not notify us that it was there or try to deliver it again during the week. When Shelly contacted the property about the delinquency, the tracking information showed it at the post office. Shelly spoke with the postmaster and explained that it was very important that we know if any certified mail is waiting for pick-up. Penalties were not collected since the room tax payment was postmarked before the deadline.

### **11.3 Improvements project status reports**

No report.

### **11.4 Summary Fiscal Report, for information**

A copy of this report is included in Bill’s report. It will be published in The Humboldt Sun as required by NRS.

### **11.5 Coronovirus COVID-19 emergency status declaration of emergency and reopening standards, for possible action**

Bill has been researching standards for Convention Center re-openings and has been unable to find anything that directly addresses facilities like ours in any of the documents produced by the state. Terry stated he has also been looking for direction for Convention Center operations and has not been able

to find any. With that, what type of businesses should we look to for direction? Bill has done additional research into building occupancy and how they are calculated. He has a list included in his report which shows these occupancies for our facilities using these calculations. However, Terry stated that his understanding was that the occupancy rates were 50% of the number as stated by the fire marshal. These numbers are sometimes very different. Which is to be used?

#### **11.6 Recent developments**

No report.

### **12. Board Administrator.**

#### **12.1 Financial Reports, for discussion**

The board discussed their concerns about a significant decline in room tax revenue. The collections for April were down by approximately 45% compared to April of 2019.

#### **12.2 WCVA FY 2020 year end budget augmentations and transfers, for possible action**

Kendall presented his report showing the FY 2020 budget augmentations and transfers. A net change of \$200,000 due to an overall increase in room tax revenue was offset by an increase in expenses incurred. *Jim Billingsley made a motion to accept the resolution approving the WCVA FY 2020 budget augmentations and transfers as presented. Motion carried, 4-0.*

### **13. Other reports**

#### **13.1 2020 Silver State International Rodeo**

Kim reported that this year's event is becoming one of the largest ever. Since we didn't get approval to hold this event until the end of May, a lot has happened in the past couple of weeks to make sure that we're ready to help make it as successful as possible when participants start arriving at the end of the month. SSIR was opened up to more high school and junior high school rodeo enthusiasts. Kim estimates that the number of entries is up to 600. When you add in family members, this is a significant influx of people into our community. Kathy Gonzalez and Dale Owen, SSIR producers, have agreed to do temperature checks and follow other state and federal guidelines to keep everyone healthy. Our online reservation system is taking all stall and camping reservations. Our permanent amenities were completely booked within a few days. We are now erecting temporary campsites and stalls (pens) at this time in an attempt to accommodate as many people as possible. Kim spoke with Terry about this and he authorized the purchase of additional livestock panels to build another 80 temporary pens. Currently,

we are only accepting reservations for dry camping and will have to put a cap on the number of pens available.

**13.2 2020 Tri-County Fair**

At this time, plans are moving forward for this year’s fair. We are unsure if we can secure a carnival for the weekend, but entertainment and other fair attractions are being planned for.

**14. Public Comment**

None.

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

**16. Adjournment. *Brian Stone 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