# SWEETWATER COUNTY EVENTS COMPLEX
## Meeting of the Board of Trustees
## April 26, 2016

AGENDA:

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approvals of March 22, 2016 and April 21, 2016 Meeting Board Minutes

5. Financial Report

6. Approval of Checks:
   RSNB Bank: 6427 – 6457
   RSNB Bank Direct Deposits: 20549 – 20630
   1st Bank: 55445 – 55470
   1st Bank Direct Deposits: 3623 – 3666

7. Public Comment

8. Presentations
   - Rock Springs Chamber of Commerce – Dave Hanks

9. Listing of May 2016 Events

10. Correspondence

11. Old Business
    - Stall Grant Update – Success!
    - Fair Update
      - Schedule
      - Store
      - 4H & FFA
      - Fee Schedule
    - 2016-17 Budget

12. New Business
    - Pari-mutual Commission Appointment – Kent McCann

13. Closing Comments
    Staff: Executive Director
    Board: Open Forum for Board Comments
    Commissioner Comments

14. Executive Session, only if needed

15. Adjournment

NEXT MEETING: May 24, 2016 @ 7:00 p.m.

**Sweetwater County Events Complex**
**Meeting of the Board of Trustees**
**April 26, 2016**

**Call to Order:**
Chairperson Kent McCann called the meeting to order.

**Roll Call:**

| | |
|---|---|
| Present: | Kent McCann, Janet Hartford, Faith Harris, Roger Torgersen, Charlie Barnum, Rob Zotti and Jodee Burnett |
| Absent: | Faith Harris and Donald Pallesen |
| Also present: | Executive Director Lloyd, Events & Marketing Manager Kandi Pendleton, Operations Manager Drew Dunn, Office Manager Erika Koshar and Commissioner Reid West. |

**Approval of Agenda:**
Trustee Hartford moved to approve the agenda as presented and the motion was seconded by Trustee Barnum. Motion passed unanimously.

**Approval of Minutes**
Trustee Zotti made a motion to approve the March 22, 2016 and April 21, 2016, board minutes as presented and the motion was seconded by Trustee Torgersen. Motion passed unanimously.

**Financial Report:**

| | | |
|---|---|---|
| **Cash Balance, April 1, 2016** | | **$543,510** |
| Add Receipts | 91,257 | |
| Less Expenditures | 156,713 | |
| **Cash Balance, April 26, 2016** | | **$478,054** |

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

**Approval of Checks:**
Motion to approve-

RSNB Bank: 6427 – 6457
RSNB Bank Direct Deposits: 20549 – 20630
1st Bank: 55445 – 55470
1st Bank Direct Deposits: 3623 – 3666

Trustee Hartford moved to approve all checks as presented. Seconded by Trustees Torgersen. Motion passed unanimously.

**Public Comment:**
Rock Springs Horseshoe Pitching - Club Lane Durrans & Frank Maes – Came to the meeting to discuss the intent to charge the club for usage of the courts this year. First, Lane wants to thank the Complex for working well with the club all these years. He's concerned about the cost of the Horseshoe Courts and hoping there would be a change of heart. This year, we will only have one tournament hosted at our Courts. There is a possibility that the times will change from 9am to 1pm to give out-of-town people a chance to

get to the courts. He noted that the three (3) days listed on the contract at $60 per day is going force them to raise the rates, which may deter people from participating. The club are trying to keep a dying sport alive and they don't want to see participation fall even more due to the costs. The club has done a pretty good job of policing the group for garbage and court maintenance.

Trustee Zotti pointed out that the Board started charging the horseshoe pitching club because it was the only organized club utilizing the property without a fee.

Kandi Pendleton noted that we had assumed the tournament was three days and if that isn't the case, we can adjust the fees accordingly. Larry Lloyd additionally noted that the group may be eligible for monies from the Sweetwater Travel & Tourism grants.

**Presentations:**
Rock Springs Chamber of Commerce – Dave Hanks – Congratulated the Board & Events Complex for the success of the grant application. Hanks then presented the advancement of the upgraded Rock Springs Chamber of Commerce building, through a slideshow of construction progress. A public bathroom building was added to the outside parking area, the overall footprint doubled in size, expanded visitor services, added an additional 6 parking spaces, added a ticket sales counter, separated visitor services, additional storage, 2 indoor restrooms were added, added board room upstairs, ADA compliancy in all rooms and the opening date is May 20th. Hanks further noted that so much of the equipment was donated to the building – Infinity Power completed the electrical, Vaughn's upgraded the heating and cooling system and a few other things.

**Listing of Events:**
Erika Koshar reviewed the May 2016 events.

**Correspondence:**
None.

**Old Business:**
*Stall Grant Update – Success!* – Director Lloyd presented that although the Fair Board did not originally receive recommendation for full funding, the five elected officials decided to give us the full $2.5M grant, with a $500k match from Sweetwater County. We are starting to gather information so that we may begin construction as soon as the contract is final. Lloyd then explained the extent of the project – a total of 800 covered stalls (running north to south), water spigots, electrical, restroom buildings and roadways. While the original plan included 2 restroom buildings, the budget constraints limited the buildings to one. We are hoping to stretch our dollars to include the second restroom on our planning. Lloyd further noted that the restroom buildings will not only serve the stall area, but the motocross participants as well. Kandi Pendleton noted that bidding will begin in June & July and construction will begin after Fair. Pendleton further presented the general stall specs. Director Lloyd noted that the stalls that we have on the back of the property were great and have lasted a long time.

*Fair Update*

Schedule – Kandi Pendleton noted that the website is currently up to date. She discussed the different added and removed open classes, specifically in crafts and photography. The livestock and horse schedule is complete and on the website as well. Pendleton was able to go through the system and look at the entries in the horse classes to determine if the time was utilized well. She knows there will be growing pains, but will be positive.

Store – The online store opens on May 1st at 8:00 am. We know this store will be busy first thing that morning. We also changed the store layout so that people can indicate what area of the campground and stalling area they would like.

4H & FFA – Superintendent Positions were changed and we sent them to 4H and previous supervisors. We have already received a couple of great applications. Trustee Torgersen asked how the notification letter was presented to the previous supervisors. Kandi Pendleton noted that we sent out about 40 letters to everyone indicating any questions can be directed to Erika or herself. Neither received calls except for an application request.

Fee Schedule – Kandi Pendleton presented the current admission, camping and stalling fees. She further indicated that maybe the entry fee should be across the board, rather than only livestock entries. Director Lloyd noted that it may be advantageous to move towards the Wyoming State Fair fee schedule. Additionally, we are discussing the possibility of adding the fee onto ShoWorks, the fair entry system. This way the fee can be taken care of prior to Fair and tracked easier. Trustee Torgersen agreed that any fees that can be done earlier, it is better.

Trustee Burnett inquired what the FFA numbers are looking like right now. Pendleton noted that right now there doesn't look like a lot of impact. We plan to run FFA entries with 4-H if there are 3 or less entries into the class. Most of the current FFA kids are also in 4-H.

Kandi Pendleton discussed the changes for the 4-H office and noted that we are currently writing an MOU for both the 4-H office and Daggett County which lays out the give and take for both offices.

*2016-17 Budget* – The Board was presented with a chart showing Mill Levy Receipts from FY95-96 to the current year. Director Lloyd indicated that per conversations from our previous budget meeting and conversations with the County Commissioners the budget has been reduced approximately 10%. Director Lloyd reviewed the presented budget. He further noted that the health insurance costs are anticipated to increase by approximately 20% and we will absorb those costs. This will cause us to re-evaluated our expenditures and plan accordingly. We will change our seasonal labor and consider early retirement packages.

| **Revenues** | **FY17** | | **Expenditures** | **FY17** |
|---|---|---|---|---|
| SW County Funding | 2,137,541 | | Salaries & Wages | 1,427,903 |
| Sales/Concessions | 354,000 | | Employer Paid Benefits | 416,112 |
| Admissions/Entries | 450,000 | | Operational Expenses | 2,321,920 |
| Rental Fees | 964,470 | | Equipment Lease | 499,408 |
| Sponsorships | 259,573 | | Facility Upgrades | 322,541 |
| Grants | 92,300 | | | |
| Cash Carryover | 730,000 | | | |
| WBC Stall Grant | 3,000,000 | | | |
| **Total Revenues** | **7,987,884** | | **Total Expenditures** | **7,987,884** |

The entire budgeting process is a 'best guess' estimation on what the future holds. Trustee Zotti expressed his appreciation for the reduced budget to present to the County. He feels more comfortable with this budget and wants to work with the County as much as they have worked with us in the past. Trustee Hartford expressed her appreciation to Director Lloyd in both reducing the budget and explaining figures to the Board.

Trustee Hartford moved to approve the budget as presented, asking the County for $2.1M and Trustee Torgersen seconded. Motion passed unanimously.

**New Business:**
*Pari-Mutual Commission Appointment – Kent McCann* – Trustee McCann explained that while he appreciated the appointment he now feels that he would not be well suited for the position. Trustee Hartford is still interested in the position and may be better suited since she doesn't know a lot of people in the horse racing community.

Director Lloyd reminded the Board that the Pari-Mutual racing that takes place on the property allows the historic horse racing machines in the County and brings in real dollars to Rock Springs and Sweetwater County.

**Closing Comments:**
*Director and Staff* – None.

*Board Members* – Trustee McCann inquired as to how many superintendent positions were replaced. Kandi Pendleton noted that we sent the letter to all supervisors and clerks, approximately 45. It was not an indication of how these people performed throughout the years, it was a matter of making it a little fairer. Trustee Burnett asked if we were going to rely heavily on volunteers. Kandi Pendleton noted that we will use the 4-H volunteers and the public to replace clerks and use the superintendents as oversite.

*Commissioner Comments* – None.

**Adjournment:**
Trustee Zotti moved to adjourn the meeting and Trustee Hartford seconded. Motion passed unanimously.

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Kent McCann, Chairman Jodee Burnett, Secretary