

SWEETWATER COUNTY EVENTS COMPLEX

Meeting of the Board of Trustees

October 27, 2020

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approvals of September 22, 2020 Meeting Board Minutes
5. Financial Report
6. Approval of Checks:
 - 1st Bank Checks: 57268 – 57281
 - 1st Bank Direct Deposits: 6103 – 6152
 - Commerce Bank Checks: 1423 – 1424
 - Commerce Bank Direct Deposits: 24730 – 24766
7. Public Comment
8. Presentations
9. Listing of November 2020 Events
 - COVID cancelations
10. Correspondence
11. Old Business
 - Well Project Update
 - Fair 2021 Planning
12. New Business
 - Cares Act Grant
13. Closing Comments
 - Staff: Executive Director
 - Board: Open Forum for Board Comments
 - Commissioner Comments
14. Executive Session, if needed.
15. Adjournment

Next Board Meeting is November 17, 2020

**Sweetwater County Events Complex
Meeting of the Board of Trustees
October 27, 2020**

Call to Order:

Chairperson Spicer called the meeting to order.

Roll Call:

Present: Paul Zancanella, Bob Spicer, Roger Torgersen, Faith Harris, Kaye Goicolea and Rob Zotti.

Absent: Janet Hartford and Donald Pallesen

Also present: Larry Lloyd, Kandi Pendleton and Erika Koshar

Approval of Agenda:

Trustee Zotti moved to approve the agenda with the agenda. The motion was seconded by Trustee Torgersen. Motion passed unanimously.

Approval of Minutes

Modification to the agenda wording Trustee Harris moved to approve the September 22, 2020, board minutes as presented. The motion was seconded by Trustee Zancanella and passed unanimously.

Financial Report:

Cash Balance, October 1, 2020	\$63,190
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Add Receipts	\$235,133
Add Tax Anticipation Loan Payable	\$225,000
Less Expenditures	\$151,299

Cash Balance, October 27, 2020	<u>\$372,024</u>
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Trustee Harris inquired who took over the book work since Bob Perry has retired. It was noted that it is a group effort between Kandi Pendleton, Drew Dunn & Erika Koshar. All activities are reviewed during the audit process, while we have changed the separation of duties. The annual reports that are sent to the audit team are also reviewed by a contract worker, Jonathan Lamb of Heyborne Radakovich to ensure correctness.

Trustee Goicolea 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: 57268 – 57281
1st Bank Direct Deposits: 6103 – 6152
Commerce Bank Checks: 1423 – 1424
Commerce Bank Direct Deposits: 24730 – 24766

Trustee Torgersen moved to approve all checks as presented. Motion seconded by Trustee Zancanella. Motion passed unanimously.

Public Comment:

None.

Presentations:

None.

Listing of Events:

Erika Koshar reviewed the November 2020 events.

COVID Cancellations – Larry Lloyd presented that we have lost \$1.1M in revenue thus far this year due to cancellation of events. We have lost 185 event days consisting of 55+ events, which continues to grow as all Christmas parties are canceled and promoters for spring events are considering their options. We are continuing with events but have done so with operational cutbacks. Our three maintenance employees have returned from Sweetwater County Parks & Recreation. We do not yet see a light at the end of the tunnel.

It was noted that both the Home & Holiday Show and Annual Craft Fair will happen and both promoters have been working with the County Health Department to continue safely, to encourage masks and distancing. There is a lot of unknown in the future, but we are doing our best to continue safely.

Correspondence:

None.

Old Business:

Well Project Update – Director Lloyd noted that the well was drilled, the casing went in and when we attempted to place the pump there was a blockage prohibiting movement at about 500 feet. Using a camera, we discovered a protrusion at 508' breaking open the pipe, causing a leak. This is the second round of using this pipe. The first collapse was believed to be installation error. This second time, we had the manufacturer on site watching the process to ensure stability by the driller. This appears to be a product failure. It is a well-used product in the industry and has no indication of failure elsewhere. We are depending on the experts to make the project work.

We also checked deviation slope, which has been the limits of industry standards.

Fair 2021 Planning – We are definitely bringing back the Fair for 2021. We have received positive feedback in the travel industry, noting that events will hopefully return next year.

We have started using the State Fair safety plans to redesign to work with SEC events.

SEC staff met with the carnival representative and our concert promoter in order to brainstorm new ideas for 2021 and use ideas from other events they attend throughout the year.

There will be some layout changes in order to accommodate distancing guidelines. We will make changes to the carnival footprint, midway layout, Indoor Arena and Exhibit Hall.

New Business:

Cares Act Grant: Kandi Pendleton is working with Krisena Marchal, SWC Grants Coordinator, to apply for Cares Act funds from the State of Wyoming. The plan is to add portable walls in the Exhibit Hall so that we can adjust to different group sizes. We also have the two side rooms that are currently finished to utilize and spread out across the building.

The first round of requests was \$215,000. November 5 approval by the SLIB Board at the State of Wyoming. The money needs to be spent within 40 days to be reimbursed by the State. We've chosen items like tables, chairs, TVs, cameras, projectors, screens, etc. to have distancing during events and host virtual events on site.

One item the grant encourages is a cashless and touchless system. WE have moved toward a cashless ticket sales process for the last couple of years, which makes it easy to continue the transition. We also applied for some single person, contained ticket booths that can help with sales on-site, as well as spreading out our que process.

Closing Comments

Executive Director: Reminded the Board that we have become the live horse racing facility in the state and we have good direction for creating a top notch facility.

Larry and Kandi have begun meeting with the current County Commissioners and potential elected officials to discuss the Events Complex. While we have lost \$1.1M in our events, the community itself has lost the economic impact to local businesses. We want to work with events and help encourage event patrons to go into town.

Director Lloyd commended the staff for looking for solutions during this difficult time.

Kandi Pendleton noted that we are making as many operational changes with our staff and services without hopefully affecting current events too much.

Board Members:

Commissioner Lloyd: Commissioner Lloyd commended Kandi Pendleton for looking for funds with Krisena Marchal. Since the receipts must be complete by December 15th, any construction projects are off the table if they were not already started. He and Commissioner Schoenfeld are convening to compare notes and would like to continue the conversation about the Complex.

The Commission is also beginning to look at the budget this December and begin strategically looking at where cuts can be made so that entities are not surprised in the Spring.

We are looking tourism available in the area. People are looking for plans to visit since we have social distanced for many, many years. We want Sweetwater County to be a part of the plan.

Larry Lloyd noted that we need to get the message out that Sweetwater County is safe place to stop. We need to figuratively embrace outsiders.

Adjournment:

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

Bob Spicer, Chairman

Faith Harris, Secretary