

SWEETWATER COUNTY EVENTS COMPLEX

Meeting of the Board of Trustees

March 27, 2018

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approvals of February 27, 2018 Meeting Board Minutes
5. Financial Report
6. Approval of Checks:
 - 1st Bank Checks: 56257 – 56265
 - 1st Bank Direct Deposits: 4708 – 4726
 - Commerce Bank Checks: 1050 – 1058
 - Commerce Bank Direct Deposits: 22307 – 22361
7. Public Comment
8. Presentations
9. Listing of April 2018 Events
10. Correspondence
11. Old Business
 - Stall Grant Project update
 - Generator Grant Project Update
 - Event Recruitment
 - Stakeholder Meeting
12. New Business
 - Applications for Deposit of Public Funds: Commerce Bank of Wyoming, RSNB Bank, and Glacier Bancorp (1st Bank) *action item*
 - FY 2018-19 Budget
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 April 24, 2018

**Sweetwater County Events Complex
Meeting of the Board of Trustees
March 27, 2018**

Call to Order:

Chairperson Hartford called the meeting to order.

Roll Call:

Present: Faith Harris, Kaye Goicolea, Janet Hartford, Bob Spicer, Charlie Barnum and Roger Torgersen, Rob Zotti, Commissioner Reid West,

Absent: Donald Pallesen

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

Approval of Agenda:

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

Approval of Minutes

Trustee Harris made a motion to approve the February 27, 2018, board minutes as presented, and the motion was seconded by Trustee Spicer. Motion passed unanimously.

Financial Report:

Cash Balance, March 1, 2018	\$277,795
Add Receipts	\$ 82940
Less Expenditures	\$148868
Cash Balance, March 27, 2018	<u>\$211,866</u>

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

Approval of Checks:

Motion to approve-

- RSNB Bank Checks: 56257 - 56265
- RSNB Bank Direct Deposits: 4708 - 4726
- Commerce Bank Checks: 1050 - 1058
- Commerce Bank Direct Deposits: 22307 - 22361

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

Public Comment:

Sweetwater County 4-H & FFA – Marty Gifford & Ira Dickinson presented a thank you to the Fair Board for all the Events Complex has done in 2017.

Presentations

None

Listing of Events:

Erika Koshar reviewed the April 2018 events.

Correspondence:

None.

Old Business:

Stall Grant Project – Drew Dunn presented the current status of the stall installation. We just started placing the metal skin roof on the first stall building. Kandi Pendleton noted that 4 buildings will be ready for both the County and State High School Rodeos.

Generator Grant Update – Larry Lloyd noted that the generator was delivered & offloaded on Monday. Trustee Hartford inquired as to the start date. Kandi Pendleton noted that the generator will be up and running at the end of April.

Event Recruitment – Lena Warren noted that she and Drew Dunn just returned from the FMCA National Rally in Perry, Georgia. She didn't see a lot of traffic for potential rallies, but she touched base with a number of point people for those we are in the running. It was noted that as FMCA is only booking one year in advance, they are currently looking for a location in 2019 – we noted that we are available.,

Kandi Pendleton noted that we are currently preparing a bid for the 2019-20 Wyoming High School Finals Rodeo. They meet May 5th. We had successfully taken the event out of Douglas, Wyoming and we can hopefully continue hosting at our facility.

Stakeholder Meeting – Janet Hartford noted that the meeting earlier this month went well and was incredibly informational. Trustee Torgersen noted that he heard from several participants that they hadn't previously hear the horse racing information. Trustee Spicer noted that he is impressed that so much money from Horse Racing makes its way back into the County and City of Rock Springs.

Larry Lloyd noted that we do not need to advertise in the Eastern States – we just need the events to bring those people to our area.

New Business:

Applications for Deposit of Public Funds – We have chosen to deposit funds into Commerce Bank, RSNB Bank and Glacier Bank (1st Bank).

Trustee Torgersen moved to approve Commerce Bank, RSNB Bank and Glacier Bank as a deposit of public funds. The motion was seconded by Trustee Goicolea and passed unanimously.

FY 2018-19 Budget – Larry Lloyd noted that we are currently working through the budget numbers for the next fiscal year. Health insurance rates will be increasing 8% and we need to incorporate the numbers into our operating budget. Staff has prepared a list of improvements needed across the grounds for capital improvements. Kandi Pendleton reminded the Board of the previous comprehensive list in 2017 for future goals. Today we re-vamped the list (refer to attachment):

Exhibit Hall

- Façade sign replacement
- Roof repairs – to stop leaks through the walls.
- Breakout rooms – specifically for FMCA rallies. We can reconfigure the storage room and shop to create the workable space.
 - The shop can be re-located or moved into one of the small buildings.
 - We may be able to move tables & chairs into the black room & display cases into an out building.
 - Using this building for storage and a shop isn't the best use of our square footage.
- The sound system needs to be improved and the walls covered for sound sustainability
- The floor needs updated due to sloping

Small Buildings (Rabbit/Poultry, Sheep & Small Hall)

- The metal building needs finished on the outside
- Heating & Cooling needs to be added for full time utilization
- Roll up doors on the walls to use as indoor & outdoor space
- All roofs need re-skinned
- Restrooms would need to be added to two buildings for event use

Landscaping water filtration – our well water is full of sulfur and salt. We'd like to utilize the well water rather than the city water to work the arenas. Discussion ensued regarding the current filtration process, of which, our lower ponds do not have the holding capacity to aerate the H₂S.

Outdoor lighting – We've added a lot of lighting across the grounds and we'd like to continue the improvements into the campgrounds and arena across the street.

Restrooms – Added buildings for the horse stall area and motocross track.

Motocross track water system – As an old system, we need replace the water guns and pipe in order to prevent the repairs required every summer (and throughout).

Landscaping Maintenance Shop – our lower shop holds a lot of high ticket items that are not secured. Surrounding the area with a fence will create the security and hide the uglier part of the property.

The Yellowstone Arena will host the NHSFR Working Cow Horse and is a ticketed event, which needs fencing to make work, as well.

Indoor Arena needs a lot of updates.

- The doors are in much needed repair.
- The bleachers need to be updated to be ADA compliant
- The crows nest exterior needs updated to match the newly removed concession area.

This list is comprehensive, but does not include the needed upgrades in the Grandstands for Horse Racing. A jockey room, upgraded restrooms and rails need updating in order for Horse Racing to remain in Sweetwater County. We are working with Eugene to create a full list of needed repairs on his end as well.

Director Lloyd noted that the Board should review the presented list and prioritize their own preferences. Trustee Zotti asked the same of the staff. He further inquired if there is a plan in place for to recoup the capital costs. Lena Warren noted that many of the groups we are talking to are requiring improvements like Wi-Fi before booking an event. We would add costs into their rental rate in order to assist in the recuperation.

Trustee Harris noted that items like room repair should be at the top of the list so that the leaking doesn't cause additional problems resulting in higher costs down the road.

Trustee Torgersen noted that small increases are easier for the public to swallow when they can see improvements.

Kandi Pendleton noted that we are also reviewing our current fee schedule to determine if there are areas we can increase fees to include the current improvements (i.e. 50-amp power in the campground).

Trustee Zotti asked if we've looked at the "useful life" of the Exhibit Hall. If we add these improvements, will we reach a point where the building is no longer viable? Director Lloyd noted that we have not determined that age or time, but there are still items that need fixed due to safety and usage requirements.

Commissioner West inquired as to the timing of completion of these projects if the funds were available. Director Lloyd noted that a couple of years of work would complete this list.

Trustee Zotti further noted his request for a prioritized list from the staff.

Kandi Pendleton invited the Board to a workshop session in early April – date to be determined.

Closing Comments:

Staff: Director Lloyd noted that we are looking at the arena ground work schedule. Working the ground is labor and equipment intensive. One full time employee working the ground and cleaning is a lot to accomplish with everything happening on the grounds.

Lloyd additionally thanked the Board for serving time with the fair grounds.

Board: none

Commissioner: Commissioner West noted that the County will be up about 150M into the County coffers, as well as the sales tax being up. This is a positive sign for the community.

Adjournment:

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

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

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

Janet Hartford, Chairman

Roger Torgersen, Secretary