

SWEETWATER COUNTY EVENTS COMPLEX

Meeting of the Board of Trustees

January 16, 2018

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approvals of October 24, 2017 Meeting Board Minutes
- 5. Election of Officers**
6. Financial Report
7. Approval of Checks:
 - 1st Bank Checks: 56204 – 56228
 - 1st Bank Direct Deposits: 4643 – 4674
 - Commerce Bank Checks: 1023 – 1032
 - Commerce Bank Direct Deposits: 22172 – 22223
8. Public Comment
9. Presentations
10. Listing of February 2018 Events
11. Correspondence
12. Old Business
 - Stall Grant Project
 - Generator Grant Update
 - Event Recruitment
 - Indoor Arena Usage
13. New Business
 - None
14. Closing Comments
 - Staff: Executive Director
 - Board: Open Forum for Board Comments
 - Commissioner Comments
15. Executive Session, only if needed
16. Adjournment

Next Board Meeting is February 27, 2018

**Sweetwater County Events Complex
Meeting of the Board of Trustees
January 16, 2018**

Call to Order:

Trustee Harris called the meeting to order.

Roll Call:

Present: Faith Harris, Kaye Goicolea Janet Hartford, Bob Spicer and Roger Torgersen
Absent: Charlie Barnum, Rob Zotti and Donald Pallesen
Also present: Director Marketing & Events Manager Kandi Pendleton, Office Manager Erika Koshar, Accountant Bob Perry and Event & Marketing Coordinator Lena Warren.

Approval of Agenda:

Trustee Hartford moved to approve the agenda and the motion was seconded by Trustee Torgersen. Motion passed unanimously.

Approval of Minutes

Trustee Goicolea made a motion to approve the October 24, 2017, board minutes as presented and the motion was seconded by Trustee Torgersen. Motion passed unanimously.

Election of Officers:

Chairperson – Trustee Harris nominated Janet Hartford, seconded by Trustee Torgersen
Vice Chairperson – Trustee Hartford nominated Faith Harris, seconded by Trustee Goicolea.
Treasurer – Trustee Hartford nominated Charlie Barnum, seconded by Trustee Torgersen
Secretary – Trustee Hartford nominated Roger Torgersen, seconded by Trustee Goicolea
All motions for officer positions passed unanimously.

Financial Report:

Cash Balance, January 1, 2018	\$461,122
Add Receipts	133,017
Less Expenditures	82,322
Cash Balance, January 16, 2018	<u>\$511,817</u>

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

Approval of Checks:

Motion to approve-
1st Bank Checks: 56204 - 56228
1st Bank Direct Deposits: 4643-4674
Commerce Bank Checks: 1023-1032
Commerce Bank Direct Deposits: 22172-22223

Trustee Goicolea moved to approve all checks. Seconded by Trustee Torgersen. Motion passed unanimously.

Public Comment:

None.

Presentations

None.

Listing of Events:

Erika Koshar reviewed the February 2018 events.

Correspondence:

None.

Old Business:

Stall Grant Project: Kandi Pendleton noted that she has submitted a quarterly status report to the Wyoming Business Council. Since the last meeting, all the holes and metal footings have been drilled and filled (1260 holes). Now it is a matter of setting up the stall sets and weld them into place. The crew is putting it all together now. One barn is currently complete, so that we could see how it all went together. Seven barn walls are up now and going up quickly.

The transformers have been ordered and will arrive in May. The lighting systems are on-site and ready for installation once the electrical lines are ready.

Additionally, we have put together bids for a couple additional events. Our Office Assistant, Shae Lux, has reached out to a number of National barrel races, which will work well with our new horse stalls. Further, a local event put on by SWEAT, has partnered with AQHA to create a regional event this June.

Trustee Harris inquired as to a completion date on the stalls. Pendleton noted that they must be done before the National High School Finals in July. We are confident in our ability to fully complete the project before then.

We will still need to contract 850 temporary stalls for NHSFR. The rental contract remains with TGS Stalls and laid out by JFC Engineering. With only 850 rented, TGS will not have to sub-contract any additional the units.

Generator Grant Update – The generator will arrive the week of February 19th. The fence on the North end of the building has been removed to add all the infrastructure for the unit. A total of 5000 feet of wire will be installed in the building to connect to the generator with the ability to run for 72 hours. The concrete pad required for the generator is extremely large and reinforced with rebar.

Director Lloyd reviewed the need for the generator added to the building. This addition will be a great asset for the community and generate a fully functional building in case of a crisis.

Event Recruitment – Talks are continuing to host the Northwest Barrel Racing Championship.

Complex staff will be in Jackson, WY, next week presenting the National Junior High School Final Rodeo bid, as well as attending the 2018 site committee meetings for the National High School Finals. Right now, the committee believes they will choose three sites for a rotation, similar to the High School plan.

Trustee Spicer inquired if our previous experience in hosting the High School Finals will give the Events Complex a leg up on the other facilities for the Junior High event. Pendleton noted that while it's great that the committee members know what we have and can accommodate for the group. However, the association has noted that they are interested in Self-Hosting the event, in which not ideal for the Complex.

If we do not receive a winning bid for the Junior High Finals, we have a number of irons in the fire to fill the dates. Lena Warren noted that a number of bids are out for the Events Complex:

- Escapees RV Rally involving 700-900 units for 2020
- Family Motor Coach Rally in 2022
 - We will visit Perry, Georgia in March to review their facility, which is noted to be the gold star for the Family Motor Coach Association.
- Tiffin Motocoach Rally in 2019 for 200 coaches
- Pyrotechnics Convention – interested in our bid in the future.

Director Lloyd noted that all staff members are hands on in the event recruiting and event management. Each member is integral to running our facility.

Indoor Arena Winter Schedule – Everyone seems to be happy with the set schedule. The indoor BMX seems to be growing and gaining participants each weekend. We are still extremely full, running three events over the two days.

The Red Desert Roundup Rodeo was sent the contract noting that we will keep the dates for the next three years, due to their stock contractor agreements set in stone. We may have to move something in the future to make all events fit in the summer.

New Business:

None.

Closing Comments:

Staff: None.

Board: Trustee Harris reminded the Board of the Bootlegger Bash on Friday, January 19th. She further thanked Lena Warren for all her hard work on the event. We are currently accepting donations of alcohol and wine for games.

Commissioner: Commissioner West discussed the special use 1% tax that will be complete April 1st of this year. It looks like there will be a minimal over-collection, ending this early. He further discussed the completion rate of the community projects. As the Commission discussed the plans, they'd like to refrain from adding or asking the community to continue the 6th penny tax until the election in 2020. They've further discussed the possible need of "quality of life" improvements rather than only infrastructure. Commissioner West noted that he'd like to see what we can suggest for the 6th cent monies and get the communities' opinion.

Adjournment:

Trustee Hartford moved to adjourn the meeting and Trustee Torgersen seconded. Motion passed unanimously.

Janet Hartford, Chairman

Roger Torgersen, Secretary