

SWEETWATER COUNTY EVENTS COMPLEX

Meeting of the Board of Trustees

June 20, 2018

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approvals of May 22, 2018 Meeting Board Minutes
5. Financial Report
6. Approval of Checks:
 - 1st Bank Checks: 56309 –
 - 1st Bank Direct Deposits: 4809 –
 - Commerce Bank Checks: 1080 –
 - Commerce Bank Direct Deposits: 22474 –
7. Public Comment
8. Presentations
9. Listing of July 2018 Events
10. Correspondence
11. Old Business
 - Stall Project update
 - 2018 NHSFR
 - 2018 Fair
12. New Business
 - Tax Anticipation Loan
 - Airport Letter of Support
 - 2018 Fair Beer Banding Policy
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 July 24, 2018

**Sweetwater County Events Complex
Meeting of the Board of Trustees
June 26, 2018**

Call to Order:

Chairperson Hartford called the meeting to order.

Roll Call:

Present: Faith Harris, Janet Hartford, Bob Spicer, Rob Zotti Charlie Barnum, Roger Torgersen, and Kaye Goicolea
Absent: Donald Pallesen
Also present: Executive Director Larry Lloyd, Drew Dunn, Purchasing Coordinator Tamara Musgrove, Event & Marketing Coordinator Lena Warren, Office Manager Erika Koshar, Marketing Manager Kandi Pendleton and Operations Assistant Shae Lux.

Approval of Agenda:

Add Rental Rates to the end of old Business.

Trustee Spicer moved to approve the agenda, adding Rental Rates to the end of Old Business. The motion seconded by Trustee Harris. Motion passed unanimously.

Approval of Minutes

Trustee Harris moved to approve the May 22, 2018 board minutes as presented. The motion was seconded by Trustee Torgersen and passed unanimously.

Financial Report:

Cash Balance, June 1, 2018	\$872,364
Add Receipts	\$ 408,194
Less Expenditures	\$152,698
Cash Balance, June 26, 2018	<u>\$1,127,860</u>

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

Approval of Checks:

Motion to approve-

1st Bank Checks: 56309 – 56338
1st Bank Direct Deposits: 4809 – 4866
Commerce Bank Checks: 1080 – 1082
Commerce Bank Direct Deposits: 22474 – 22554

Barnum inquired about a payment to Losberger. Director Lloyd noted that this is payment for repair parts for some wind damage.

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

Public Comment:

None.

Presentations

None.

Listing of Events:

Erika Koshar reviewed the July 2018 events.

Correspondence:

None.

Old Business:

Stall Project Update – Director Lloyd noted that all the roof panels are installed. We currently have a group of electricians installing the plugs and lighting units in each shed row. The group is about half way through the process and we will be complete by the end of the month.

Sweetwater County Road & Bridge provided some assistance adding roto-mill to the roadway, so make it cleaner and easier for the trailers to move around the areas.

Sweetwater County Fire Brigade volunteered on the facility and installed a split rail fence across the stall areas.

Director Lloyd mentioned that outdoor motocross has begun for the summer and has gone well in that area as well.

2018 NHSFR – The temporary stalls (869) are currently in Herron, SD. There will be a 2 day transportation turn around and will not begin building them until July 5th. The area is completely staked out and ready for him when he arrives.

Director Lloyd noted that we do a great job at getting contestant families off the road and checked into the facility. The coordination it takes to put everything together is crazy, but we make it work.

Volunteers are still needed to fill in spaces throughout the check-in weekend.

Kandi Pendleton presented the marketing plan, including the pocket map and the inserts going into newspapers around the area. The NHSRA office places all local marketing efforts, including billboards, radio ads and etc.

Working Cow Horse take place across the street and while the Association requested the area be fenced, however, we will set it up similar to the cutting barn. If you'd like a bleacher seat, participants will purchase a ticket.

The trade show is completely full with a waiting list. We shrunk the show down to 2 large tents with Cinch Town and the dances in the Pepsi/smaller tent. The Small Hall will be utilized as the NHSRA office.

We are utilizing a new ticket system called Saffire Tix, which is working well thus far and NHSFR will be a great trail run before Fair rolls around.

The Governor's Reception will take place on July 18th and the Board is invited to attend.

Erika & Kandi presented the RV site changes. The number of requests increased from a number of states. We have limited the number of full hook-up sites allowed for each state and added a dry camping area in the stock car pit area. Director Lloyd indicated that we need to look forward to additional hook-up spots.

Kandi noted that we have laid out 1236 stalls with 1916 currently reserved.

Shae noted that the stall mats will arrive on Friday. A stand will be set up down by the jackpot arena, where contestants can pick up their 3 bags of shavings and rented stall mats. Propane will be available for purchase in the same spot. Trustee Spicer inquired if we sell feed on grounds. Pendleton noted that Murdoch's will be on site, if needed, but most people bring their own.

Trustee Harris inquired if we are ready with Wi-Fi and cellular service. Director Lloyd noted that we have a Union Cellular tower and Verizon tower on the property. The Wi-Fi should be better due the added fiber line and be stronger for all the vendors.

2018 Fair – Fair is coming along well. Staff is working to ensure the transition from Rodeo to Fair is seamless. Entertainment contracts have been signed.

Pendleton noted that the Fair brochure will arrive tomorrow. Chambers will begin selling tickets next week and our online sales are going well as we push people to purchase tickets in advance.

Tamara Musgrove informed the Board about the newest website and how easy it is to navigate.

Rental Rates: Kandi provided the Board with average recommendations from both the Staff & Board. Discussion ensued regarding the rental option. The board asked the staff to put together official recommendations to vote on next month.

New Business:

Tax Anticipation Loan: Director Lloyd noted that we utilize the option to forecast and know what will get the Complex between the larger disbursements.

Robert Perry presented some history on our usages of tax anticipation. Typically by October each year, we receive about 6-8% of our annual disbursements. With our large summer events and taking advantage of large projects during the warmer weather, our expenses are mainly at the beginning of the fiscal year. Perry noted that he was able to shop our loan to all three active bank accounts. RSNB Bank, First Bank and Commerce Bank were all interested and submitted a

proposal. Once approved at this meeting, we will present and request approval by the County Commissioners. Interestingly, the proposals were all close to one another. Perry recommends an agreement with Commerce Bank because the offered rate is 3.75%, similar to prior years. First Bank offered a rate of 3.8% and RSNB Bank offered a variable range of 3.9 to 4.1%.

Trustee Zotti inquired as to the history of usage of this loan. Perry noted that we used the loan once last year for about \$250,000, but many years we don't need to borrow anything.

Trustee Zotti moved to approve the Tax Anticipation Loan (warrant) with Commerce Bank. Trustee Torgersen seconded the motion. Trustee Barnum abstained from the vote. Passed unanimously

Airport Letter of Support: Director Lloyd noted that the Airport Manager, Devon Brubaker, asked the Events Complex to write a letter of support as they are looking at a grant for future large events.

Trustee Zotti noted that Brubaker asked about the Events Complex advertising at the airport. Kandi Pendleton noted that a previous proposal was out of our price range, however, we can re-look at a current proposal.

Trustee Torgersen moved to approve a letter of support for the grant. Trustee Zotti seconded the motion. Passed unanimously.

2019 Fair Beer Banding: Director Lloyd noted that Fair beer banding shall utilize Sweetwater Events Complex TIPs trained people. We currently have a TIPs trainer on staff who can oversee the trainings. Lloyd further noted that after reviewing the State TIPs recommendation he notes some differences between the Rock Springs recommendations. It is noted that anyone should be scanned if they appear under 30, rather than everyone.

Trustee Harris inquired if every event in Sweetwater County has to participate with the recommendation. Trustee Zotti noted that while recommendations are made for every event, he believes the focus is on the Fair due to the number of people who participate. He noted that the "looks over 30" sounds better than the "looks over 21" – conversation had come up from the city council in years past.

Director Lloyd noted that if the Events Complex is held responsible and subject to separation, he wants to move past the issue and utilize our TIPs trainer. She will go to the Chambers as well as train our employees, similar to prior years.

Our permit will be reviewed on July 3rd by Rock Springs City Council and the Board is invited.

Trustee Harris inquired if volunteers who are TIPs trained will be liable for mistakes. Trustee Zotti noted that no individuals are not liable, but the Board would be liable for ignoring best practice recommendations.

Zotti further noted that he has spoken to the chambers and they have noted their agreement as a step in the right direction to add training to the volunteers. Discussion ensued regarding the

previous years.

Trustee Torgersen made motion and Trustee Spicer seconded approval for the newly TIPs trained ID banders at Fair. Passed unanimously.

Spicer asked who is responsible to ensure the TIPs trained banders show up. Pendleton noted that similarly to years past, SEC staff will step in to run the booth.

Kesler noted that the Police Department is offering trainings in July.

Kandi Pendleton noted the data collection option is being turned off and noted as part of the training process.

Closing Comments

Executive Director: Thanked the Trustees for being a part of this Board.

Commissioner West – None.

Board Members: The flowers look great and currently protected from the wind behind the building.

Adjournment:

Trustee Barnum moved to adjourn the meeting and enter an Executive Session and Trustee Goicolea seconded. Motion passed unanimously.

Executive Session

Trustee Spicer moved to close Executive Session and adjourn the public meeting. Trustee Zotti seconded. Motion passed unanimously. Meeting adjourned.

Janet Hartford, Chairman

Roger Torgersen, Secretary