

SWEETWATER COUNTY EVENTS COMPLEX

Meeting of the Board of Trustees

May 22, 2018

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approvals of April 24, 2018 Meeting Board Minutes
5. Financial Report
6. Approval of Checks:
 - 1st Bank Checks: 56285 – 56308
 - 1st Bank Direct Deposits: 4762 – 4808
 - Commerce Bank Checks: 1068 – 1079
 - Commerce Bank Direct Deposits: 22415 – 22473
7. Public Comment
8. Presentations
 - Dwayne Pacheco – Rock Springs Police Department
9. Listing of June 2018 Events
10. Correspondence
11. Old Business
 - Stall Grant Project update
 - WW panels
 - Generator Grant Project Update
 - Event Recruitment
 - 2018 NHSFR
 - Stall Layout
 - Volunteers
 - 2018 Fair
 - Ticketing
 - 2018 Horse Racing Schedule
 - 2018-19 Budget
 - Capital Improvement Recap
12. New Business
 - Summer event preparation
 - Partnership with Dominion
 - Grandstands Light Pole
 - Grandstands Mobile Office
 - Water Report
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 June 26, 2018

**Sweetwater County Events Complex
Meeting of the Board of Trustees
May 22, 2018**

Call to Order:

Chairperson Hartford called the meeting to order.

Roll Call:

Present: Faith Harris, Janet Hartford, Bob Spicer, Rob Zotti Charlie Barnum and Roger Torgersen

Absent: Kaye Goicolea and 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, Marketing Manager Kandi Pendleton and Operations Assistant Shae Lux.

Approval of Agenda:

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

Approval of Minutes

Trustee Harris moved to approve the April 24, 2018 board minutes as presented. The motion was seconded by Trustee Torgersen and passed unanimously.

Financial Report:

Cash Balance, May 1, 2018	\$207,636
Add Receipts	\$ 169,857
Less Expenditures	\$149,485
Cash Balance, May 22, 2018	<u>\$228,008</u>

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

Approval of Checks:

Motion to approve-

1st Bank Checks: 56285 – 56308

1st Bank Direct Deposits: 4762 – 4808

Commerce Bank Checks: 1068 – 1079

Commerce Bank Direct Deposits: 22415 – 22473

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

Public Comment:

None.

Presentations

Rock Springs Police Chief Pacheco:

Trustee Zotti discussed the beer tent being open to underage people after the concert. He is concerned about the dynamic in the tent with older gentlemen and younger women. He would like to limit access to the beer tent after the concert. He further didn't like having the bar include seating for underage children and would like to see a policy regarding that situation if the bar returns this year.

Chief Pacheco noted that he is here in regard to our application for malt beverage service during Wyoming's Big Show. He first discussed the policy of approving permits through the city of Rock Springs office. Pacheco provided the board with a copy of the application, an addendum he created and photos from the 2017 Fair. Pacheco then reviewed each page separately, specifically the Alcohol Management Protocol and noted the following:

- He enjoys working with the SLC security team the Events Complex provides.
- The Highway Patrol usually only helps with the traffic control after the event

Additionally, he presented his Attachment #1 to review his recommendations.

1. All patrons should be ID'd using the scanner.
 - a. There was a decoy at the previous Fair who failed the ID scanner, but was provided a wristband – this comes with training.
 - b. Evaluation of Rock Springs establishments provided to the Board.
2. Same restricted areas as in the past
3. Underage patrons restricted from sitting at the bar within the Pepsi Tent
4. All volunteers & servers are required to participate in the TIPS program.

Larry Lloyd inquired as to why this wasn't discussed after the event last year. Pacheco noted that during discussions with City Council members, this conversation should take place with the current permit. Lloyd noted that if we had known during the week, we could have approached our volunteers during the event. Pacheco noted that officers approached the specific volunteer and explained the issue at the time. He wants to see the training for all individuals within the process.

Lloyd noted that it was brought to our attention that children should not be sitting at the round bar and we placed signs on the bar to restrict who would sit in the area. In addition, we would have liked the opportunity to also talk with volunteers at the time of the incident.

The Board noted that they do not see any guidelines presented that will hinder our service during the event.

Director Lloyd asked the Board to request a report within 30 days after this year's event to understand the outcome of the scanners.

Trustee Harris inquired as to the trend within the event – Pacheco noted that when we utilize Best Practices, the event improves.

Kandi Pendleton inquired that if the Events Complex has a TIPS trainer on staff, are we able to utilize her again? Pacheco noted that yes, this is acceptable. Pendleton additionally inquired if he had approached the Chambers of Commerce regarding their volunteers being TIPS trained. At this time, he had not.

The question arose: Can patrons ask to not use the scanner and still receive a band? Pacheco noted that yes for those who are obviously older he would recommend a manual review but if they are questionable, he'd still like the IDs scanned.

Trustee Zotti advised posting a written policy regarding SEC not recording collected data with the ID scanners.

Listing of Events:

Erika Koshar reviewed the June 2018 events.

Correspondence:

Thank you Note from the 2017 4-H Herdsmanship winners pizza party

Old Business:

Stall Grant Project – The stalls buildings are in various stages of completion. Roofs are on 75% of stalls and the weather has contributed to slower progress. The project shall be completed prior to the HS Rodeo. After the roofs, electricity will be added to the shed rows.

The Stalls layout was presented to the Board, showing the difference between the permanent stalls and the rented stalls. Shae Lux informed the Board that we have purchased enough matting to floor 420 stalls, possibly a few more. Each mat will be rented at \$20 each and it takes 6 per stall to mat them. We will have them placed in an area to pick up on their way to the stalls. Trustee Hartford inquired if they will be turned in after the event. Lux noted that we are still solidifying the process for the rental completion. Murdoch's will also be on site for shavings. Pendleton noted that there are different preferences for stall flooring, so this will allow everyone to make their own choices. Director Lloyd noted that if the stalls are left as dirt, the horses will paw at the ground and create a hole. This will put the flooring option up to the patron.

Generator Grant Update – The generator is up and running. It passed testing and is a flawless change over when the power goes out. Secondly, the power is looped on the property and we greatly appreciate all the work Jeremy Boyer and his crew has completed.

Event Recruitment – Lena Warren noted that the Elk Club – FMCA group will host a rally in the beginning of July and will leave the property the same day that NHSRA moves onto the property. Tiffin Motorhomes will also be on site during the NHSFR to evaluate what this facility can do on a large scale.

Kandi Pendleton noted that dancing horses will be here in June and the Wyoming High School Rodeo Association has confirmed a preference for scheduling rotation with Gillette, WY.

2018 NHSFR – Kandi Pendleton noted that our volunteer system is up and running and 37% of the spaces are already filled (out of 721 positions). Many of those spots consist of the Congressional Medal of Honor participants and our dedicated Super Volunteers. She further explained the different areas available for volunteer opportunities. Trustee Torgersen noted volunteering is incredible and the participants are so much fun. It's a very rewarding experience.

Pendleton presented the NHSFR pocket map. We are considering the option to insert the small brochure into the newspaper or run a normal ad. She further reviewed various preparation points currently in progress.

2018 Fair – A whole new ticketing process will be in place for Fair. We are noticing a trend of people wanting to purchase tickets online. We will now have the ability to buy tickets on our website – even for the “day of” the event.

Pendleton presented a template for our newly re-designed website, both via desktop and mobile versions. We showcase our events and ease of purchasing tickets. With this in mind we added bright colors and fun images to make our website stand out and user friendly.

We are pushing pre-sale ticket purchases this year. It saves money and provides an ease of arrival for participants.

Kandi, Lena and Erika attended a website and ticketing training to develop and enhance our system. It was a great conference that returned a number of ideas.

A template for the Fair brochure was provided and reviewed by Kandi Pendleton.

2018 Horse Racing – Kandi Pendleton presented the 2018 horse racing dates. Larry Lloyd noted that Eugene was on the property this week and we confirmed a contract for a block price.

Budget FY 2018-19 – Director Lloyd reviewed the capital project list presented with our annual budget. We will meet with the County Commission on June 5th at 2:15pm (1:45 arrival) and Commissioner West asked Board members to attend. Commissioner West noted that our request identified \$3M in total needs and would like the rest of the Commission to hear about our top 11 projects. West noted that there is a projected carry-over and this will be a great opportunity for capital projects.

Rate Adjustments – Trustee Hartford noted that she'd like to see costs increase. Discussion ensued regarding the rate options. The Board tabled the rate confirmation. The spreadsheet will be sent around to determine board recommendations.

New Business:

Summer Event Preparation – Drew Dunn noted that we have started reconfiguring the grandstands arena, pulling tent ceilings and walls, getting the equipment ready to open the motocross track, mowing along the roads.

Director Lloyd noted that booking events back to back puts incredible stress on our crew to get it set up and ready for the events. During the Summer, we have not only the Exhibit Hall, but the arenas, campgrounds, and stalls. It is quite the process. We have

Partnership with Dominion Gas – Dominion Gas is putting in a pipeline across the road. The dirt they pulled out from the holes will be a great filler on our compost pile and building our flower beds. Additionally, they are dumping the rubble in the grandstands parking lot ditch to help build up the area to gradually expand the lot.

Tamara Musgrove additionally highlighted the partnerships with the local equipment sponsors, noting that we wouldn't be able proceed without.

Grandstands Light Pole – Director Lloyd noted that a truck backed into one of the large light poles in the grandstands arena. We contacted the insurance company to begin the process of replacing the pole. The concrete will pour tomorrow and the pole has been ordered. The manufacturer is letting us cut in line to turn around a pole within 5 to 6 weeks rather than the normal 14-15 week turnaround.

Grandstands Office – The trailer was blown off the frame during a crazy wind storm. It broke an electrical connection

Well Water Report – We received a water report from a lab in Laramie, WY. Musgrove went through the report summarizing the effect of each material.

- Nitrate – within norm
- Chloride – a normal high is 300 units and our reading was 4180. This is the corrosive particle of the water that effects our pipeline.
- Ph – not alarming
- Total dissolved solids – Undesirable is 2500, but we rank at 8062. This is probably made up of the ions in the water and adds to the scale of buildup.
- Sulfates – Safe for livestock
- H₂S – Parts per million. .1 is acceptable and we came in at a 10. This adds to the corrosiveness of the water.

While our water is not going to kill animals, it is not really usable for anything. We want to add a system to filter water to make it more usable and enjoyable.

Commissioner West inquired as to why we don't tie into White Mountain water. Musgrove noted that if we used City water, it would be financially debilitating. Using well water would help reduce the costs. At this point, we are researching all sides of the costs due to this issue.

Trustee Zotti inquired why we added filtration to our budget request if we do not have final numbers. Director Lloyd noted that it's going to cost us either way – even if we switch to City water. Discussion ensued regarding the pros and cons of switching to the City water.

Trustee Barnum inquired if it would be possible to meter the water for different sections. It was noted to pump 275 to 350 gallons per minute all summer long. Barnum noted that he'd like to

know what it would take to turn it over to the City water.

Closing Comments

Executive Director: None.

Commissioner West – None.

Board Members:

Trustee Harris noted that she'd like to give the kids a place to during the nights of Fair.

Trustee Barnum noted that we don't want to see the Teen Tent return.

Trustee Spicer doesn't want to see the police or security to start kicking people out changing the mood of the tent.

Trustee Zotti expressed his concern for the safety of participants.

Adjournment:

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

Janet Hartford, Chairman

Roger Torgersen, Secretary