

**SWEETWATER COUNTY EVENTS COMPLEX**

**Meeting of the Board of Trustees**

**April 24, 2018**

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approvals of March 27, 2018 Meeting Board Minutes
5. Financial Report
6. Approval of Checks:
  - 1st Bank Checks: 56266 – 56284
  - 1st Bank Direct Deposits: 4727 – 4761
  - Commerce Bank Checks: 1059 – 1067
  - Commerce Bank Direct Deposits: 22362 – 22414
7. Public Comment
8. Presentations
9. Listing of May 2018 Events
10. Correspondence
11. Old Business
  - Stall Grant Project update
  - Generator Grant Project Update
  - Event Recruitment
  - 2018-19 Budget
12. New Business
  - 2018 NHSFR
  - 2018 Fair
  - 2018 Horse Racing Schedule
  - Capital Improvement Recap
  - Well Water Filtration Update
  - Realignment of front parking lot
  - Relocation of horseshoe pits
  - Relocate South pathway
  - Rate adjustments
13. Closing Comments
  - Staff: Executive Director
  - Board: Open Forum for Board Comments
  - Commissioner Comments
14. Executive Session, only if needed
15. Adjournment

\*Next Board Meeting is May 22, 2018\*

**Sweetwater County Events Complex  
Meeting of the Board of Trustees  
April 24, 2018**

**Call to Order:**

Chairperson Hartford called the meeting to order.

**Roll Call:**

Present: Faith Harris, Kaye Goicolea, Janet Hartford, Bob Spicer, Rob Zotti and Donald Pallesen

Absent: Charlie Barnum and Roger Torgersen

Also present: Executive Director Larry Lloyd, Operations Manager Drew Dunn, Purchasing Coordinator Tamara Musgrove, Event & Marketing Coordinator Lena Warren, Office Manager Erika Koshar, Assistant Shae Lux.

**Approval of Agenda:**

Trustee Harris moved to approve the agenda and the motion was seconded by Trustee Spicer. Motion passed unanimously.

**Approval of Minutes**

Trustee Zotti moved to approve the March 27, 2018 board minutes as presented. The motion was seconded by Trustee Goicolea and passed unanimously.

**Financial Report:**

<b>Cash Balance, April 1, 2018</b>	<b>\$208,993</b>
Add Receipts	\$ 175,168
Less Expenditures	\$149,355
<b>Cash Balance, April 24, 2018</b>	<b><u>\$234,806</u></b>

Trustee Zotti moved to approve the financial report. The motion was seconded by Trustee Harris and passed unanimously.

**Approval of Checks:**

Motion to approve-

- RSNB Bank Checks: 56266 - 56284
- RSNB Bank Direct Deposits: 4727 - 4761
- Commerce Bank Checks: 1059 - 1067
- Commerce Bank Direct Deposits: 22362 - 22414

Trustee Goicolea inquired about the three checks made out to Cash. Robert Perry noted that each check is to replenish ATM cash during events. The monies are then returned through direct deposit from the ATM company.

Trustee Harris moved to approve all checks. Seconded by Trustee Spicer. Motion passed unanimously.

**Public Comment:**

None.

**Presentations**

None

**Listing of Events:**

Erika Koshar reviewed the May 2018 events.

**Correspondence:**

Received a Thank You note from the Sweetwater Classic Horse Show by SWEAT.

**Old Business:**

*Stall Grant Project* – Director Lloyd noted that as long as the weather allows, the project is progressing smoothly. High winds slow down the process of installing the roofing trusses.

Shae Lux noted that the stalls were utilized during the County Rodeo. She further noted that she'd like to work towards some mats or flooring inside the stalls.

Staff anticipates the project completing in June.

*Generator Grant Update* – Drew Dunn noted that our Electrician, Jeremy Boyer, changed the main power from the South to the North side of the building this week. The factory representative will arrive later this week to assist with the startup process and certify as complete.

*Event Recruitment* – Lena Warren noted that she received an email from Tiffin Motor Coach to visit the facility during NHSFR this July. It is a great opportunity to show the facility as it's full capacity.

*Budget FY 2018-19* – Director Lloyd presented the final submission of the FY2019 Budget

Revenues	FY2018	FY2019
SW County Funding	\$1,893,408	\$2,812,323
Sales Concessions	\$354,000	\$390,000
Admissions/Entries	\$450,000	\$480,750
Rental Fees	\$964,170	\$893,000
Sponsorships	\$259,573	\$242,500
Grants	\$2,355,274	\$80,000
Cash Carryover	\$729,402	\$525,112
<b>Total Revenues</b>	<b>\$7,005,827</b>	<b>\$5,423,685</b>

Lloyd noted that the drop in Grant funds is due to the stall grant completing in FY2018.

Expenditures	FY2018	FY2019
Salaries & Wages	\$1,493,466	\$1,568,139
Employer Paid Benefits	\$490,397	\$527,643
Operational Expenses	\$2,355,041	\$2,380,041
Equipment Lease	\$41,200	\$120,000
Facility Upgrades	\$362,749	\$492,862
Grant Projects	\$2,262,974	-
Grandstands Upgrades	-	\$335,000
<b>Total Expenditures</b>	<b>\$7,005,827</b>	<b>\$5,423,685</b>

Trustee Harris inquired about the Equipment Leases. Kandi Pendleton noted that the FY2018 value paid off the tent structures with the County Commission. Now that it is complete, we need to start replacing some equipment throughout the property.

Trustee Harris moved to approve the presented budget. The motion was seconded by Trustee Goicolea and passed unanimously.

Commissioner Reid inquired about the final payment of the tent. Erika Koshar noted that the tent was paid in full with one final payment in August 2017.

#### **New Business:**

*2018 NHSFR* – It is almost here! The NHSRA Director, James Higgenbotham, was on the property a couple weeks ago to discuss some changing details for 2018. A lot of the conversation centered around the outdoor arenas and grandstands. He appreciated the new permanent stalls and discussed the next 900 to be rented this year. Additionally, the golf carts have already started arriving on the property in preparation of this large event.

On Yellowstone Road, the arena will now be a paid section of the rodeo. We will need to fence the area for spectators and ensure we have space for parking and horse crossing. Kandi Pendleton noted that the Yellowstone arena additionally impacts the ambulance service – now requiring three units on site during the event. Trustee Spicer inquired where the seating for Yellowstone will come from. Pendleton noted that we will utilize one of the 6 sets of portable bleachers. We will most likely provide a second set for the finals on Saturday.

Trustee Harris inquired about a policy or plan in case of an active shooter coming onto the property. Director Lloyd noted that the Emergency Management team does have a plan in place for the possibility of an active shooter. There are a lot of conversations behind the scenes to ensure a safe facility. Pendleton noted that the Emergency Plan covers a bit of every scenario and contingency plans. We have great support from all agencies around the state.

Lena Warren noted that sponsorships are coming to a close so that we can publish materials.

*2018 Fair* – Director Lloyd noted that while our costs are continually increasing we are looking to add to this event's fees. All entertainment is finalized. He noted that sponsorship monies are coming to a close as well. Marketing materials are also coming together. A new website will be live on May 1<sup>st</sup> as well as the reservation process.

Kandi is working with Pam & Marty in the 4-H department – everything seems to be going well and no feedback regarding the schedule yet this year. Director Lloyd noted that Pam McGarvey is retiring at the end of this fiscal year. She plans to have everything set before she leaves.

Kandi noted that the entire ticketing system and website will be revamped for this year. Kandi, Lena & Erika will attend a training on the whole system in early May. Director Lloyd noted that as costs are increasing we will additionally look at kiosk systems.

*2018 Horse Racing Schedule* – Erika Koshar presented the 2018 horse racing dates – August 24-26, Aug 31 – Sept 2, and Sept 7-9. There are continued discussions regarding a race during Wyoming's Big Show in future years.

*Capital Improvement Recap* – Kandi Pendleton recapped the list developed and prioritized for capital improvements on the property. The top 10 plus the water filtration system was how we generated the capital improvement request in the budget.

*Well Water Filtration* – Director Lloyd noted that we are currently pumping water from the well, into a pond, then pumped to a second pond or syphoned for watering the grounds (dust control). The moment the water is pumped out, it is being utilized – still full of H<sub>2</sub>S.

Tamara Musgrove noted that we are sending our water for a full spectrum of testing to know exactly what we need to do to utilize it. Further discussion ensued regarding the specific specs of the well.

*Realignment of Front Parking Lot* – The facility is running out of parking in the front. There is a large grassy island separating the two sections of the parking lot. We are researching the feasibility of removing the island curb area. If we can, it would be plausible to adjust the carnival one direction or the other to utilize the South end of the main parking lot.

*Relocation of Horseshoe Pits* – The current horseshoe pits are on the inside of our building perimeter. During events, it is difficult to close the area and utilize the restrooms. We are researching a move to the front grass area with the addition of a small restroom building. This restroom area would be utilized by the carnival group during the Fair as well.

Tamara Musgrove noted that moving the pits to the front of the parking lots would be more visible to the public and increase usage of the pits.

*Relocate South Pathway* – If horse racing runs during Wyoming's Big Show, the walking path would need to relocate the pathway to fun away from the horse track. If the carnival is moved to the North end, we could open up parking on the upper, west side of the track and enter through the main parking lot, rather than by the concert area.

Right now this project is in discussion & brainstorming mode.

*Rate Adjustments* – Kandi Pendleton noted that while our last rate adjustment was in October 2017. There are a couple items that we haven't typically charged for, but due to wear and tear as well as

labor, we need to look at charging for. Pendleton reviewed the list presented to the Board, as well as staff suggestions. It was additionally noted that we provide a full service set up and tear down.

Trustee Spicer inquired as to the average fair admission fee within Wyoming. Pendleton noted that many of the fairs are free, but they sell a grandstands concert fee, so it's difficult to compare. Trustee Hartford noted that the increases are reasonable for all the events. Trustees reviewed the Fair lines item by item. It was determined that all child prices should remain the same and various staff members were discussed the large jump in camping fees.

<b><u>Fee</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Bleachers – Staff Deliver	-	\$250
Bleachers – Promoter P/U	-	\$125
Fair – Advance Adult Pack	\$40	\$50
Fair – Advance Adult Ticket	\$11	\$12
Fair – Gate Adult Ticket	\$13	\$15
Fair – Livestock Entry	\$5	\$6
Fair – Weekly Camp Rental	\$75	\$120
Fair – Weekly Stall Rental	\$25	\$40

Trustee Zotti moved to approve fees as discussed and presented above. The motion was seconded by Trustee Harris and passed unanimously.

### **Closing Comments**

Executive Director – Larry Lloyd noted that the Governor's Reception during NHSFR will take place Wednesday, July 18<sup>th</sup>. Lloyd would like to make it a Southwestern Wyoming Farewell to Governor Mead.

Lloyd discussed some personnel changes – moving Shae Lux from the front office to equine event management.

Commissioner West – The valuation is looking to be approximately \$2M higher than last year.

### **Adjournment:**

Trustee Zotti moved to exit the public meeting and move into Executive Session and Trustee Harris seconded. Motion passed unanimously.

Executive Session: Trustee Zotti moved to enter Executive Session. Trustee Harris seconded. Motion passed unanimously.

Trustee Spicer moved to exit Executive Session and adjourn public session. Trustee Harris seconded. Motion passed unanimously.

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Janet Hartford, Chairman

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Roger Torgersen, Secretary