

NEVADA COMMISSION FOR  
CULTURAL CENTERS AND HISTORIC PRESERVATION (CCCHP)  
**GRANT APPLICATION FOR FY2019-2020**

For SHPO use only  
Initials: SJ  
Received: 3/2/20  
Postmarked: 2/28/20  
Delivery Svc: USPS

**APPLICATION COVER PAGE** (This *unaltered* form must be submitted with the application.)

Applicant Organization: The Western Folklife Center, Inc.  
EIN (Taxpayer Identification Number): 87-0447025  
Mailing Address: 501 Railroad Street  
City: Elko County: Elko ZIP: 89801

Project Contact: H. Russell McMullen Title: WFC Board of Trustees, Building Chair  
Daytime Phone: (775) 385-8105 Evening Phone: (775) 744-2599  
Fax: \_\_\_\_\_ Email: hrussell.mcmullen@gmail.com

Project Title: Pioneer Hotel Waterproofing Renovation 2020  
Project Address: 501 Railroad Street  
City: Elko County: Elko ZIP: 89801

Project Type:  Rehabilitation/Construction  Planning/Construction  Architectural/Engineering Study/Construction

Historic Property Name: The Pioneer Hotel Building Date Built: 1912-1913

Property Insured:  Yes; please enclose one copy of policy  No; please explain: \_\_\_\_\_

Project Synopsis (brief): **The Western Folklife Center will repair the roof of the Pioneer Hotel building and a small portion of the stucco. The roof is in "very poor" condition and has been judged to be failing by CentiMark Innovative Roofing and Flooring Solutions out of West Jordan, Utah, proven by the core samples taken and examined. The second part of the project will renovate the stucco on an upper section (Penthouse) of the building to alleviative the continued leakage issues which has caused interior damage as referenced in the CentiMark report (see enclosed addenda).**

Proposed Start Date: 05/01/2021

Proposed End Date: 08/31/2021

Project Budget Summary:	
Amount Requested:	\$ <u>125,007.00</u>
Proposed Match: Cash	\$ <u>20,000.00</u>
In-Kind/Donations:	\$ <u>0.00</u>
Total Project Budget:	\$ <u>145,007.00</u>

**Applicant's authorized signature:**  
H. Russell McMullen  
Name (please print): H. Russell McMullen  
Title: WFC Board of Trustees, Building Chair  
Date: 2/26/2020

**I HAVE READ THE 2019-2020 CCCHP APPLICATION GRANTS MANUAL\***

**\*PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS CONSIDERED INCOMPLETE, AND CANNOT MOVE FORWARD IN THE FUNDING PROCESS.\***

I HAVE READ THE GRANTS MANUAL AND COMPLETED THIS CCCHP APPLICATION FOR 2019-2020 AND CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Applicant's authorized signature:**



Title: WFC Board of Trustees, Building Chair

Name (please print): H. Russell McMullen

Date: 2/26/2020

## **Part II: Narrative Description**

### **1. Project Description**

The Pioneer Hotel, home to the Western Folklife Center, rises above the streets of downtown Elko, a fixture of the community since the building's completion in 1913. At the time, it was the largest retail and office building in Elko and immediately became a predominant gathering spot in the heart of Elko. In the course of its more than 100-year-history, the building has served as a hotel, bar, shooting range, dry cleaners, hardware store, casino and, finally, as the home of the Western Folklife Center. Despite its many occupants, one thing has remained; it serves as a representation of Elko's culture: present, past, and future.

The Pioneer Hotel is a centerpiece of Elko's cultural life, and because of this rich history, the building itself is integral to the Western Folklife Center's operations. The building came to the Western Folklife Center in 1991 when George Gund III donated funds to the WFC which were used to purchase the building. The Pioneer Hotel has served as the organization's headquarters since, providing a cultural center through which the WFC continues to fulfill its mission to "use story and cultural expression to connect the American West to the world" (Addendum G). The Western Folklife Center and the Pioneer Hotel have become synonymous to its visitors and as such, it is a priority of the WFC to preserve and protect it.

As is the case with any building over 100 years old, the Pioneer Hotel has endured numerous renovation projects. Our current project, The Pioneer Hotel Waterproofing Renovation 2020, is a continued effort to maintain the structural integrity of this historic building. Continuous leakage into the interior of the building served as the catalyst for an in-depth review of the condition of the roof. As there were no local contractors who had the necessary qualifications to evaluate a commercial flat roof, six different contractors from surrounding areas were contacted (Addendum B). CentiMark Innovative Roofing and Flooring Solutions of West Jordan, Utah provided the only response. CentiMark, with more than eighty offices nationwide, is the largest roofing contractor in the nation, and specializes in reroofing commercial, industrial, and public buildings. Trevor Hammond, the project manager for CentiMark, conducted a thorough analysis of the roof's condition including obtaining core samples of the existing roof to determine possible defects. His report separates the roof into five sections, determining the condition of all sections to be "very poor" and documenting the reasons for this conclusion in the enclosed analysis (Addendum C). The proposed solution is to replace the existing roof with a Thermoplastic polyolefin (TPO) single-ply roofing membrane solution. TPO roofing membranes are known for their heat-reflective and energy efficient properties as they provide resistance to ultraviolet, ozone and chemical exposure, and for their cost effectiveness.

CentiMark proposed overlaying all 5 sections of the roof with 45 mil TPO thickness with a 15-year warranty. They also provided an optional 60 mil thickness upgrade with a 20-year warranty for an additional cost. Because the 60 mil option only increased the cost by approximately 3%, for a 33% increase in warranted roof life, we chose the thicker membrane. The proposal also included an option for a complete tear-off of the existing roof layer down to the existing structural plywood deck, rather than an overlay, which would have significantly increased the cost. CentiMark's representative did not feel tear-off was warranted in our situation, as their core tests found the deck to be in good condition, so we selected the overlay option. Other

options included new metal coping wall caps for roof sections 1, 2, and 3, which we chose to include mainly for esthetic purposes, as the existing caps are worn and badly faded. We also chose an option to include walk pad in selected areas for protection of the new membrane from damage caused by workers repairing roof-mounted building maintenance equipment or performing other maintenance activities. Finally, we selected an option to replace two skylights in section 5, as recommended by CentiMark as they are nearing the end of their life. A cost summary for CentiMark's proposal including a breakdown of specific costs for each option appears in Addendum B.

Additionally, the CentiMark report noted damage to the stucco wall of the penthouse, which is the boundary between Sections 4 and 5 on the report's drawing. According to the report, the deteriorated condition of the stucco is a likely source of additional leakage into the building, and requires correction by someone other than CentiMark (Additional photographs of damage to the wall appear in Addendum F). We contacted L&C Plastering of Elko for a proposal to repair the wall (Addendum D). They recommend repairing cracks in the existing stucco, then applying a cement skim coat, followed by a stucco color coat. L&C Plastering is the company that resurfaced the building's other stucco walls in our last CCCHP project and was paid in part by CCCHP funds (Photographs of the final product can be found in Addendum F). L&C Plastering is the only contractor in our area who is qualified to perform the work, and the cost of this portion of the project is small enough that we did not feel it warranted seeking competitive proposals from out-of-area companies.

Deterioration of the roof due to leakage issues may result in the need to remove and replace wet insulation and even deteriorated substrate in some areas. When construction begins, suspect areas will be evaluated to determine whether such repair is required. With the guidance of Trevor Hammond of CentiMark, we have included a 20% contingency to address that possibility, other unknown issues that may present during construction, and inflation costs that will result because the project will not begin until 16 months following the proposal date. The Western Folklife Center realizes that if such additional expenses exceed that contingency, the cost will be borne by the Center, and have kept the Proposed Cash Match for this project low as a result.

This construction project requires good weather, which is not a usual feature of Elko's winters. Assuming the funds that will finance CCCHP projects will not be available until late fall, we would anticipate starting construction in spring of 2021 and completing it by late summer of that same year which is well within the CCCHP guidelines.

The Pioneer Hotel building has undergone significant renovation, as is necessary when converting a 24-room hotel into a cultural center. The Cultural Commission has invested in the prior stages of the project and we are asking for your continued support. Your contributions in the past have helped us continue to function as a major curator, producer and presenter of high quality events and exhibitions in Northeastern Nevada, and your additional contributions will serve as further support of your previous investment in preservation of the building and enhancement of our mission. We very much appreciate your help in maintaining this historic structure.

## **2. Building Use/Community Involvement**

The building is used by the Western Folklife Center to explore and give voice to traditional and dynamic cultures of the American West. As home to the Western Folklife Center, it is a multi-purpose space for performance art, workshops, exhibits, and the organization's administrative offices. The Pioneer Hotel houses the Weigand Gallery which offers interactive exhibitions and multimedia presentations, including semi-permanent and temporary exhibitions; the G Three Bar Theatre, a 300-seat theatre providing access throughout the year to a variety of events celebrating the expressive arts of the West; the Pioneer Saloon, a social center brought together by an impressive 40-foot 1890 Brunswick back bar constructed of mahogany and cherry wood inlaid with mother-of-pearl; a gift shop featuring items from art and books to films, jewelry and music; and the WFC administrative offices. Additionally, the Western Folklife Center's Archives, a rich resource of information about the occupations, lifeways and traditions of the American West, reside on the 3<sup>rd</sup> floor of the building.

The WFC is governed by a Board of Trustees, along with a National Advisory Council made up of leaders in western cultural life. The staff consists of 14 full- and part-time employees directed by Kristen Windbigler who is the former director of TED Translators (Addendum M). In the Elko community, the Western Folklife Center is supported by the Nevada Task Force, a group of volunteers from the Elko community who believe in the importance of preserving and celebrating the cultural heritage of the American West. They focus on fundraising to support the organization, as well as providing building maintenance through semi-annual "Building Clean-Up days" and by procuring in-kind donations to help support building renovation projects.

Additional support for the Western Folklife Center comes from a cadre of members and stakeholders located throughout the United States and several foreign countries. Hundreds of volunteers assist in staging events, fundraising, and supporting the mission of the Folklife Center. Each January, during the National Cowboy Poetry Gathering (NCPG), our premier event, approximately 300 volunteers from the Elko community take part in every aspect of the event. Each year in the dead of winter more than ten thousand visitors, including several thousand students from our region, come to the Western Folklife Center and other facilities in our community to indulge in poetry, music, and cultural expression featuring the American West as it correlates to cultures throughout the world. According to a survey conducted by the Nevada Commission on Tourism, the NCPG was thought to have contributed more than \$7 million to the local economy.

In addition to the National Cowboy Poetry Gathering, the WFC hosts exhibitions, performances, and a full array of workshops and youth education programs through its location in the Pioneer Hotel. The Western Folklife Center hosts several community events on a monthly basis in order to promote cultural artistic expression. These events include "Southwind at the Western Folklife Center," "Jam On!" and "Let's Dance!" (Addendum O). The Pioneer Saloon and G Three Bar Theatre are also used as an event space available on a rental basis. It is one of the most coveted locations in Elko for weddings, receptions, anniversaries, birthdays, et cetera, and is also popular among businesses looking to host special events or meetings. And recently, the Center collaborated with Elko's Great Basin College to host the 15th Annual GBC Film Festival. The

film festival's mission statement is to "bring culturally diverse films to an isolated, rural community; to enrich and entertain."

Through the activities and partnerships of the Western Folklife Center, the Pioneer Hotel serves as a gathering place for our local, regional, national, and international communities to come together to share in cultural expression. Without the Pioneer Hotel as its home, the Western Folklife Center's mission to "Use story and cultural expression to connect the American West to the world" would not be possible. The building and its rich history is integral to the Western Folklife Center's vision to "explore and give voice to traditional and dynamic cultures of the American West" and to provide "a platform for rural and urban communities to communicate and exchange new ideas and avenues of expression" (Addendum G).

### **3. Project Support/Financial**

The Pioneer Hotel building is over 100 years old. Maintenance needs are many in a building of this vintage, and funding those needs is a constant concern. As is true of all non-profit organizations, finding available cash for projects of this size and nature is difficult; however, this weatherizing project is essential to eliminate the leaks that have begun to occur, threatening to damage the interior of the building and contents thereof, including our precious archival materials. The Western Folklife Center Board very much appreciates the participation of the CCCHP in many past projects which have aided the maintenance process and sincerely hope that you will help us with this critically necessary project.

For our part, the Western Folklife Center will contribute a \$20,000 cash match toward The Pioneer Hotel Waterproofing Renovation 2020 project. As mentioned earlier, we are keeping this cash match low in order to accommodate any unforeseen contingencies. Fundraising ventures will also be initiated to raise any additional funds required to complete the project. To date we have not received any funding specific to this project and do not anticipate any other grants or funding outside of any required fundraising efforts.

Operational support for the Western Folklife Center comes from a combination of earned income, contributed income, and public sources. Members located throughout the United States and several foreign countries support the Folklife Center. Additional funding comes from local businesses, individuals, foundations, and government organizations. The future financial viability of the Western Folklife Center will depend on the continued vitality of the programs we produce and the support of our community: local, regional, national, and international. Our ability to rise to the occasion and find the ways and means to fund a project has been tested in the past and been met. Certainly, the Pioneer Hotel and its maintenance as a cultural center for Elko, a cultural center with a history that is well-preserved and human-scaled in its activity as a folklore hub, requires a steady hand and vigilance.

Since the establishment of the Western Folklife Center, many projects, ranging from the renovation of the Pioneer Hotel to the hosting of the National Cowboy Poetry Gathering, have been undertaken and successfully completed. In 1985 we hosted the first annual National Cowboy Poetry Gathering, funded in part by a grant from the National Endowment for the Arts. In its inaugural year, the Gathering featured 40 artists and about 1,000 attendees. In 2020, more

than 100 artists performed and an estimated 10,000 attendees came from around the world. January 2021 will mark the 37<sup>th</sup> National Cowboy Poetry Gathering. Our ongoing success, while undergoing continuous preservation projects, as evidenced by our lengthy history with the CCCHP, demonstrates our ability to remain a viable program while doing a project of this nature.

#### **4. Planning**

The planning, coordinating, and oversight of the project will be undertaken by H. Russell McMullen, the Western Folklife Center Board of Trustee's Building Committee Chair, and staff members Teddi Baer, who serves as the Director of Operations for the Western Folklife Center, and Kristin Windbigler, the Center's Executive Director, and Kellie Nicola, a partner of the accounting firm McMullen McPhee and Company who serves as our contract Chief Financial Officer.

#### **Supplemental Materials**

- Addendum A: List of Contacted Roofing Contractors
- Addendum B: CentiMark Roof Replacement Summary
- Addendum C: CentiMark Roof Assessment and Proposed Solution
- Addendum D: L&C Plastering – Stucco Proposal
- Addendum E: Independent Auditor's Report
- Addendum F: Stucco Wall Photographs
- Addendum G: Strategic Plan Including Vision and Mission Statement
- Addendum H: WFC Organization/History, Current Programs, Awards & Accomplishments
- Addendum I: Outcome of Previous CCA/CCCHP Grants
- Addendum J: List of All Grants in Past Three Years
- Addendum K: Insurance Policy Information
- Addendum L: Board of Trustees
- Addendum M: Resumes
- Addendum N: Long-Range Plan
- Addendum O: Organization Activities
- Addendum P: Audit Report

GRANT APPLICATION FOR 2019-2020  
PART III BUDGET FORM

Applicant: Western Folklife Center, Inc.

1. Personnel:

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is a fringe benefit	Amount of fringe benefit	Total Amt	State Share	Non-State Share
a.	Executive Director					0.00	0.00		
b.	Building					0.00	0.00		
c.	Accounting					0.00	0.00		
d.	Volunteers					0.00	0.00		
e.						0.00	0.00		
f.						0.00	0.00		
g.						0.00	0.00		
h.						0.00	0.00		
i.						0.00	0.00		
j.						0.00	0.00		
<b>Sub-total:</b>							<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

2. Travel: (see GSA rates in the application document)

		Rate	Miles/# of days	Total Amount	State Share	Non-State Share
a.	<b>Mileage</b>					
	1. Person #1-			0.00		
	2. Person #2-			0.00		
b.	<b>Per Diem (Breakfast)</b>			0.00		
	<b>Per Diem (Lunch)</b>			0.00		
	<b>Per Diem (Dinner)</b>			0.00		
c.	Transportation costs (parking fees, taxi, etc.)			0.00		
d.	<b>Lodging</b>					
	1. Weeknight (Sun-Th)			0.00		
	2. Weekend (Fri-Sat only)			0.00		
e.	Other:			0.00		
f.	Other:			0.00		
<b>Sub-total:</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



GRANT APPLICATION FOR 2019-2020  
PART III BUDGET FORM

**3. Contractual Services: Attach itemized lists or contractor quotes showing the breakdown of materials and labor costs for all proposed work items**

	Contractual Service	Total Amount	State Share	Non-State
a.	Roof Materials	56,108.00	46,108.00	10,000.00
b.	Labor to Overlay Roof	57,799.00	47,799.00	10,000.00
c.	Contingency for Roof Overlay	22,600.00	22,600.00	
d.	Succo Overlay	8,500.00	8,500.00	
e.				
f.				
<b>Sub-total:</b>		<b>\$145,007.00</b>	<b>\$125,007.00</b>	<b>\$20,000.00</b>

**4. Operating: List estimated operating expenses relating to the proposed project.**

		# of	Rate	Flat Rate	Amount	State Share	Non-State
a.	Photocopying						
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify):						
i.	Other (specify):						
<b>Sub-total:</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**5. Other (please specify or attach detailed budget):**

		Rate	Amount	State Share	Non-State
a.	Cash				
b.					
c.					
d.					
e.					
f.					
g.					
h.					
<b>Sub-total:</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

GRANT APPLICATION FOR 2019-2020  
PART III BUDGET FORM

**6. Section #1- 5 Subtotals:**

		<b>Amounts</b>	<b>State Share</b>	<b>Non-State Share</b>
1.	Personnel	0.00	0.00	0.00
2.	Travel	0.00	0.00	0.00
3.	Contractual Services	145,007.00	125,007.00	20,000.00
4.	Operating	0.00	0.00	0.00
5.	Other	0.00	0.00	0.00
	<b>Sub-total:</b>	<b>\$145,007.00</b>	<b>\$125,007.00</b>	<b>\$20,000.00</b>

7. **Requested State Share Total:** Subtotal: **\$125,007.00**
8. **Potential Non-State Share:** Subtotal: **\$20,000.00**
10. **Proposed Project Costs Grand Total:** **\$145,007.00**



## **ADDENDUM A: LIST OF CONTACTED ROOFING CONTRACTORS**

**Western Folklife Center**  
List of Contacted Roofing Contractors

**R&R Roofing, Ely**  
860 S. Industrial Way  
Ely, NV 89301  
775-289-8066

Spoke to Whitney, they do a lot of work in Elko. Will have owner contact Russ McMullen. Owner proposed a meeting at a time the staff was unavailable, further attempts at arranging another meeting received no response.

**CentiMark, SLC**  
9229 S. Prosperity Road  
West Jordan, UT  
801-907-8150

Emailed form on website requesting contact. Received response and subsequent proposal from Trevor Hammond. Proposal included.

**Duro-Last**  
525 Morley Dr  
Saginaw, MI  
866-758-3669

Left voicemail for Daniel Nohr, independent sales representative for Southern Nevada at 602-399-4866. Received no response.

**Roof Contractors Reno**  
2495 Dickerson Road  
Reno, NV  
775-831-4188

Left voicemail for Brian. Received no response.

**Scott Roofing, LLC, Reno**  
715 Wright Way  
Sparks, NV  
775-331-5090

Spoke with receptionist, left information on the project. They agreed to look at the roof via Google Maps and would reach out if they were interested in the project. Received no response.

**Lewis Roofing, Inc - Twin Falls**  
179 Osterloh Ave W  
Twin Falls, ID  
208-735-1219

Left voicemail. Received no response.

*Note: Due to our rural location, none of the contractors in Elko, NV are able to do the necessary work. We can only explain the lack of response to our request for proposal from the referenced contractors as a further reflection of our rural location and the costs and constraints inherent in projects undertaken here.*



## **ADDENDUM B: CENTIMARK ROOF REPLACEMENT SUMMARY**

**Western Folklife Center  
CentiMark Roof Replacement Summary  
January 2020**

Location	Area	Additional Cost			Total
		45 mil - 15 Yr	60 mil - 20 Yr.*	New Coping*	
Section 1 - G3	4,314	\$28,641	\$995	\$2,420	\$32,056
Section 2 - Bar	2,853	\$32,456	\$785	\$2,000	\$35,241
Section 3 - Entry Overhang	252	Incl w Sec 2	Incl w Sec 2	Incl w Sec 2	Incl w Sec 2
Section 4- Pioneer	3,371	\$39,610	\$1,245		\$40,855
Section 5 - Penthouse	968	Inc w Sec 4	Inc w Sec 4	Inc w Sec 4	Inc w Sec 4
<b>Total</b>	<b>11,758</b>	<b>\$100,707</b>	<b>\$3,025</b>	<b>\$4,420</b>	<b>\$108,152</b>

**Notes:**

	Full Tear-Off	Repair Option	Walk Pad*	Skylight Option*	Discount
Section 1 - G3	\$53,072		\$850/Roll		
Section 2 & 3 - Bar	\$59,945		\$850/Roll		
Section 4 & 5		\$1,400	\$850/Roll	\$755	
Sections 1-3 Simultaneously					-\$1,800*

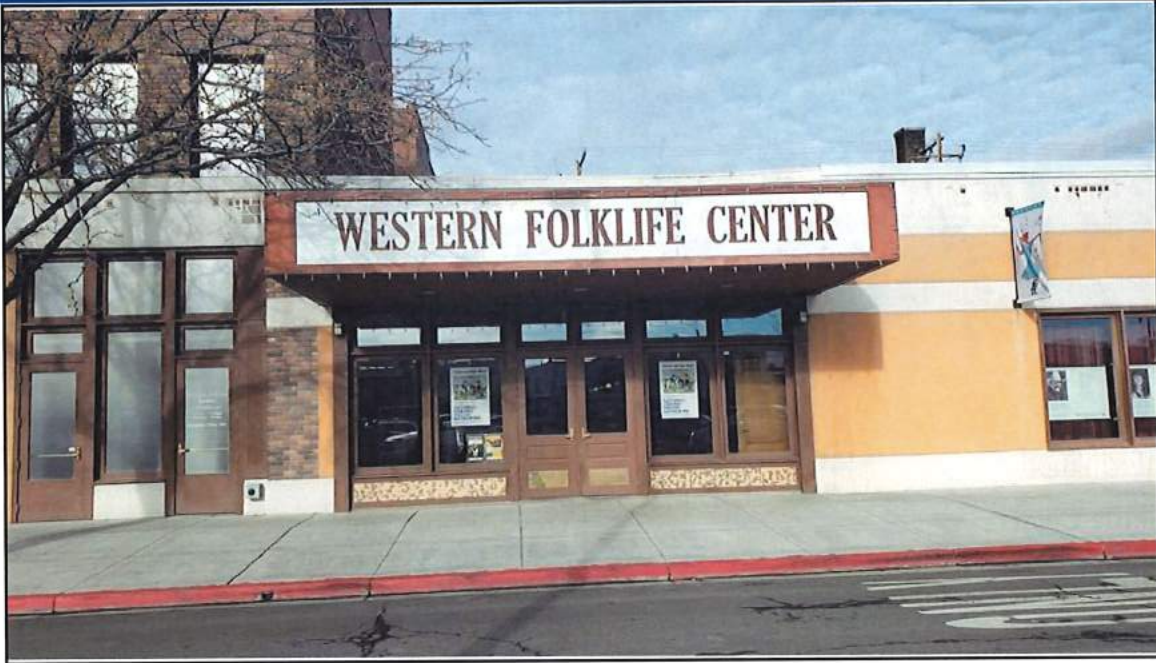
**Proposed Roofing Cost Summary\***

Base Cost	\$108,152
Walk Pad (Est. 8 rolls)	\$6,800
Skylights (2)	\$755
Discount	(\$1,800)
Sub Total	\$113,907
Construction Contingency (20%)	\$22,600
<b>Total Roofing Cost</b>	<b>\$136,507</b>



**ADDENDUM C: CENTIMARK ROOF ASSESSMENT AND  
PROPOSED SOLUTION**

# Roof Assessment and Proposed Solution



**Western Folklife Center - Elko, NV**



# Thank You for Considering CentiMark

[www.CentiMark.com](http://www.CentiMark.com)



Prepared On: 12/18/2019

Version: 293650.1.19

## Prepared For:

### Customer Information

Western Folklife Center  
501 Railroad Street  
Elko, NV 89801

Attn: H. Russell McMullen

Email: [hrussell.mcmullen@gmail.com](mailto:hrussell.mcmullen@gmail.com)

### Location Information

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

Attn: Teddi Baer  
Operations/Ticket Sales Manager

Email: [tbaer@westernfolklife.org](mailto:tbaer@westernfolklife.org)

## Prepared By:

### Project Manager

Trevor Hammond  
CentiMark Corporation  
9229 S Prosperity Rd Ste 700  
West Jordan, UT 84081-616

[Trevor.Hammond@centimark.com](mailto:Trevor.Hammond@centimark.com)  
Phone: 801-907-8150  
Fax: 801-907-8151



Please visit us at [www.centimark.com](http://www.centimark.com)

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State license: 19901012929,  
0031314, 0079235

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12/18/2019

H. Russell McMullen  
Western Folklife Center  
501 Railroad Street  
Elko, NV 89801

Dear H. Russell McMullen,

I would like to take this opportunity to introduce you to **CentiMark**. As a full service contractor, we can help you address all of your roofing concerns.

We at **CentiMark** specialize in reroofing commercial, industrial and public buildings. With over 50 years experience, we are sensitive to the needs of manufacturing, retailing and the service markets. Many hotels, hospitals, chemical plants, paper mills, retail stores, and others are under the **CentiMark** roof assemblies. We understand the need to maintain production, safeguard stock, protect employees and guests and most important, address safety issues associated with reroof projects.

In addition to being the largest national roofing contractor, **CentiMark** can offer the financial stability it takes to stand behind its SINGLE SOURCE warranties. With over fifty local offices, we are ready to serve even your smallest needs. We have the capability, for multiple building owners, to provide each client with a planned program; this includes budgets, scope of work and recommendations for prioritizing over a multi-year plan. One of our financial strengths is being able to arrange payment plans to meet the needs of multiple building owners. As a **CentiMark** customer, you will receive a toll-free hotline number available seven (7) days a week, twenty-four (24) hours a day for your service needs.

**CentiMark** is a customer-oriented contractor. We offer many roofing systems and products to solve even the most difficult roofing problems. We are also available on a consultation basis as well as offering preventative maintenance programs to prolong the life of your existing roof. Additionally, **CentiMark's** flooring division is ready to provide protective coatings, floor resurfacing and other various repair materials to maintain the inside of your building.

With these advantages, we are pleased to offer Western Folklife Center a risk proof system designed to meet the specific requirements for your building.

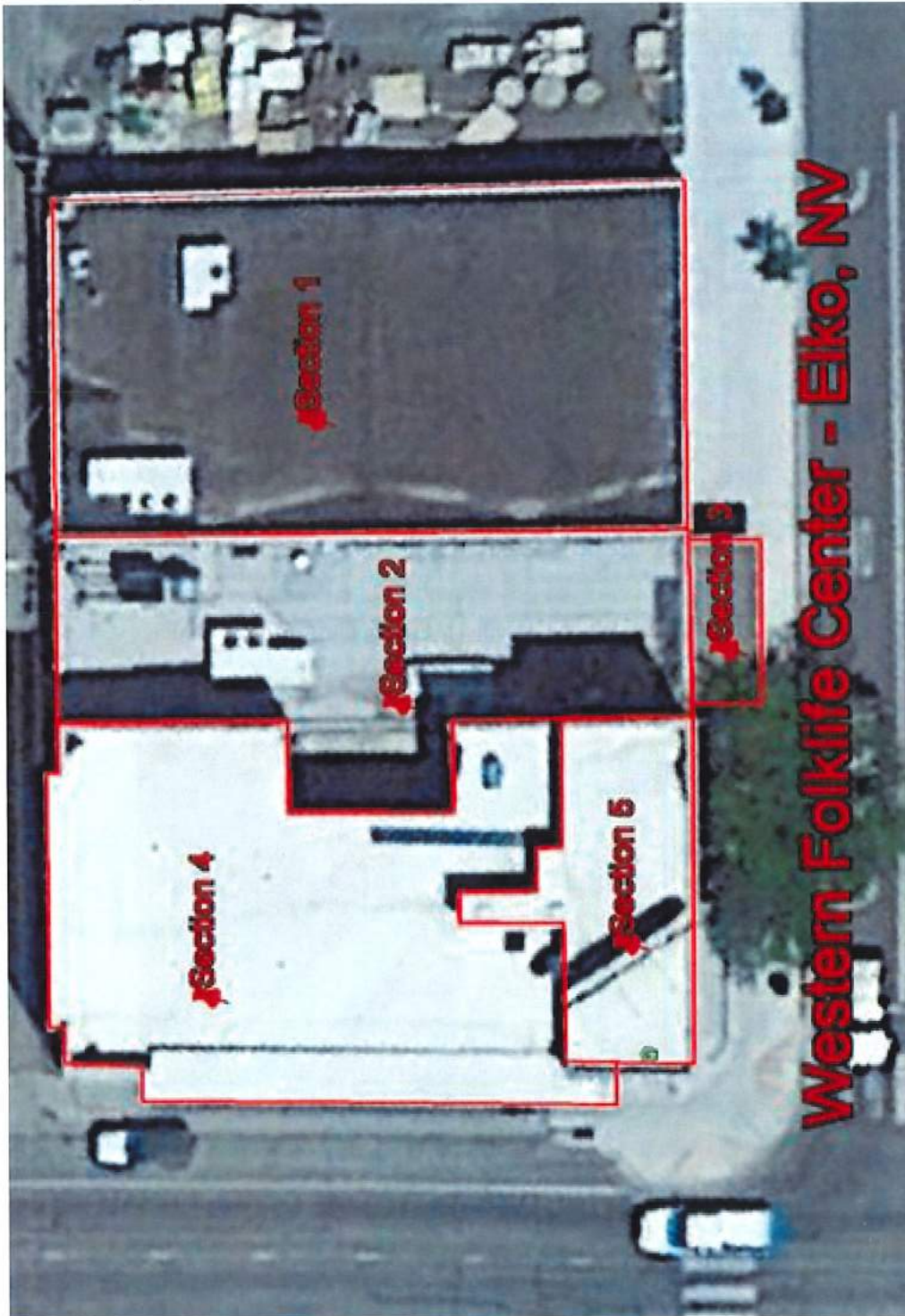
Sincerely,

Trevor J. Hammond  
Sr. Project Manager

# ◀◀◀ Drawing ▶▶▶

Area: Drawing

Caption: Satellite Image of Western Folklife Center - Elko, NV



# ◀◀◀ Overview Pictures ▶▶▶

**Section:** Section 1

**Area:** Overview

**Caption:** Overview Photo of Section 1



**Section:** Section 2

**Area:** Overview

**Caption:** A New Tapered EPS Cricket Will be Installed to Attempt to Alleviate Standing Water



**Section:** Section 2  
**Area:** Overview  
**Caption:** Overview Photo of Section 2



**Section:** Section 2  
**Area:** Overview  
**Caption:** The Existing Metal Counter-Flashing Will be Replaced with New During the Re-Roof Process



**Section:** Section 3

**Area:** Overview

**Caption:** Lights Mounted to the Existing Metal Coping Cap Will Need to be Removed by Others Prior to Work Starting



**Section:** Section 3

**Area:** Overview

**Caption:** Overview Photo of Section 3



**Section:** Section 3

**Area:** Overview

**Caption:** See Optional Price to Replace Existing Metal Coping Cap with New on Section 1, Section 2, and Section 3 Only



**Section:** Section 3

**Area:** Overview

**Caption:** Trees Which Overhang the Roof Should be Cut Back to Prevent Damage from Falling Branches





**Section:** Section 4

**Area:** Overview

**Caption:** Damage to the Existing Stucco Walls Could be the Source of Some of the Building Leaks and Should be Repaired by Others



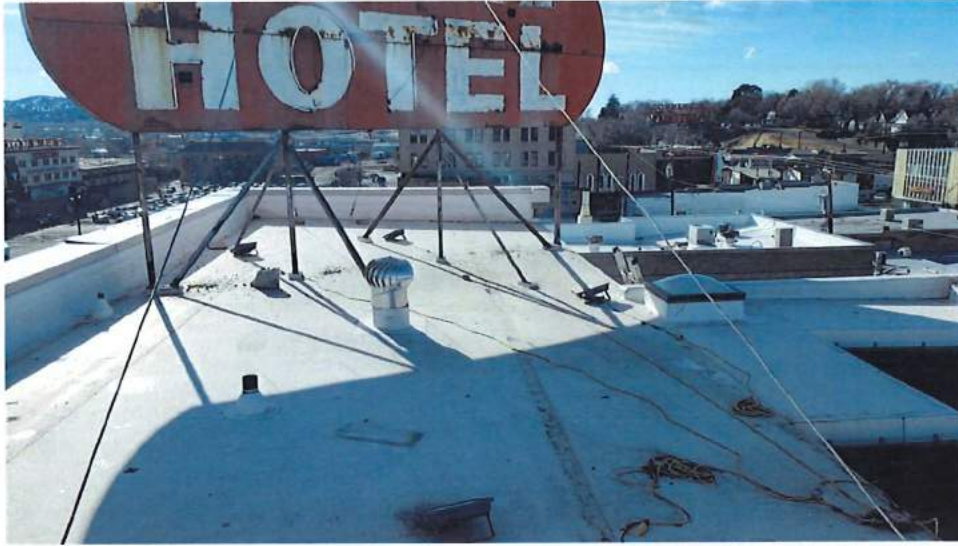
**Section:** Section 4

**Area:** Overview

**Caption:** Overview Photo of Section 4



**Section:** Section 5  
**Area:** Overview  
**Caption:** Overview Photo of Section 5



**Section:** Section 5  
**Area:** Overview  
**Caption:** See Optional Price for New Skylights



## ◀◀◀ Defect Pictures ▶▶▶

**Section:** Section 1

**Area:** Defects

**Caption:** (All) Coping - Metal Separation

**Description**

Accessories-(All) Coping - Metal Separation

**Cause**

The coping is not properly secured to the wall.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

The coping needs to be replaced or re-secured to ensure a watertight condition.



**Section:** Section 1

**Area:** Defects

**Caption:** (All) HVAC Unit Flashing Failure



**Description**

Accessories-(All) HVAC Unit Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 1

**Area:** Defects

**Caption:** (All) HVAC Unit Flashing Failure

**Description**

Accessories-(All) HVAC Unit Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Alligatoring"



**Description**

Field of the roof-(BUR/Mod-Bit) "Alligatoring"

**Cause**

The asphalt oils are being drawn out due to worn coating or no coating applied during original application.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.

**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Alligating"

**Description**

Field of the roof-(BUR/Mod-Bit)  
"Alligating"

**Cause**

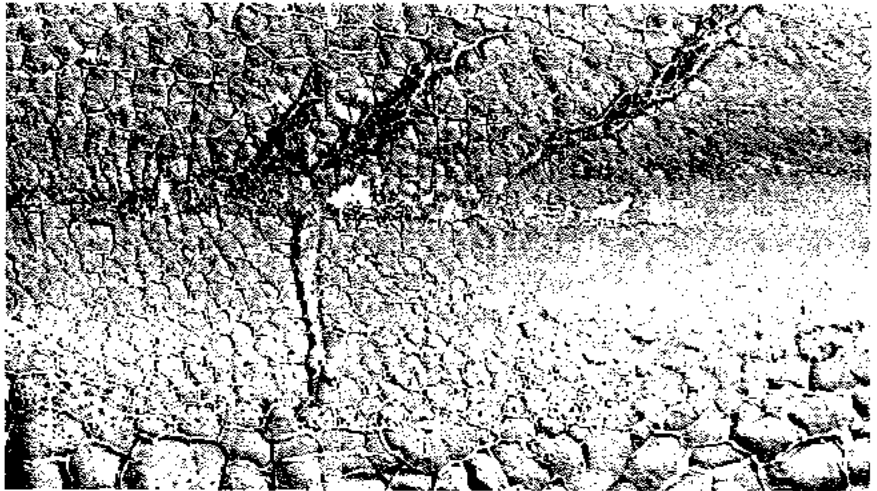
The asphalt oils are being drawn out due to worn coating or no coating applied during original application.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

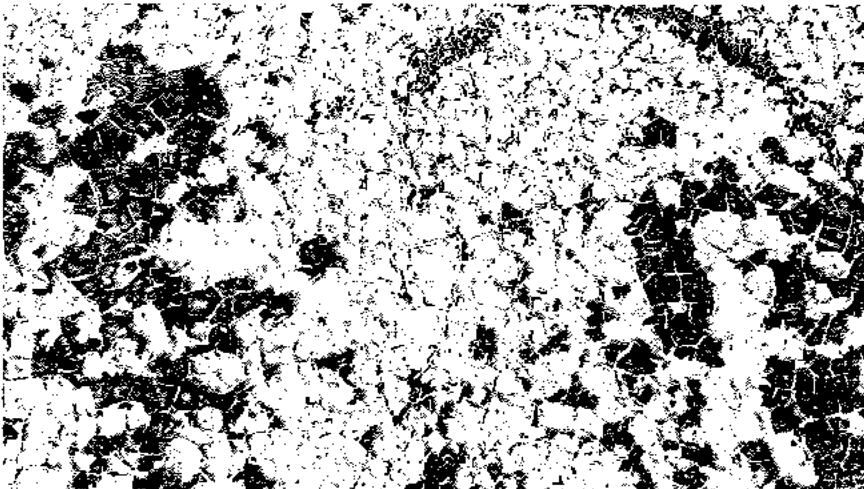
Perform moisture survey to determine appropriate restoration.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts



**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed"  
Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.

**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts

**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts



**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.

**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts

**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

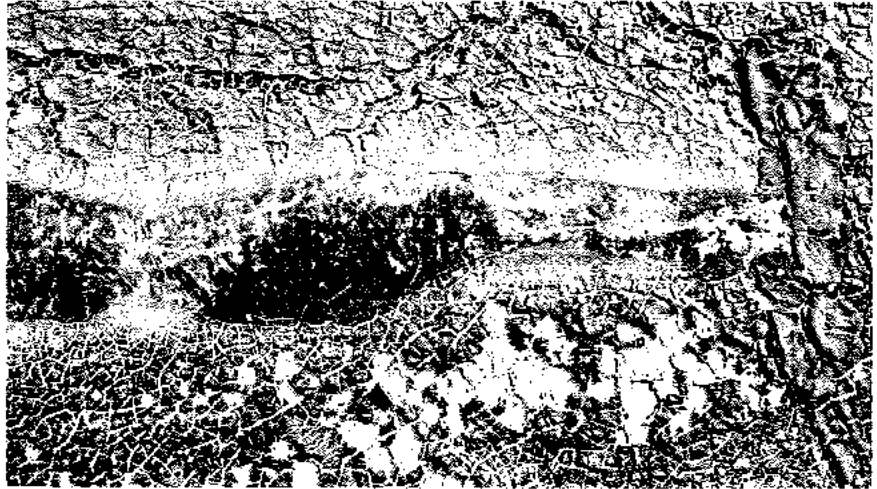
All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts



**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.

**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts

**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Ridging" of Cap Sheet



**Description**

Field of the roof-(BUR/Mod-Bit) "Ridging" of Cap Sheet

**Cause**

Material shrinkage, building movement, improper installation or poor workmanship.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Keep this area closely monitored. If leaking exists, remove the wrinkled area and repair with compatible materials.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) Wall Flashing Failure

**Description**

Accessories-(BUR/Mod-Bit) Wall Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 1

**Area:** Defects

**Caption:** (BUR/Mod-Bit) Wall Flashing Failure



**Description**

Accessories-(BUR/Mod-Bit) Wall Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 2

**Area:** Defects

**Caption:** (All) HVAC Unit Flashing Failure

**Description**

Accessories-(All) HVAC Unit Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) HVAC Unit Flashing Failure



**Description**

Accessories-(All) HVAC Unit Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 2

**Area:** Defects

**Caption:** (All) HVAC Unit Flashing Failure

**Description**

Accessories-(All) HVAC Unit Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure



**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 2

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure

**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure



**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 2

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure

**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure



**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 2

**Area:** Defects

**Caption:** (All) Pitch Pan - Not Properly Filled

**Description**

Accessories-(All) Pitch Pan - Not Properly Filled

**Cause**

The material used to fill the pitch pan has settled and allowed for standing water within the pan.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

The pitch pan needs to be properly filled using the appropriate roofing materials.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) Punctures / Tears - Abuse



**Description**

Field of the roof-(All) Punctures / Tears - Abuse

**Cause**

The most common reason for punctures and tears is abuse of the roof.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair membrane as needed.

**Section:** Section 2

**Area:** Defects

**Caption:** (All) Seams - Open

**Description**

Field of the roof-(All) Seams - Open

**Cause**

Moisture has entered into the roof system. This has allowed for upward vapor drive to force delamination of the roofing material from itself or the insulation.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair membrane as needed.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) Seams - Open

**Description**

Field of the roof-(All) Seams - Open

**Cause**

Moisture has entered into the roof system. This has allowed for upward vapor drive to force delamination of the roofing material from itself or the insulation.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair membrane as needed.



**Section:** Section 2

**Area:** Defects

**Caption:** (All) Seams - Open

**Description**

Field of the roof-(All) Seams - Open

**Cause**

Moisture has entered into the roof system. This has allowed for upward vapor drive to force delamination of the roofing material from itself or the insulation.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair membrane as needed.



**Section:** Section 2

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Blistering"



**Description**

Field of the roof-(BUR/Mod-Bit) "Blistering"

**Cause**

Moisture has entered roof system, causing upward vapor drive which results in delamination between inter-ply felts or the insulation.

**Impact**

Blisters can easily open and allow for additional moisture to enter into the roof and accelerate the deterioration of insulation and decking.

**Solution**

Blisters should be evaluated to determine if there is a need to open the area, eliminate the cause for the blister. At the early stages of blistering it may be prudent to monitor the area and avoid intrusive repairs.



**Section:** Section 2

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts

**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.



**Section:** Section 2

**Area:** Defects

**Caption:** (BUR/Mod-Bit) "Exposed" Felts



**Description**

Field of the roof-(BUR/Mod-Bit) "Exposed" Felts

**Cause**

All smooth BUR systems require a coating to retard ultra violet degradation. If this is not performed on a regular basis, the asphalt flood coat will break down and allow for moisture infiltration.

**Impact**

Exposed felts will degrade from ultra violet exposure and absorb moisture, which may cause separation of plies premature failure of the roof system.

**Solution**

Perform moisture survey to determine appropriate restoration.

**Section:** Section 2

**Area:** Defects

**Caption:** (BUR/Mod-Bit) Wall Flashing Failure

**Description**

Accessories-(BUR/Mod-Bit) Wall Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 2

**Area:** Defects

**Caption:** (BUR/Mod-Bit) Wall Flashing Failure



**Description**

Accessories-(BUR/Mod-Bit) Wall Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 3

**Area:** Defects

**Caption:** (All) Coping - Fasteners Loose

**Description**

Accessories-(All) Coping - Fasteners Loose

**Cause**

Expansion and contraction of the metal can work fasteners loose.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

The coping needs to be re-fastened and sealed.



**Section:** Section 3

**Area:** Defects

**Caption:** (All) Drains - Debris Strainer - Clogged



**Description**

Accessories-(All) Drains - Debris Strainer - Clogged

**Cause**

Leaves and debris from surrounding vegetation, algae from standing water, and debris thrown or left on roof.

**Impact**

Clogged debris strainers can result in insufficient drainage and contribute to flashing failure, roof leaks, moisture infiltration into the roof system, deck deflection, or a potential roof collapse during heavy rainfall or snow and ice melt periods.

**Solution**

Clean debris from strainer to improve drainage.

**Section:** Section 4

**Area:** Defects

**Caption:** (All) Ceiling Tiles - Stained



**Description**

Deck-(All) Ceiling Tiles - Stained

**Cause**

Roof leaks or condensation.

**Impact**

Not visually appealing. Safety issues may arise.

**Solution**

Determine where water infiltration is occurring and correct.

**Section:** Section 4

**Area:** Defects

**Caption:** (All) Ceiling Tiles - Stained

**Description**

Deck-(All) Ceiling Tiles - Stained

**Cause**

Roof leaks or condensation.

**Impact**

Not visually appealing. Safety issues may arise.

**Solution**

Determine where water infiltration is occurring and correct.



**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) "Shattering" of Sheet



**Description**

Field of the roof-(Thermo) "Shattering" of Sheet

**Cause**

As the PVC membrane ages, plasticizers are lost through migration. This loss of plasticizers makes the sheet brittle and subject to catastrophic failure. (shattering)

**Impact**

Membrane may fail suddenly and catastrophically, (shatter) leaving the building unprotected from the elements.

**Solution**

The roof must be replaced.

**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) "Shattering" of Sheet

**Description**

Field of the roof-(Thermo) "Shattering" of Sheet

**Cause**

As the PVC membrane ages, plasticizers are lost through migration. This loss of plasticizers makes the sheet brittle and subject to catastrophic failure. (shattering)

**Impact**

Membrane may fail suddenly and catastrophically, (shatter) leaving the building unprotected from the elements.

**Solution**

The roof must be replaced.



**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) "Shattering" of Sheet



**Description**

Field of the roof-(Thermo) "Shattering" of Sheet

**Cause**

As the PVC membrane ages, plasticizers are lost through migration. This loss of plasticizers makes the sheet brittle and subject to catastrophic failure. (shattering)

**Impact**

Membrane may fail suddenly and catastrophically, (shatter) leaving the building unprotected from the elements.

**Solution**

The roof must be replaced.

**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Debris on Exposed Membrane

**Description**

Field of the roof-(Thermo) Debris on Exposed Membrane

**Cause**

Leaves and debris from surrounding vegetation, algae from standing water, and debris thrown or left on roof.

**Impact**

Debris and sharp objects can cause damage to Thermoplastic membrane, resulting in leaks and premature system failure.

**Solution**

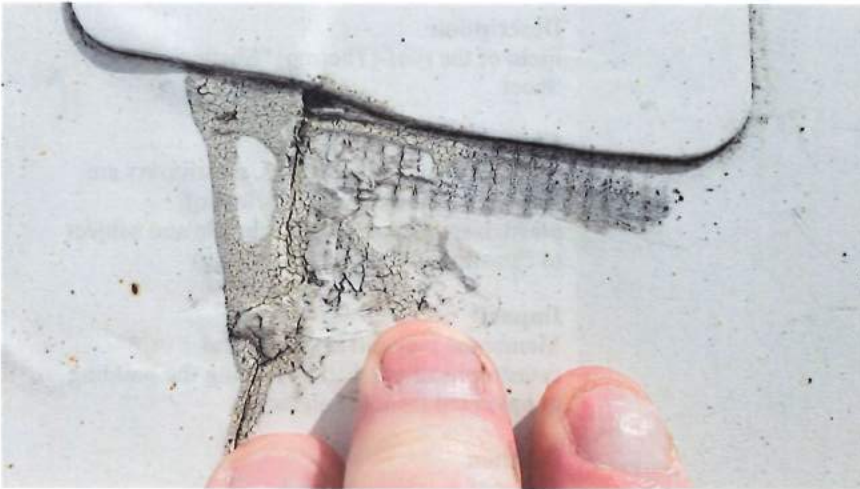
Remove and dispose of debris. Inspect membrane for damage. Perform repairs to roof as needed.



**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Exposed Scrim



**Description**

Field of the roof-(Thermo) Exposed Scrim

**Cause**

The top layer of the membrane has deteriorated due to ultraviolet light or other detrimental factors.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

The roof must be replaced.

**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Punctures / Tears - Abuse

**Description**

Field of the roof-(Thermo) Punctures / Tears - Abuse

**Cause**

Damage or abuse.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair damaged roofing as needed using proper materials.



**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Punctures / Tears - Abuse



**Description**

Field of the roof-(Thermo) Punctures / Tears - Abuse

**Cause**

Damage or abuse.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair damaged roofing as needed using proper materials.

**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Seams - Open

**Description**

Field of the roof-(Thermo) Seams - Open

**Cause**

Improperly prepared seams, improper heat welding, failure of tapes, primers and adhesives.

**Impact**

Open seams allow for moisture to enter the roof system, and may cause insulation and deck deterioration.

**Solution**

Repair seams with proper materials.





**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Seams - Open



**Description**

Field of the roof-(Thermo) Seams - Open

**Cause**

Improperly prepared seams, improper heat welding, failure of tapes, primers and adhesives.

**Impact**

Open seams allow for moisture to enter the roof system, and may cause insulation and deck deterioration.

**Solution**

Repair seams with proper materials.

**Section:** Section 4

**Area:** Defects

**Caption:** (Thermo) Seams - Open

**Description**

Field of the roof-(Thermo) Seams - Open

**Cause**

Improperly prepared seams, improper heat welding, failure of tapes, primers and adhesives.

**Impact**

Open seams allow for moisture to enter the roof system, and may cause insulation and deck deterioration.

**Solution**

Repair seams with proper materials.



**Section:** Section 5

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure

**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

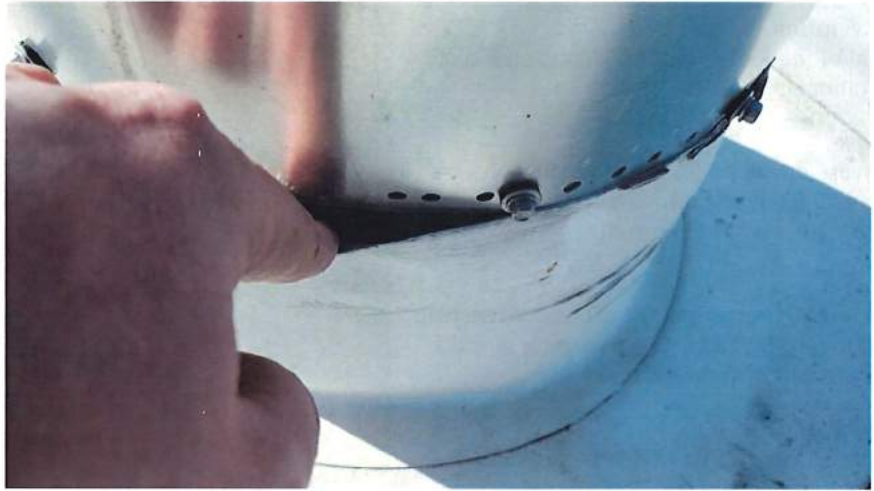
Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.



**Section:** Section 5

**Area:** Defects

**Caption:** (All) Pipe Flashing Failure



**Description**

Accessories-(All) Pipe Flashing Failure

**Cause**

Flashing is failing due to ultra violet exposure, building movement and expansion and contraction of building components.

**Impact**

Failing flashings allow moisture into the roof system. Moisture in the roof accelerates the failure of the roof system, insulation and decking.

**Solution**

Flashing needs to be restored to ensure a watertight condition.

**Section:** Section 5

**Area:** Defects

**Caption:** (Thermo) Debris on Exposed Membrane

**Description**

Field of the roof-(Thermo) Debris on Exposed Membrane

**Cause**

Leaves and debris from surrounding vegetation, algae from standing water, and debris thrown or left on roof.

**Impact**

Debris and sharp objects can cause damage to Thermoplastic membrane, resulting in leaks and premature system failure.

**Solution**

Remove and dispose of debris. Inspect membrane for damage. Perform repairs to roof as needed.



**Section:** Section 5

**Area:** Defects

**Caption:** (Thermo) Punctures / Tears - Abuse



**Description**

Field of the roof-(Thermo) Punctures / Tears - Abuse

**Cause**

Damage or abuse.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair damaged roofing as needed using proper materials.

**Section:** Section 5

**Area:** Defects

**Caption:** (Thermo) Punctures / Tears - Abuse

**Description**

Field of the roof-(Thermo) Punctures / Tears - Abuse

**Cause**

Damage or abuse.

**Impact**

This condition can allow moisture entry into the building and roof system, causing damage to the building contents, and deterioration of the insulation, decking and the roof system.

**Solution**

Repair damaged roofing as needed using proper materials.



**Section:** Section 5

**Area:** Defects

**Caption:** Accessories: (All) Gutters - Clogged



**Comments**

Leaves and debris from surrounding vegetation have filled the gutter and clogged the downspouts. Clogged gutter causes water to drain improperly damaging the roof, the roof deck and the fascia. The combined weight of the debris and water in gutter may also cause the gutter to fall off the building.


# ◀◀◀ Roof Condition Summary ▶▶▶

## Section Condition Overview

Section	Sq. Footage	Leaks	Description
Section 2	2,853	Multiple	Very Poor
Section 1	4,314	Multiple	Very Poor
Section 3	252	Multiple	Very Poor
Section 4	3,371	Multiple	Very Poor
Section 5	968	Multiple	Very Poor

# ◀◀◀ Roof Condition Summary ▶▶▶

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

<b>Section:</b> Section 2	<b>Sq. Footage:</b> 2,853	<b>Leaks:</b> Multiple															
	<b>Core Analysis</b> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Layer</th> <th style="text-align: center;">Material</th> <th style="text-align: center;">Thickness</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Modified</td> <td style="text-align: center;">Modified</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td style="text-align: center;">Perlite</td> <td style="text-align: center;">Insulation</td> <td style="text-align: center;">0.75</td> </tr> <tr> <td style="text-align: center;">ISO</td> <td style="text-align: center;">Insulation</td> <td style="text-align: center;">3.0</td> </tr> <tr> <td style="text-align: center;">Plywood</td> <td style="text-align: center;">Deck</td> <td style="text-align: center;">0.75</td> </tr> </tbody> </table>		Layer	Material	Thickness	Modified	Modified	0.25	Perlite	Insulation	0.75	ISO	Insulation	3.0	Plywood	Deck	0.75
Layer	Material	Thickness															
Modified	Modified	0.25															
Perlite	Insulation	0.75															
ISO	Insulation	3.0															
Plywood	Deck	0.75															
<b>Core Comments:</b> Core Sample																	

**Roof Condition Summary:** We strive to provide our customers with comprehensive information as to their overall roof condition and life expectancy. The roof is in poor condition. A new roof installation is now recommended. This roofing work is suggested now to eliminate the risk of expensive tear off and potential deck replacement associated with continued repairs or re-roofing delays.

**Membrane:** The field of the roof has obvious areas allowing moisture to enter into the roof assembly. These areas are in need of repairs and re-roofing needs to be considered. Analysis of the entire roof assembly, inclusive of moisture detection via core reports or non-destructive thermal imaging needs to be performed. Owners with roof systems that are in this condition need to be aware of the risks associated with saturated insulation and deck deterioration that manifest due to delayed roof replacement.

- (BUR/Mod-Bit) "Exposed" Felts - Exposed felts will retain moisture and cause both separation of plies and internal leaks. (see photo)
- (BUR/Mod-Bit) "Blistering" - Blisters can open allowing moisture to enter the roof system and cause premature failure. (see photo)
- (All) Seams - Open - Open seams allow moisture to enter the roof system and cause premature failure. (see photo)
- (All) Punctures / Tears - Abuse - Allow moisture to enter the roof system leading to premature roof failure. (see photo)

**Details:** The details of the roof are in poor condition and are currently allowing for moisture to enter into the roof system. While repairs to these details may provide short-term solutions to moisture entry, building owners should be preparing for near future roof replacement. Building owners need to consider the risks associated with moisture infiltration into a roof system such as the need for insulation removal and decking deterioration.

- (BUR/Mod-Bit) Wall Flashing Failure - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)
- (All) Pitch Pan - Not Properly Filled - Moisture entry into the roof system leads to deterioration of the insulation and decking. (see photo)
- (All) HVAC Unit Flashing Failure - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)
- (All) Pipe Flashing Failure - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)

**Drainage:** The roof currently experiences standing water. Remediating measures such as the use of additional drains, gutters, downspouts, diverters, or crickets is suggested.


**Insulation:** The insulation in the roof assembly appears to be in fine condition.

**Deck:** The structural deck of the roof appears to be in good condition, however, due to moisture in the roof system, there is a possibility that there will be a need for deck repair or replacement in some areas.

**Comments:** This section has come to the end of its useful life and should be re-roofed as soon as funding permits.

# ◀◀◀ Roof Condition Summary ▶▶▶

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

<b>Section:</b> Section 1	<b>Sq. Footage:</b> 4,314	<b>Leaks:</b> Multiple															
	<b>Core Analysis</b> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Layer</th> <th style="text-align: center;">Material</th> <th style="text-align: center;">Thickness</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Modified</td> <td style="text-align: center;">Modified</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td style="text-align: center;">Perlite</td> <td style="text-align: center;">Insulation</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td style="text-align: center;">ISO</td> <td style="text-align: center;">Insulation</td> <td style="text-align: center;">1.5</td> </tr> <tr> <td style="text-align: center;">Plywood</td> <td style="text-align: center;">Deck</td> <td style="text-align: center;">0.75</td> </tr> </tbody> </table>		Layer	Material	Thickness	Modified	Modified	0.25	Perlite	Insulation	0.5	ISO	Insulation	1.5	Plywood	Deck	0.75
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Plywood	Deck	0.75															
<b>Core Comments:</b> Core Sample																	

**Roof Condition Summary:** We strive to provide our customers with comprehensive information as to their overall roof condition and life expectancy. The roof is in poor condition. A new roof installation is now recommended. This roofing work is suggested now to eliminate the risk of expensive tear off and potential deck replacement associated with continued repairs or re-roofing delays.

**Membrane:** The field of the roof has obvious areas allowing moisture to enter into the roof assembly. These areas are in need of repairs and re-roofing needs to be considered. Analysis of the entire roof assembly, inclusive of moisture detection via core reports or non-destructive thermal imaging needs to be performed. Owners with roof systems that are in this condition need to be aware of the risks associated with saturated insulation and deck deterioration that manifest due to delayed roof replacement.

- (BUR/Mod-Bit) "Ridging" of Cap Sheet - Will lead to problems such as punctures, tears, internal leaks and premature system failure. (see photo)
- (BUR/Mod-Bit) "Exposed" Felts - Exposed felts will retain moisture and cause both separation of plies and internal leaks. (see photo)
- (BUR/Mod-Bit) "Alligating" - The roof system has started to fail. (see photo)

**Details:** The details of the roof are in poor condition and are currently allowing for moisture to enter into the roof system. While repairs to these details may provide short-term solutions to moisture entry, building owners should be preparing for near future roof replacement. Building owners need to consider the risks associated with moisture infiltration into a roof system such as the need for insulation removal and decking deterioration.

- (BUR/Mod-Bit) Wall Flashing Failure - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)
- (All) HVAC Unit Flashing Failure - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)
- (All) Coping - Metal Separation - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)

**Drainage:** The roof currently drains at acceptable levels. There are indications that drainage can become impaired if proper house keeping measures are not put in place. This would include gutter and downspout cleaning, straining basket cleaning, etc.


**Insulation:** The insulation in the roof assembly appears to be in fine condition.

**Deck:** The structural deck of the roof appears to be in good condition, however, due to moisture in the roof system, there is a possibility that there will be a need for deck repair or replacement in some areas.

**Comments:** This section has come to the end of its useful life and should be re-roofed as soon as funding permits.

# ◀◀◀ Roof Condition Summary ▶▶▶

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

<b>Section:</b> Section 3	<b>Sq. Footage:</b> 252	<b>Leaks:</b> Multiple															
	<b>Core Analysis</b> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Layer</th> <th style="text-align: center;">Material</th> <th style="text-align: center;">Thickness</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Pea Gravel</td> <td style="text-align: center;">Surfacing</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td style="text-align: center;">3-Ply Asphalt</td> <td style="text-align: center;">BUR (Asphalt)</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td style="text-align: center;">Perlite</td> <td style="text-align: center;">Insulation</td> <td style="text-align: center;">1.5</td> </tr> <tr> <td style="text-align: center;">Plywood</td> <td style="text-align: center;">Deck</td> <td style="text-align: center;">0.75</td> </tr> </tbody> </table>		Layer	Material	Thickness	Pea Gravel	Surfacing	0.5	3-Ply Asphalt	BUR (Asphalt)	0.5	Perlite	Insulation	1.5	Plywood	Deck	0.75
Layer	Material	Thickness															
Pea Gravel	Surfacing	0.5															
3-Ply Asphalt	BUR (Asphalt)	0.5															
Perlite	Insulation	1.5															
Plywood	Deck	0.75															
<b>Core Comments:</b> Core Sample																	

**Roof Condition Summary:** We strive to provide our customers with comprehensive information as to their overall roof condition and life expectancy. The roof is in poor condition. A new roof installation is now recommended. This roofing work is suggested now to eliminate the risk of expensive tear off and potential deck replacement associated with continued repairs or re-roofing delays.

**Membrane:** The field of the roof has obvious areas allowing moisture to enter into the roof assembly. These areas are in need of repairs and re-roofing needs to be considered. Analysis of the entire roof assembly, inclusive of moisture detection via core reports or non-destructive thermal imaging needs to be performed. Owners with roof systems that are in this condition need to be aware of the risks associated with saturated insulation and deck deterioration that manifest due to delayed roof replacement.

**Details:** The details of the roof are in poor condition and are currently allowing for moisture to enter into the roof system. While repairs to these details may provide short-term solutions to moisture entry, building owners should be preparing for near future roof replacement. Building owners need to consider the risks associated with moisture infiltration into a roof system such as the need for insulation removal and decking deterioration.

- (All) Coping - Fasteners Loose - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)

**Drainage:** The roof currently drains at acceptable levels. There are indications that drainage can become impaired if proper house keeping measures are not put in place. This would include gutter and downspout cleaning, straining basket cleaning, etc.

- (All) Drains - Debris Strainer - Clogged - Clogged drains can contribute to flashing failure, roof leaks, deck deflection, or roof collapse during heavy rainfall or snow and ice melt periods. (see photo)

**Insulation:** The insulation in the roof assembly appears to be in fine condition.


**Deck:** The structural deck of the roof appears to be in good condition, however, due to moisture in the roof system, there is a possibility that there will be a need for deck repair or replacement in some areas.

**Comments:** This section has come to the end of its useful life and should be re-roofed as soon as funding permits.



# ◀◀◀ Roof Condition Summary ▶▶▶

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

<b>Section:</b> Section 4	<b>Sq. Footage:</b> 3,371	<b>Leaks:</b> Multiple															
	<b>Core Analysis</b> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Layer</th> <th style="text-align: center;">Material</th> <th style="text-align: center;">Thickness</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Thermoplastic Fastened</td> <td style="text-align: center;">Thermoplastic</td> <td style="text-align: center;">0.1</td> </tr> <tr> <td style="text-align: center;">Drywall</td> <td style="text-align: center;">Drywall</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td style="text-align: center;">ISO</td> <td style="text-align: center;">Insulation</td> <td style="text-align: center;">3.75</td> </tr> <tr> <td style="text-align: center;">Plywood</td> <td style="text-align: center;">Deck</td> <td style="text-align: center;">0.75</td> </tr> </tbody> </table>		Layer	Material	Thickness	Thermoplastic Fastened	Thermoplastic	0.1	Drywall	Drywall	0.25	ISO	Insulation	3.75	Plywood	Deck	0.75
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Drywall	Drywall	0.25															
ISO	Insulation	3.75															
Plywood	Deck	0.75															
<b>Core Comments:</b> Core Sample																	

**Roof Condition Summary:** We strive to provide our customers with comprehensive information as to their overall roof condition and life expectancy. The roof is in poor condition. A new roof installation is now recommended. This roofing work is suggested now to eliminate the risk of expensive tear off and potential deck replacement associated with continued repairs or re-roofing delays.

**Membrane:** The field of the roof has obvious areas allowing moisture to enter into the roof assembly. These areas are in need of repairs and re-roofing needs to be considered. Analysis of the entire roof assembly, inclusive of moisture detection via core reports or non-destructive thermal imaging needs to be performed. Owners with roof systems that are in this condition need to be aware of the risks associated with saturated insulation and deck deterioration that manifest due to delayed roof replacement.

- (Thermo) "Shattering" of Sheet - Shattered membranes lead to instant roof failure and moisture entering the roof assembly. (see photo)
- (Thermo) Exposed Scrim - This condition allows for rapid roof system failure and increased costs related to wet insulation and deck deterioration. (see photo)
- (Thermo) Seams - Open - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)
- (Thermo) Debris on Exposed Membrane - May cause damage to roof system(see photo)
- (Thermo) Punctures / Tears - Abuse - Allows moisture into the roof system causing insulation deterioration, leaks, and decking problems. (see photo)

**Details:** The details of the roof are in poor condition and are currently allowing for moisture to enter into the roof system. While repairs to these details may provide short-term solutions to moisture entry, building owners should be preparing for near future roof replacement. Building owners need to consider the risks associated with moisture infiltration into a roof system such as the need for insulation removal and decking deterioration.

**Drainage:** The roof currently drains at acceptable levels. There are indications that drainage can become impaired if proper house keeping measures are not put in place. This would include gutter and downspout cleaning, straining basket cleaning, etc.

**Insulation:** The insulation in the roof assembly appears to be in fine condition.


**Deck:** The structural deck of the roof appears to be in good condition, however, due to moisture in the roof system, there is a possibility that there will be a need for deck repair or replacement in some areas.

- (All) Ceiling Tiles - Stained - Not visually appealing and safety issues may arise. (see photo)

**Comments:** This section is beginning to show signs of age and should be considered for re-roof in 2-3 years if repairs are completed.

# ◀◀◀ Roof Condition Summary ▶▶▶

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

<b>Section:</b> Section 5	<b>Sq. Footage:</b> 968	<b>Leaks:</b> Multiple															
	<b>Core Analysis</b> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Layer</th> <th style="width: 40%;">Material</th> <th style="width: 30%;">Thickness</th> </tr> </thead> <tbody> <tr> <td>Thermoplastic Fastened</td> <td>Thermoplastic</td> <td style="text-align: center;">0.1</td> </tr> <tr> <td>Drywall</td> <td>Drywall</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td>ISO</td> <td>Insulation</td> <td style="text-align: center;">3.75</td> </tr> <tr> <td>Plywood</td> <td>Deck</td> <td style="text-align: center;">0.75</td> </tr> </tbody> </table>		Layer	Material	Thickness	Thermoplastic Fastened	Thermoplastic	0.1	Drywall	Drywall	0.25	ISO	Insulation	3.75	Plywood	Deck	0.75
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Drywall	Drywall	0.25															
ISO	Insulation	3.75															
Plywood	Deck	0.75															
<b>Core Comments:</b> Core Sample - Wet Insulation Present																	

**Roof Condition Summary:** We strive to provide our customers with comprehensive information as to their overall roof condition and life expectancy. The roof is in poor condition. A new roof installation is now recommended. This roofing work is suggested now to eliminate the risk of expensive tear off and potential deck replacement associated with continued repairs or re-roofing delays.

**Membrane:** The field of the roof has obvious areas allowing moisture to enter into the roof assembly. These areas are in need of repairs and re-roofing needs to be considered. Analysis of the entire roof assembly, inclusive of moisture detection via core reports or non-destructive thermal imaging needs to be performed. Owners with roof systems that are in this condition need to be aware of the risks associated with saturated insulation and deck deterioration that manifest due to delayed roof replacement.

- (Thermo) Debris on Exposed Membrane - May cause damage to roof system(see photo)
- (Thermo) Punctures / Tears - Abuse - Allows moisture into the roof system causing insulation deterioration, leaks, and decking problems. (see photo)

**Details:** The details of the roof are in poor condition and are currently allowing for moisture to enter into the roof system. While repairs to these details may provide short-term solutions to moisture entry, building owners should be preparing for near future roof replacement. Building owners need to consider the risks associated with moisture infiltration into a roof system such as the need for insulation removal and decking deterioration.

- (All) Pipe Flashing Failure - Allows moisture that results in premature membrane, insulation and decking deterioration. (see photo)

**Drainage:** The roof currently drains at acceptable levels. There are indications that drainage can become impaired if proper house keeping measures are not put in place. This would include gutter and downspout cleaning, straining basket cleaning, etc.

**Insulation:** The insulation has become saturated in identified areas. This moisture-laden material needs to be removed and replaced immediately to prevent further costly deterioration.

**Deck:** The structural deck of the roof appears to be in good condition, however, due to moisture in the roof system, there is a possibility that there will be a need for deck repair or replacement in some areas.

**Comments:** This section is beginning to show signs of age and should be considered for re-roof in 2-3 years if repairs are completed.

# Construction Specification

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

## Specifications For CentiMark TPO 45 Mil 15 Yr Mechanically Fastened Overlay System - Sections 1-5

Sections included: Section 1

### **Project Preparation:**

Perform a pre-job meeting to determine jobsite logistics and safety requirements.

Furnish proposed construction schedule, if needed.

### **Safety Related**

Furnish and install proper safety equipment in accordance with Centimark's written safety program.

Furnish and install warning lines to identified areas associated with ground related roofing activities.

Store roofing materials in accordance with good roofing practices. Material placement will be to distribute weight loads throughout the entire roof area.

### **Surface Preparation:**

The existing TPO membrane will be left in place and scored to relieve pressure from shrinkage and aid in future leak detection. (Section 4, Section 5 Only)

Remove and dispose of existing loose pea gravel by hand. (Section 3 Only)

Prepare areas of blistering/ridging to provide a smooth substrate for the installation of new the roof.

Core cuts will be performed to identify potential areas of wet insulation.

Remove areas identified as wet down to the structural deck and fill void with rigid insulation to level at a cost of \$5.50 per square foot. In the area of removal, the deck will be inspected and if it is not capable of providing a acceptable substrate for the installation of the new roof it will be replaced at a unit cost of \$6.50 per square foot. Areas of removal will be approved by an Owner's representative.

Remove existing coping and store for re-installation.

Remove existing wall flashings to a workable surface and dispose of debris.

### **Insulation Attachment:**

Re-use existing layers of insulation.

Furnish and install a layer of 1.5 lb density 1/2" EPS insulation, (R-Value = 1.67). This layer of insulation will be mechanically attached to the prepared substrate utilizing FM Global (FM) approved 3" plates and fasteners.

### **System Application:**

Furnish and install **CentiMark** 45 mil reinforced, TPO roof membrane.

Position the TPO membrane over the prepared substrate and allow the membrane sufficient time to "relax" prior to installation.

Install the new TPO membrane over the prepared surface by utilizing mechanical fasteners on 10 foot centers.

Mechanical attachment of the membrane shall be done utilizing a 1" wide polymer batten bar or 2 3/8" round seam plates and FM Global (FM) approved fasteners. Maximum spacing 6" on center.

The thermoplastic membrane seams will be overlapped a minimum of 5", then hot air welded together. Weld width shall be a minimum of 1.5" in width for automatic machine welding. Weld width shall be 2" in width for hand welding. Upon completion of welding, each seam shall be probed to ensure proper securement.

### **HVAC, Curbed Penetrations and Other Air Handling Unit Details**

Furnish and install at the base of the unit 2 3/8" round seam plates to the field membrane. Adhere a second piece of thermoplastic membrane to the curb with a TPO bonding adhesive and install non-reinforced detail flashing to the corners for reinforcement.

### **Parapet Wall Detail**

Furnish and install 2 3/8" round seam plates or 1" wide polymer batten strip to the field sheet at the base of the wall. A second piece of membrane will be adhered to the wall, welded to the field sheet, **wrapped up and over the wall**, and the existing metal coping cap will be re-installed.

### **Pipes Less Than 6" In Diameter**

Furnish and install new prefabricated thermoplastic pipe boot secured at the top with a stainless steel screw type clamp adhered to the field sheet.

### **Stacks Greater Than 6" In Diameter**

Furnish and install a 60 mil, non-reinforced thermoplastic flashing, where applicable.

### **Miscellaneous Projections**

Furnish and install thermoplastic flashings to the roof projections. Upon completion of welding, each seam shall be probed to ensure proper securement.

### ***Sheet Metal Accessories:***

Re-install existing metal coping. (See optional price for new metal coping cap for Section 1, Section 2, and Section 3 Only)

Furnish and install new retrofit drain inserts into existing drains.

Furnish and install new 1 piece counter-flashing around all applicable perimeters and units.

Furnish and install aluminum termination bar at the edge of the membrane at any applicable perimeter(s).

Furnish and install new 24 gauge white thermoplastic coated metal drip edge at draining edges.

### ***Standard Operating Procedures:***

#### **Employee Professionalism**

All work shall be performed in a safe, professional manner in compliance with Centimark policy.

#### **Permits**

CentiMark shall supply the necessary permits for the project.

#### **Nightly Tie-In's**

Depending on new roof system being installed, temporary water cut-offs are to be constructed at the end of each working day to protect the newly installed roof system and building interior.

## Clean Up

All work premises will be cleaned daily during the construction process and at the completion of the project.

## Job Acceptance and Punch List

Conduct a post job walk through for final sign-off of our job completion form.

## Warranty

Upon purchase of the roofing system, you become entitled to receive the benefits of single source responsibility through **CentiMark's** comprehensive written warranty. This warranty protects your roof against defects in materials or workmanship. If your roof leaks at any time during the warranty period, we will provide complete warranty service.

Quote Name	Section Name	Length
Western Folklife Center - Section 1 - Overlay	Section 1	15

**CentiMark Corporation** disclaims any and all responsibility for pre-existing conditions including, but not limited to: structural damage or deficiencies, clogged drains, mold growth, excessive standing water, removal of hazardous material or other hidden deficiencies such as; damaged or leaking skylights, HVAC units/conduits, electrical or gas lines. This proposal does not cover, and in no case shall CentiMark be liable for, the removal of, or damage to, HVAC units/conduits, gas lines, water lines, electric lines, or conduits, whether located above, below, or in the roof system, lightning protection systems, landscaping, communication cable, communication devices, or other devices, including recalibration of satellites. It is the building owner's financial obligation to provide corrective measures.

## *Recommended Accessory Options to Consider:*

**60 Mil Upgrade Option:** Upgrade your total system labor and material warranty coverage for the length of time you will own the building from 15 to 20 years by utilizing the 60 mil TPO in lieu of the 45 mil TPO at an investment of \$995. (Section 1 Only)

**New Metal Coping Cap:** Furnish and install approximately 280 lineal feet of new metal coping cap, to replace existing metal coping cap for an additional investment of \$2,420. Color to be selected by owner from a standard color chart. (Section 1 Only)

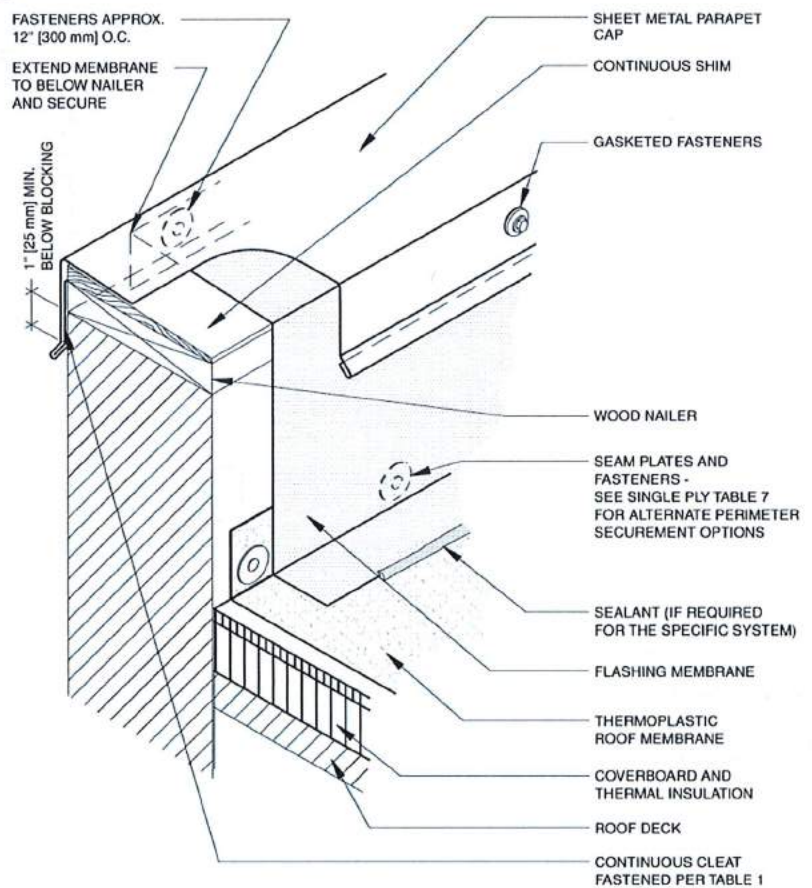
**Full Tear-Off Option:** CentiMark will install the roof system described in this scope of work with a full tear-off down to the existing structural plywood deck and a R-30 insulation with a single layer of fire rated insulation (To meet code) for a cost of \$53,072. (Section 1 Only)

**Walk Pad Protection:** Furnish and install heat welded protective TPO walk pad material at a unit price of \$850 per 30 inch wide x 50 foot long roll. Material can be cut and installed in the locations of the building representatives choice.

# Construction Pictures



**Section: Section 1**  
**Area: Construction**  
**Caption: Metal Parapet Cap (Coping) and Base Flashing**



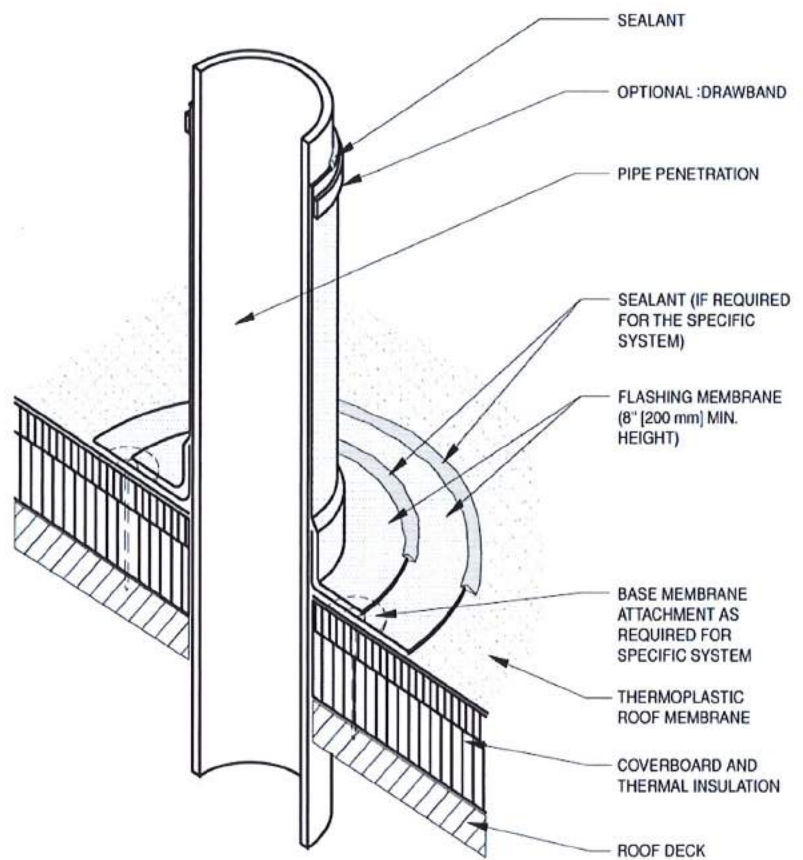
**METAL PARAPET CAP (COPING) AND BASE FLASHING**

Detail Drawing is a representation of installation method. Actual field assembly may vary.

# Construction Pictures



**Section:** Section 1  
**Area:** Construction  
**Caption:** Pipe Penetration (Field Wrap)



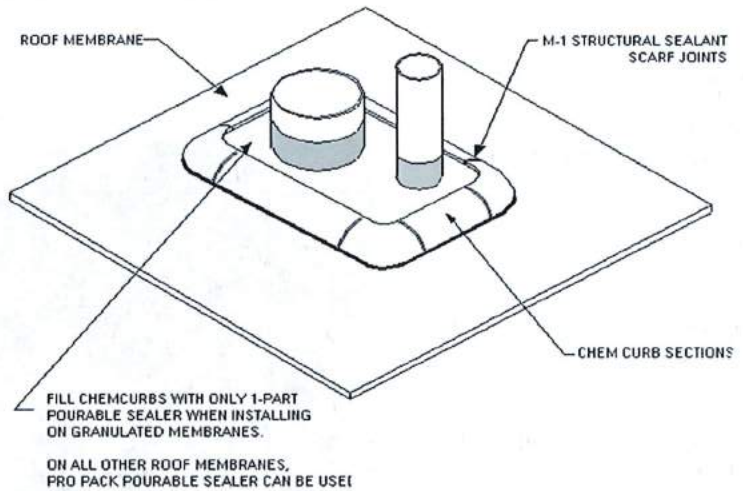
Detail Drawing is a representation of installation method. Actual field assembly may vary.

PIPE PENETRATION (FIELD WRAP)

# Construction Pictures



**Section:** Section 2  
**Area:** Construction  
**Caption:** CentiMark - Penetration Pocket -  
Chemcurb - Multiple



Detail Drawing is a representation of installation method. Actual field assembly may vary.

A MINIMUM 1" SPACE IS REQUIRED BETWEEN ALL PENETRATIONS AND THE INTERIOR WALL OF ALL CHEMCURBS

## MULTIPLE PIPE PENETRATIONS DETAIL



# ◀◀◀ Safety Pictures ▶▶▶

**Section:** Section 1  
**Area:** Safety



Existing Safety Condition

## Safety Solution

### Description

Power lines - Blanketed and flagged

### Hazard

Electrocution hazard

### Impact

Employees could be electrocuted from contact with power lines

### Solution

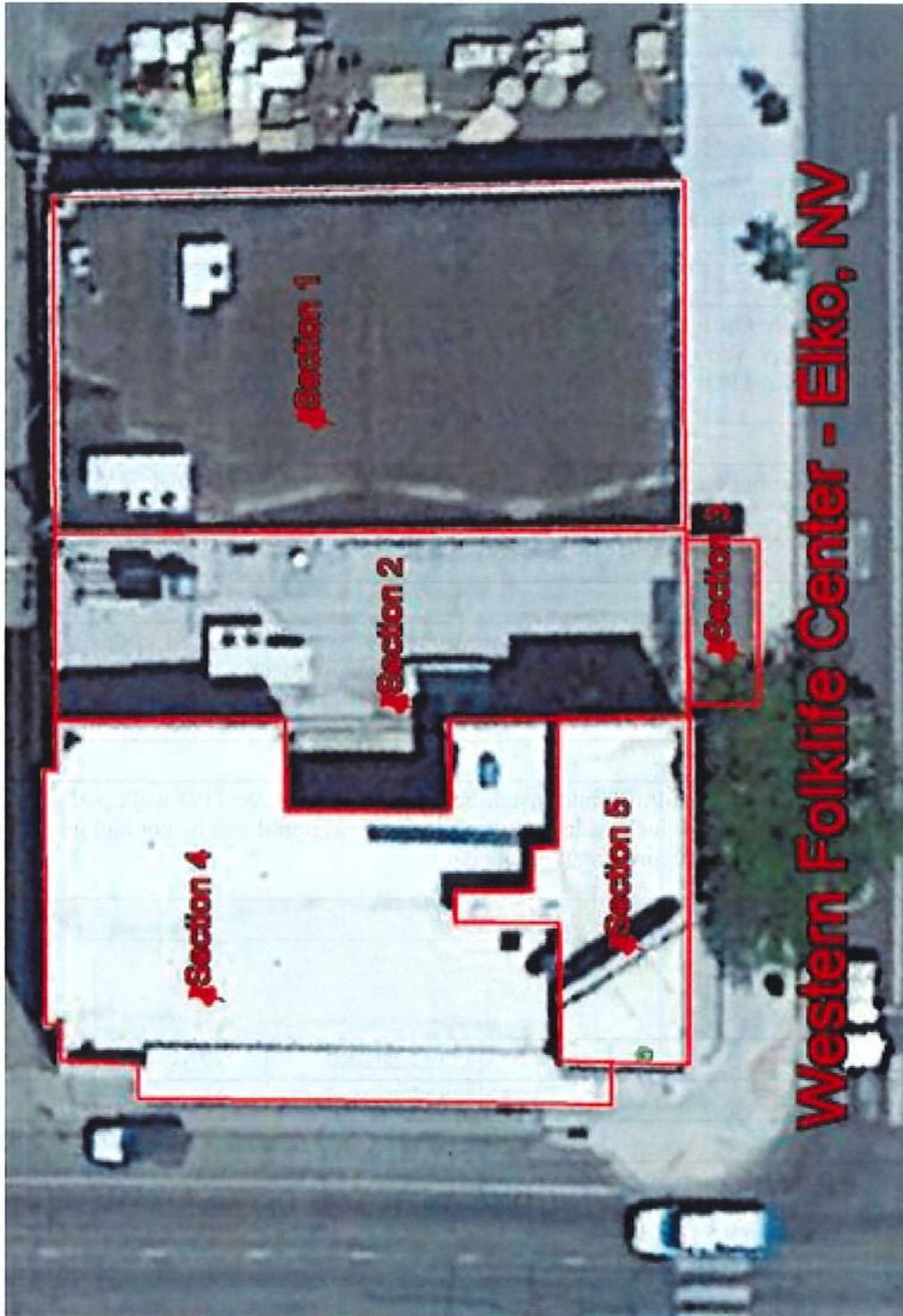
Power company can install insulating blankets on lines, set up warning lines to secure work area 10 feet from power lines



◀◀◀ Drawing ▶▶▶

Area: Drawing

Caption: Satellite Image of Western Folklife Center - Elko, NV



# ◀◀◀ Executive Proposal Summary ▶▶▶

Western Folklife Center  
501 Railroad St.  
Elko, NV 89901

Quote	Section	Sq Ft.	System	Warranty*	Price
Western Folklife Center - Section 1 - Overlay					\$28,641
	Section 1	4,314	<a href="#">TPO Fastened</a>	15 years	
<b>Options for Quote:</b>					
	<ul style="list-style-type: none"> <li>• <b>60 Mil Upgrade Option:</b> Upgrade your total system labor and material warranty coverage for the length of time you will own the building from 15 to 20 years by utilizing the 60 mil TPO in lieu of the 45 mil TPO at an investment of \$995. (Section 1 Only)</li> </ul>				
	<ul style="list-style-type: none"> <li>• <b>New Metal Coping Cap:</b> Furnish and install approximately 280 lineal feet of new metal coping cap, to replace existing metal coping cap for an additional investment of \$2,420. Color to be selected by owner from a standard color chart. (Section 1 Only)</li> </ul>				
	<ul style="list-style-type: none"> <li>• <b>Full Tear-Off Option:</b> CentiMark will install the roof system described in this scope of work with a full tear-off down to the existing structural plywood deck and a R-30 insulation with a single layer of fire rated insulation (To meet code) for a cost of \$53,072. (Section 1 Only)</li> </ul>				
	<ul style="list-style-type: none"> <li>• <b>Walk Pad Protection:</b> Furnish and install heat welded protective TPO walk pad material at a unit price of \$850 per 30 inch wide x 50 foot long roll. Material can be cut and installed in the locations of the building representatives choice.</li> </ul>				
Western Folklife Center - Sections 2, 3 - Overlay					\$32,456
	Section 2	2,853	<a href="#">TPO Fastened</a>	15 years	
	Section 3	252	<a href="#">TPO Fastened</a>	15 years	
<b>Options for Quote:</b>					
	<ul style="list-style-type: none"> <li>• <b>60 Mil Upgrade Option:</b> Upgrade your total system labor and material warranty coverage for the length of time you will own the building from 15 to 20 years by utilizing the 60 mil TPO in lieu of the 45 mil TPO at an investment of \$785. (Section 1, Section 3 Combined Only)</li> </ul>				
	<ul style="list-style-type: none"> <li>• <b>New Metal Coping Cap:</b> Furnish and install approximately 200 lineal feet of new metal coping cap, to replace existing metal coping cap for an additional investment of \$2,000. Color to be selected by owner from a standard color chart. (Section 2, Section 3 Combined Only)</li> </ul>				
	<ul style="list-style-type: none"> <li>• <b>Full Tear-Off Option:</b> CentiMark will install the roof system described in this scope of work</li> </ul>				

	with a full tear-off down to the existing structural plywood deck and a R-30 insulation with a single layer of fire rated insulation (To meet code) for a cost of \$59,945. (Section 2, Section 3 Combined Only)			
Western Folklife Center - Sections 4, 5 - Budget				\$39,610
	Section 4	3,371	<a href="#">TPO Fastened</a>	15 years
	Section 5	968	<a href="#">TPO Fastened</a>	15 years
	<b>Options for Quote:</b>			
	<ul style="list-style-type: none"> <li>• <b>60 Mil Upgrade Option:</b> Upgrade your total system labor and material warranty coverage for the length of time you will own the building from 15 to 20 years by utilizing the 60 mil TPO in lieu of the 45 mil TPO at an investment of \$1,245. (Section 4, Section 5 Combined Only)</li> </ul>			
	<ul style="list-style-type: none"> <li>• <b>Repair Option:</b> CentiMark will patch with compatible material up to 20 punctures/exposed scrim/open seams, remove loose debris, caulk up to 5 pipes, top off 8 pitch pockets, and clean gutters for an additional investment of \$1,400. If these repairs are completed, it is estimated that this roof will last 2-3 more years. This price is only valid if completed as part of the re-roof of other sections. If a separate trip out is desired for these repairs a price which includes travel expenses will be required.</li> </ul>			
	<ul style="list-style-type: none"> <li>• <b>Skylight Option:</b> Remove and dispose of 2 existing skylights. Furnish and install 2 new clear over white skylights for an investment of \$755. (Section 5 Only)</li> </ul>			
* Roof system warranties protect your roof against defects in materials or workmanship for the specified period as outlined in the CentiMark Non-Prorated Limited Roof Warranty or the manufacturer's warranty.				

<b>Comments:</b>
Due to the unpredictable winter weather patterns in Utah and Northern Nevada, snow/ice/water removal has not been bid into this project. If necessary, CentiMark can perform snow/ice/water removal at an hourly rate of \$85. If the owner does not select this, major scheduling delays are possible
<b>Additional Comments:</b>
If Section 1, Section 2 and Section 3 are completed at the same time, a discount of \$1,800 will be applied to the total cost of the project.

\_\_\_\_\_

CentiMark Project Manager Signature      Date

For internal use only, ID # 293650  
Version: 293650.1.19







**Standard terms: One-third (1/3) of the contract price due at the job start and the balance due net thirty (30) upon job completion, unless otherwise agreed to in the contract document. (Special terms are available upon request)**

*The quotes appearing in this Proposal have been calculated based on current prices for the component building materials. However, the market for building materials is considered to be volatile, and sudden price increases could occur through no fault of CentiMark. Since the quotes are material terms of this Proposal, CentiMark exclusively reserves the right to revoke, without written notice, the quotes at any time prior to a valid purchase order or fully executed contract.*

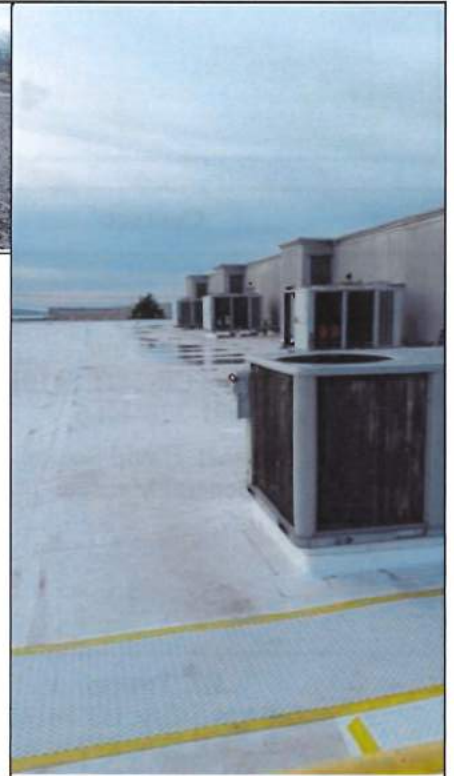
**This quote does not include any supplemental deck attachment as may be required by Factory Mutual Global (FM). Please note that should FM and/or you require such deck attachment, additional costs will be estimated and added as a separate item to the overall cost of this project.**

Valid from 12/18/2019 to 02/20/2020

# ◀◀◀ References ▶▶▶

Contact	Before	After
Type of reference: Industry		
<p>Crystal Inn Salt lake City, UT 84101 801-328-4466 Contact: David Semon General Manager</p>		
<p>HK Towers Salt Lake City, UT 84102 801707-1892 Contact: Craig Cardall Real Estate Manager</p>		
<p>Cargill Flour Milling Ogden, UT 84401 8013953153 Contact: Craig Linnen</p>		

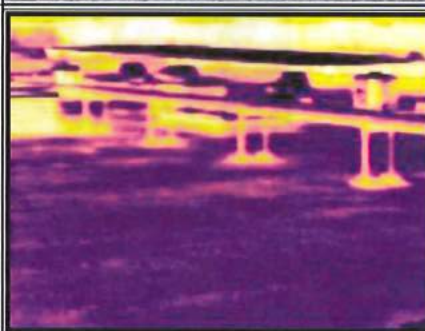
L3 Communications  
Salt Lake City, UT 84116  
8017098424  
Contact: Micheal E bree  
Vice President, Asset Management



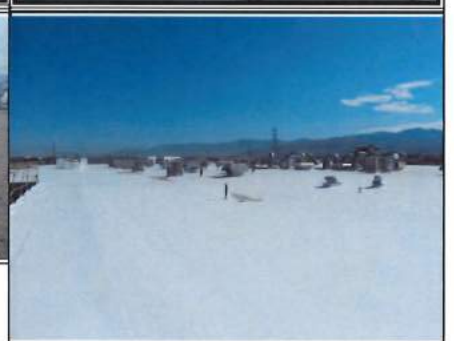
Davis Medical Center  
Layton, UT 84041  
8018077104  
Contact: Gene B. Backus  
Chief Engineer



Meadow Gold Dairy  
Salt Lake City, UT 84126  
801-973-2409  
Contact: Ken Langford  
Plant Manager



AlSCO  
Salt Lake City, UT 84104  
8013200110  
Contact: Clyde Oefinger  
Vp Operations



Sherwin Williams  
Salt Lake City, UT 84115  
801-487-0835  
Contact: Steve Francis  
Store Manager



Nicolatialia  
Provo, UT 84604  
8017071892  
Contact: Craig Cardell  
Property Manager



St. Mark's Hospital East MOB  
Salt Lake City, UT 84124  
3852909345  
Contact: Dawn Katter  
Property Manager



NAPA Auto Parts  
Salt Lake City, UT 84107  
8012625491  
Contact: Ray Eggett  
Store Manager



The Yarrow Resort Hotel and Conference  
Center  
Park City, UT 84060  
2054418616  
Contact: Kenneth Stovall  
Vp Operations





# ◀◀◀ Frequently Asked Customer Questions ▶▶▶

## *What should I look for when selecting a roofing contractor?*

Any roofing system is only as good as the contractor who installs the roof. The very best components of a roofing system can be specified. Yet if installed by an average contractor, then the results of the project will be average. Roofing projects are dependent upon the contractor. The roof itself is fabricated on your building and those areas such as the roof projections, edge details, penetrations, walls and other areas of the roof requiring workmanship will determine the success of the project. With this in mind it is always important to look for a contractor who has a proven track record with multiple years of experience. It is also important to look to a contractor that has the ability to install multiple roof systems so they can work with you to select the best roof system for your specific needs. Criteria such as a written safety program, a drug tested work force, uniformed employees, and the use of their own employees versus subcontracting, are all important. Financial strength, years in business, and like type references are also worth serious consideration. A final suggestion in selecting a roofing contractor is to ask for references that have had problems. All roofing contractors have had jobs that have leaked. The difference between the good contractors and the bad contractors is how they service the client after the sale. Calling a few clients that have required attention after the initial installation is a good way to measure the contractors commitment to his clientele.

## *What is the best roofing system on the market?*

There is not a single best roofing system available. If there were, everyone would be installing only that particular system. Conversely there are eight major families of roofing including steep slope (inclusive of shingle, tile, shakes, etc), built up roofs (inclusive of asphalt and coal tar), modified bitumen roofs (APP and SBS varieties), metal roofs (standing seam, architectural and pre-engineered), coatings (acrylic, silicone, ceramic, etc), sprayed in place foam roofs, thermoplastic single ply membranes (PVC, TPO, EP, CSPE, etc) and thermalset single ply membranes such as EPDM. Each of these roof systems has its place in the market and its own distinct advantages. A critical factor to a successful roofing project is using a contractor who is both familiar and capable of installing each type of roof system. Such a capability will allow the contractor to evaluate your facility and the particular roofing characteristics of the building and suggest the roofing system(s) that meet the objectives of the owner.

## *What type of warranty should I buy and how do they differ?*

There are multiple warranty types and lengths available. Warranty terms such as No Dollar Limit (a.k.a. NDL) Non Pro-Rated warranty, total system warranty, material warranty, workmanship and material warranty, and single source warranty are all very different and each come with varying degrees of exclusions. Prior to evaluating warranties, a buyer needs to consider who has authored the warranty and keep in mind that the warranty can be written to benefit the warrantor. A buyer should further consider the exclusions that are written into each warranty and determine if these exclusions are acceptable. If the warranty and exclusions do not meet the customer needs then changes or riders to warranty should be requested. The term No Dollar Limit refers to the fact that the warranty coverage is not restricted to the original purchase price and allows for price increases due to inflation and other costs. This warranty is seldom exercised due to the need for catastrophic failure to occur in conjunction with increased roofing prices. The Non Pro-Rated warranty is a warranty that holds its value throughout the life of the warranty term. This type of warranty is not discounted as the roof ages. The warranty holds the same value in the first year of the warranted term as it does the last year. Total system warranties are warranties that cover every aspect of the roof system. This varies from material warranty that may only cover replacement materials and not the labor to install the new material. As a final note, the buyer should determine what it is he or she would like to accomplish with a warranty. This should take into consideration the reasons why the previous roof has failed, how long the building will be owned, what the current use and potential future use of the building may be, and who they want covering potential future needs. Remember, all roofs leak. The question is will it be inside or outside the warranty period. With this in mind, the buyer needs to determine how important it is to have the original installer who is most familiar with the roof to do the repair work.

***How much and what type of roofing insulation should I have installed?***

The insulation component of a roofing system serves multiple functions. Specifically to include insulating properties or R-value (R-value is the measurement of a materials ability to resist heat transfer), provide an acceptable substrate for waterproofing membrane(s), provide compressive strength and resistance to roof traffic, and provide slope for proper drainage. The type and the amount of insulation used varies with roofing objectives. There are many types of insulation including fiberboard (non-coated, one side coated, six side coated, and high density), perlite, densdeck, expanded polysterene, extruded polysterene, polyisocyanurate, fiberglass, glass foam, and others. Again each insulation type has its advantage.

***What are the maintenance obligations once I have the roof installed?***

The owners maintenance obligations on the new roof can vary from nothing more than keeping drains and gutters free from debris to extensive preventive maintenance programs. Each roof system and manufacturer has set requirements that are the responsibility of the building owner.

# CENTIMARK SALES AGREEMENT

12 Grandview Circle - Canonsburg, PA 15317-8533 1-724-743-7777

**Job Number:**

**Reference Number:**

PURCHASER	
Name: Western Folklife Center	
Address: 501 Railroad Street	
City: Elko	
State: NV	Zip: 89801
Contact: H. Russell McMullen	
Phone: 775 385-8105	

JOB LOCATION	
Name: Western Folklife Center	
Address: 501 Railroad St.	
City: Elko	
State: NV	Zip: 89901
Phone: 775 738-7508	
Section(s):	

**DESCRIPTION OF WORK**

Per Proposal Dated: As per scope of work referenced in AP# 293650 Version: 293650.1.19

And/or as follows:

**SALES INFORMATION, PAYMENT TERMS and WARRANTY**

Purchase Price: Purchase PO #: Sales Rep: TREVOR HAMMOND Office Location: West Jordan, UT Phone: 801 907-8150	Warranty to be issued in the name of: 1. 2. Warranty Length/Yrs: Payment Terms: Purchaser to initial acknowledgement of Payment Terms: _____
---------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

**PURCHASING CREDIT INFORMATION - REQUIRED**

Bank Name:	Account #:
Address:	Contact:
Phone:	City :

**Trade References:**

1. Trade Reference:	Phone:		
Address:	City:	State:	Zip:
2. Trade Reference:	Phone:		
Address:	City:	State:	Zip:
3. Trade Reference:	Phone:		
Address:	City:	State:	Zip:

**PURCHASER AUTHORIZATION AND ACCEPTANCE**

By my signature below, I certify that I have authority to bind the Purchaser and have had the opportunity to review the terms of this Agreement, including those set forth on the second page attached hereto and incorporated herein. On behalf of the Purchaser, I understand and accept said terms and agree to be bound thereby; and acknowledge that a sample copy of the Warranty (if applicable) has been provided for my review. I also authorize the release of credit information to CentiMark Corporation.

Approved and accepted by Purchaser	Printed Name and Title	Date
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# CENTIMARK SALES AGREEMENT

12 Grandview Circle - Canonsburg, PA 15317-8533 1-724-743-7777

This Sales Agreement confirms the purchase of the services and work described in the CentiMark Corporation Proposal to the Purchaser and the Sales Agreement. The Scope of Work is limited to what is stated in the Proposal and Sales Agreement. Unless specifically stated otherwise, the Purchase Price does not include the cost of performing the Work with union labor or at prevailing wage rates; nor does it include removal or abatement of any hazardous materials, including but not limited to asbestos. In addition, unless specifically stated on the face herein, there is no warranty of any kind either expressed or implied.

Purchaser acknowledges that CentiMark has not performed any engineering, architectural or other such analysis of the structure upon which the roofing services are performed, and that CentiMark has not and will not perform any consulting services, or in any way represent itself as a consultant. Moreover, Purchaser acknowledges that, if required it is responsible for obtaining any structural, engineering or other architectural analysis of the building(s) on which the Work is to be performed.

Unless otherwise stipulated on the face herein, the Payment Terms covering this Sales Agreement are: One third (1/3) down payment with balance due net 10 days from invoice. In the event Purchaser fails to pay any balance when due; then the entire balance shall immediately be due and payable. A Service Charge of one percent (1%) per month will be added to all Balances past due thirty days, except that if a lesser amount is mandated by any controlling law, then the rate shall prevail. This sale is subject to credit approval by CentiMark and Purchaser hereby gives CentiMark express authority to check the credit references of the Purchaser. **CENTIMARK CORPORATION DOES NOT ACCEPT CREDIT CARDS** as a method of payment.

Any disputes or actions relating to or arising out of the Work to be performed pursuant to this Sales Agreement shall be exclusively governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue of any and all causes of action or proceeding arising out of or relating to this Agreement shall be vested in the state or federal courts in Washington County, Pennsylvania. Purchaser irrevocably waives any objections it now has or may hereafter have to the convenience, fairness, or propriety of this venue.

The performance of the Work contemplated by this Sales Agreement shall be governed solely by the Terms and Conditions stated herein, and no other terms and conditions, order acknowledgement or purchase order or any other documentation furnished by the Purchaser shall be construed as an acceptance of any terms or conditions contained in such document which are inconsistent with the Terms and Conditions stated herein, unless accepted in writing by a Corporate Officer of CentiMark.

Purchaser agrees that it has informed CentiMark of all current and non-CentiMark Corporation warranties in effect for the roof covered under this Agreement. Purchaser shall indemnify, protect and hold CentiMark harmless from any claims (including court costs and legal fees) damages, actions or injuries, or the termination of a non-CentiMark Corporation warranty, arising from the performance by CentiMark Corporation of these roofing services. To the extent noted on the face of the Sales Agreement, the only warranty to be provided by CentiMark to Purchaser will be the CentiMark Corporation Non-Prorated Limited Warranty for the length of time stated on the face of this Sales Agreement, which terms and conditions shall govern all warranty matters between CentiMark and the Purchaser herein. To be valid, any changes to the Warranty must be specifically approved in writing by a Corporate Officer of CentiMark Corporation.

## **NOTICE**

**PURCHASER ACKNOWLEDGES AND AGREES THAT MOISTURE MAY HAVE ENTERED INTO THE BUILDING PRIOR TO CENTIMARK'S PERFORMANCE OF THE WORK HEREUNDER, WHICH MAY HAVE RESULTED IN MOLD GROWTH. CENTIMARK DISCLAIMS ANY AND ALL RESPONSIBILITY FOR DAMAGE TO PERSONS OR PROPERTY ARISING FROM OR RELATED TO THE PRESENCE OF MOLD, LICHEN, ALGAE, MILDEW, FUNGI, MICROBE, SPORE, MICROBE SPORE, MYCOTOXIN OR OTHER SIMILAR MICROBIAL CONDITION (MOLD) IN THE BUILDING. BY ACCEPTING THE AGREEMENT, PURCHASER AGREES TO THE FOLLOWING: 1) RELEASES CENTIMARK FROM ANY AND ALL CLAIMS PURCHASER AND PURCHASER'S INSURER, EMPLOYEES, TENANTS AND/OR ANY OTHER BUILDING OCCUPANT OR INVITEE MAY HAVE AS A RESULT OF SUCH MOLD GROWTH; AND 2) AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CENTIMARK FROM ANY AND ALL PENALTIES, ACTIONS, LIABILITIES, COSTS, EXPENSES AND DAMAGES ARISING FROM OR RELATING DIRECTLY OR INDIRECTLY TO THE PRESENCE OF MOLD ON OR IN THE BUILDING.**

**ADDENDUM D: L&C PLASTERING – STUCCO PROPOSAL**

# L&C Plastering

NV Cont. License # 0052271 / Monetary Limit: \$500,000

2225 Last Chance Road, Elko, Nevada 89801  
 Phone: 775-777-9141 / Fax: 775-778-9113  
 Email: lcplastering@yahoo.com

NAME Western Folklife Center		DATE February 25, 2020
ADDRESS 501 Railroad Street, Elko, NV 89801		JOB NAME WFC
PHONE 775-738-7508	EMAIL tbaer@westernfolklife.org	JOB LOCATION Elko, NV

Stucco brown coat repairs  
 Cement skim coat  
 Stucco color coat  
 Labor, material, and clean up included in price

*\*Contingence\*: Anything not included in this proposal, or if any problems arise that weren't visible before starting, will result in a price change. Any extra prep work (framing, etc.) will result in a price change. Cold Weather Protection (tenting/heating) is not included in this proposal unless stated otherwise.*

*All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work, and completed in substantial workmanlike manner for the sum of:*

**EIGHT THOUSAND FIVE HUNDRED DOLLARS ----- (\$8,500.00)**

With payments made as follows: 30 % for completion of 1st application, 40 % for completion of base coat application, Balance due upon finish.  
 LIENS FILED FOR UNPAID BALANCE OF 30 DAYS PAST DUE

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note: This proposal may be withdrawn by us if not accepted in 30 days

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (L&C Plastering)

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Customer)



## **ADDENDUM E: INDEPENDENT AUDITOR'S REPORT**

**WESTERN FOLKLIFE CENTER, INC.**

**Financial Statements**

**Years Ended June 30, 2019 and 2018**



**WESTERN FOLKLIFE CENTER, INC.**  
**TABLE OF CONTENTS**  
**YEARS ENDED JUNE 30, 2019 AND 2018**

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Independent Auditors' Report	1
Statements of Financial Position	3
Statements of Activities	4
Statements of Functional Expenses	6
Statements of Cash Flows	10
Notes to Financial Statements	11

**Other Matter**

The 2018 financial statements were reviewed by other accountants and their report thereon, dated September 13, 2018, stated they were not aware of any material modifications that should be made to those statements for them to be in conformity with accounting principles generally accepted in the United States of America. However, a review is substantially less in scope than an audit and does not provide a basis for the expression of an opinion on the financial statements.

*Anderson Bros*

**Anderson Bros. CPAs**

Post Falls, Idaho  
August 16, 2019



## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Elko, Nevada

We have audited the accompanying financial statements of Western Folklife Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Western Folklife Center, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENTS OF ACTIVITIES**  
**YEARS ENDED JUNE 30, 2019 AND 2018**

	Year Ended June 30, 2019			Year Ended June 30, 2018		
	(Audited)			(Reviewed)		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES, SUPPORT, AND GAINS</b>						
Program Services Revenues:						
National Cowboy Poetry Gathering:						
Admissions	\$ 448,443	\$ -	\$ 448,443	\$ 413,199	\$ -	\$ 413,199
Private Contributions	95,654	6,500	102,154	-	125,119	125,119
In-Kind Donations	59,645	-	59,645	-	63,706	63,706
Governmental Financial Assistance	-	950	950	4,500	75,785	80,285
Other Revenue	59,005	-	59,005	52,349	-	52,349
Total National Cowboy Poetry Gathering	662,747	7,450	670,197	470,048	264,610	734,658
Merchandise Sales Center:						
Merchandise Sales	191,346	-	191,346	183,315	-	183,315
Private Contributions	80	-	80	-	385	385
In-Kind Donations	10	-	10	-	56	56
Total Merchandise Sales Center	191,436	-	191,436	183,315	441	183,756
Media Services Center:						
Governmental Financial Assistance	-	73,350	73,350	-	-	-
Private Contributions	3,018	-	3,018	-	575	575
Total Media Services Center	3,018	73,350	76,368	-	575	575
Cultural Programs and Other Events:						
Private Contributions	36,470	14,600	51,070	-	36,074	36,074
Governmental Financial Assistance	-	25,015	25,015	690	83,931	84,621
Rental Income	26,198	-	26,198	15,878	-	15,878
In-Kind Donations	25,725	-	25,725	-	724	724
Admissions	68,738	-	68,738	7,179	-	7,179
Other Revenue	66,834	-	66,834	73,530	-	73,530
Total Cultural Programs and Other Events	223,965	39,615	263,580	97,277	120,729	218,006
Total Program Services Revenues	1,081,166	120,415	1,201,581	750,640	386,355	1,136,995

**WESTERN FOLKLIFE CENTER, INC.  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2019 AND 2018**

	<u>2019 Audited</u>	<u>2018 Reviewed</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 192,780	\$ 287,876
Investments, Operating	1,695,817	1,768,520
Accounts Receivable	2,095	1,357
Inventories	84,016	148,723
Prepaid Programs and Other Expenses	1,650	6,351
Total Current Assets	<u>1,976,358</u>	<u>2,212,827</u>
<b>NONCURRENT ASSETS</b>		
Money Market, Donor-Restricted Endowments	82,306	35,910
Investments, Donor-Restricted Endowments	146,319	172,011
Property and Equipment, Net	<u>2,614,267</u>	<u>2,732,147</u>
Total Noncurrent Assets	<u>2,842,892</u>	<u>2,940,068</u>
Total Assets	<u>\$ 4,819,250</u>	<u>\$ 5,152,895</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 12,576	\$ 14,144
Accrued Liabilities	<u>4,151</u>	<u>27,685</u>
Total Liabilities	16,727	41,829
<b>NET ASSETS</b>		
Without Donor Restrictions:		
Undesignated	2,769,366	2,901,320
Board-Designated Endowment	<u>1,741,095</u>	<u>1,879,882</u>
Total Without Donor Restrictions	4,510,461	4,781,202
With Donor Restrictions	<u>292,062</u>	<u>329,864</u>
Total Net Assets	<u>4,802,523</u>	<u>5,111,066</u>
Total Liabilities and Net Assets	<u>\$ 4,819,250</u>	<u>\$ 5,152,895</u>

**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2019**  
**AUDITED**

	Program Services				Total Program Services
	National Cowboy Poetry Gathering	Merchandise Sales Center	Media Services Center	Cultural Program and Events	
<b>EXPENSES</b>					
Compensation:					
Salaries and Wages	\$ 174,375	\$ 46,121	\$ 30,163	\$ 84,532	\$ 335,191
Payroll Taxes	14,071	5,041	2,417	6,613	28,142
Employee Benefits	21,253	2,144	3,855	11,278	38,530
Total Compensation	<u>209,699</u>	<u>53,306</u>	<u>36,435</u>	<u>102,423</u>	<u>401,863</u>
Banking and Investment Fees	10,211	171	33	(28)	10,387
Catering	3,856	-	-	3,144	7,000
Computer and Internet	6,640	1,988	3,370	2,523	14,521
Concessions	-	-	-	36,306	36,306
Contract Labor	11,782	-	39,168	32,762	83,712
Design	11,272	350	200	1,368	13,190
Depreciation	-	-	-	117,880	117,880
Insurance	1,726	-	380	7,909	10,015
Marketing and Advertising	7,266	219	6,560	168	14,213
Cost of Merchandise Sold	5,565	146,336	-	(15)	151,886
Postage and Shipping	2,789	1,453	647	741	5,630
Printing and Copying	16,887	-	-	8,959	25,846
Professional Services	34,077	-	9,725	18,127	61,929
Repairs and Maintenance	-	372	-	16,120	16,492
Security	5,337	-	-	-	5,337
Supplies	30,740	1,704	169	9,063	41,876
Telephone	-	-	-	-	-
Utilities	5,668	-	1,659	25,480	32,807
Artist, Consultations, and Staff:	-	-	-	-	-
Food, Travel, and Lodging	135,799	-	9,072	20,076	164,947
Honoraria and Fees	154,648	-	34,850	35,760	225,258
Other Expense	6,351	4,708	4,543	1,379	16,981
Promotional Items	3,907	-	-	-	3,907
Equipment and Facility Rentals	17,170	-	27,164	5,553	49,887
Total Expenses	<u>\$ 681,390</u>	<u>\$ 210,607</u>	<u>\$ 173,975</u>	<u>\$ 445,698</u>	<u>\$ 1,511,670</u>

See Accompanying Notes to Financial Statements

**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENTS OF ACTIVITIES (CONTINUED)**  
**YEARS ENDED JUNE 30, 2019 AND 2018**

	Year Ended June 30, 2019			Year Ended June 30, 2018		
	(Audited)			(Reviewed)		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES, SUPPORT, AND GAINS (CONTINUED)</b>						
Support Revenues:						
Membership Dues	\$ 97,115	\$ -	\$ 97,115	\$ 102,765	\$ -	\$ 102,765
Private Contributions	42,912	23,251	66,163	189,864	30,400	220,264
Governmental Financial Assistance	70,440	-	70,440	71,925	-	71,925
In-Kind Donations	18,650	-	18,650	42,042	600	42,642
Other Revenue	26,372	-	26,372	1,902	4,367	6,269
Interest and Dividends	43,379	47	43,426	17,912	26,943	44,855
Net Investment Return	61,310	10,681	71,991	68,417	-	68,417
Total Support Revenues	<u>360,178</u>	<u>33,979</u>	<u>394,157</u>	<u>494,827</u>	<u>62,310</u>	<u>557,137</u>
Total Revenue	1,441,344	154,394	1,595,738	1,245,467	448,665	1,694,132
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	192,196	(192,196)	-	449,166	(449,166)	-
<b>EXPENSES AND LOSSES</b>						
Program Services:						
National Cowboy Poetry Gathering	681,390	-	681,390	652,881	-	652,881
Merchandise Sales Center	210,607	-	210,607	230,644	-	230,644
Media Services Center	173,975	-	173,975	56,094	-	56,094
Cultural Programs and Other Events	445,698	-	445,698	301,173	-	301,173
Total Program Services	<u>1,511,670</u>	<u>-</u>	<u>1,511,670</u>	<u>1,240,792</u>	<u>-</u>	<u>1,240,792</u>
Support Services:						
General and Administrative	245,684	-	245,684	449,434	-	449,434
Fund Raising	118,918	-	118,918	129,168	-	129,168
Membership Development	28,009	-	28,009	29,719	-	29,719
Total Support Services	<u>392,611</u>	<u>-</u>	<u>392,611</u>	<u>608,321</u>	<u>-</u>	<u>608,321</u>
Total Expenses	1,904,281	-	1,904,281	1,849,113	-	1,849,113
<b>CHANGE IN NET ASSETS</b>	(270,741)	(37,802)	(308,543)	(154,480)	(501)	(154,981)
Net Assets – Beginning of Year	4,781,202	329,864	5,111,066	4,935,682	330,365	5,266,047
<b>NET ASSETS – END OF YEAR</b>	<u>\$ 4,510,461</u>	<u>\$ 292,062</u>	<u>\$ 4,802,523</u>	<u>\$ 4,781,202</u>	<u>\$ 329,864</u>	<u>\$ 5,111,066</u>

**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)**  
**YEAR ENDED JUNE 30, 2018**  
**REVIEWED**

	Program Services				Total Program Services
	National Cowboy Poetry Gathering	Merchandise Sales Center	Media Services Center	Cultural Program and Events	
<b>EXPENSES</b>					
Compensation:					
Salaries and Wages	\$ 166,289	\$ 68,901	\$ 31,880	\$ 83,466	\$ 350,536
Payroll Taxes	14,113	6,169	3,109	6,571	29,962
Employee Benefits	22,158	12,123	4,638	12,404	51,323
Total Compensation	202,560	87,193	39,627	102,441	431,821
Banking and Investment Fees	-	512	63	15	590
Catering	6,092	-	-	-	6,092
Computer and Internet	192	651	257	1,802	2,902
Concessions	-	-	-	28,260	28,260
Design	8,775	350	-	500	9,625
Depreciation	-	-	-	86,475	86,475
Insurance	5,099	1,380	1,217	6,202	13,898
Marketing and Advertising	33,042	725	3,573	630	37,970
Cost of Merchandise Sold	20	131,582	-	-	131,612
Postage and Shipping	4,290	439	-	1,899	6,628
Printing and Copying	18,325	26	594	608	19,553
Professional Services	7,200	-	850	14,386	22,436
Repairs and Maintenance	-	-	-	8,034	8,034
Security	5,130	-	-	838	5,968
Supplies	11,962	1,356	817	2,635	16,770
Telephone	2,348	137	276	325	3,086
Utilities	-	-	-	20,271	20,271
Artist, Consultations, and Staff:					
Food, Travel, and Lodging	116,367	1,492	3,462	15,060	136,381
Honoraria and Fees	189,158	-	5,298	7,245	201,701
Other Expense	16,834	3,091	60	3,397	23,382
Promotional Items	8,540	-	-	-	8,540
Equipment and Facility Rentals	16,947	1,700	-	150	18,797
Total Expenses	<u>\$ 652,881</u>	<u>\$ 230,644</u>	<u>\$ 56,094</u>	<u>\$ 301,173</u>	<u>\$ 1,240,792</u>

See Accompanying Notes to Financial Statements



**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENTS OF FUNCTIONAL EXPENSES (CONTINUED)**  
**YEAR ENDED JUNE 30, 2019**  
**AUDITED**

	Support Services				Total
	General and Administrative	Fund Raising	Membership Development	Total Support Services	
<b>EXPENSES (CONTINUED)</b>					
Compensation:					
Salaries and Wages	\$ 113,513	\$ 55,887	\$ 16,452	\$ 185,852	\$ 521,043
Payroll Taxes	9,541	4,502	1,301	15,344	43,486
Employee Benefits	15,654	7,507	2,218	25,379	63,909
Total Compensation	<u>138,708</u>	<u>67,896</u>	<u>19,971</u>	<u>226,575</u>	<u>628,438</u>
Banking and Investment Fees	27,364	215	1,736	29,305	39,692
Catering	-	6,241	2,829	9,070	16,070
Computer and Internet	5,378	4,741	237	10,356	24,877
Concessions	-	-	-	-	36,306
Contract Labor	-	-	-	-	83,712
Design	-	-	-	-	13,190
Depreciation	-	-	-	-	117,880
Insurance	16,386	971	84	17,441	27,456
Marketing and Advertising	1,204	6,735	-	7,939	22,152
Cost of Merchandise Sold	-	(587)	-	(587)	151,299
Postage and Shipping	2,716	178	471	3,365	8,995
Printing and Copying	1,686	-	-	1,686	27,532
Professional Services	23,516	24,852	2,161	50,529	112,458
Repairs and Maintenance	504	-	-	504	16,996
Security	-	-	-	-	5,337
Supplies	2,809	1,755	-	4,564	46,240
Telephone	-	-	-	-	-
Utilities	7,073	4,254	370	11,697	44,504
Artist, Consultations, and Staff:					
Food, Travel, and Lodging	3,748	1,235	150	5,133	170,080
Honoraria and Fees	-	-	-	-	225,258
Other Expense	9,653	180	-	9,833	26,814
Promotional Items	-	-	-	-	3,907
Equipment and Facility Rentals	4,949	252	-	5,201	55,088
<b>Total Expenses</b>	<u>\$ 245,684</u>	<u>\$ 118,918</u>	<u>\$ 28,009</u>	<u>\$ 392,611</u>	<u>\$ 1,904,281</u>

See Accompanying Notes to Financial Statements

**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2019 AND 2018**

	<u>2019</u> <u>(Audited)</u>	<u>2018</u> <u>(Reviewed)</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change In Net Assets	\$ (308,543)	\$ (154,981)
Adjustments to Reconcile Changes in Net Assets to Net Cash Used by Operating Activities:		
Depreciation	117,880	117,653
Net Realized and Unrealized Gain on Sale of Investments	11,889	(71,315)
Changes in:		
Accounts Receivable	(738)	(1,357)
Inventories	64,707	28,440
Prepaid Program and Other Expenses	4,701	13,615
Accounts Payable	(1,568)	(24,781)
Accrued Liabilities	<u>(23,534)</u>	<u>(18,838)</u>
Net Cash Used by Operating Activities	<u>(135,206)</u>	<u>(111,564)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Marketable Securities	(122,488)	(199,253)
Proceeds from Sale of Marketable Securities	162,598	351,596
Purchase of Property and Equipment	<u>-</u>	<u>(104,707)</u>
Net Cash Provided by Investing Activities	40,110	47,636
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on Revolving Line of Credit	<u>-</u>	<u>(75,000)</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(95,096)	(138,928)
Cash and Cash Equivalents – Beginning of Year	<u>287,876</u>	<u>426,804</u>
<b>CASH AND CASH EQUIVALENTS – END OF YEAR</b>	<u>\$ 192,780</u>	<u>\$ 287,876</u>
<b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION</b>		
Interest Paid	<u>\$ -</u>	<u>\$ 1,501</u>

See Accompanying Notes to Financial Statements

**WESTERN FOLKLIFE CENTER, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)**  
**YEAR ENDED JUNE 30, 2018**  
**REVIEWED**

	Support Services				Total
	General and Administrative	Fund Raising	Membership Development	Total Support Services	
<b>EXPENSES (CONTINUED)</b>					
Compensation:					
Salaries and Wages	\$ 163,499	\$ 75,041	\$ 15,891	\$ 254,431	\$ 604,967
Payroll Taxes	13,577	6,317	1,377	21,271	51,233
Employee Benefits	15,772	9,611	2,742	28,125	79,448
Total Compensation	<u>192,848</u>	<u>90,969</u>	<u>20,010</u>	<u>303,827</u>	<u>735,648</u>
Banking and Investment Fees	14,843	19,932	2,199	36,974	37,564
Catering	-	-	-	-	6,092
Computer and Internet	27,354	5,754	5,406	38,514	41,416
Concessions	-	-	-	-	28,260
Design	-	-	800	800	10,425
Depreciation	31,178	-	-	31,178	117,653
Insurance	11,831	1,157	185	13,173	27,071
Marketing and Advertising	5,399	30	-	5,429	43,399
Cost of Merchandise Sold	-	18	-	18	131,630
Postage and Shipping	5,036	582	56	5,674	12,302
Printing and Copying	1,304	557	484	2,345	21,898
Professional Services	126,422	-	-	126,422	148,858
Repairs and Maintenance	-	-	-	-	8,034
Security	-	-	-	-	5,968
Supplies	7,623	1,339	390	9,352	26,122
Telephone	13,451	180	189	13,820	16,906
Utilities	-	-	-	-	20,271
Artist, Consultations, and Staff:					
Food, Travel, and Lodging	1,784	2,265	-	4,049	140,430
Honoraria and Fees	-	-	-	-	201,701
Other Expense	7,626	5,104	-	12,730	36,112
Promotional Items	-	1,281	-	1,281	9,821
Equipment and Facility Rentals	2,735	-	-	2,735	21,532
<b>Total Expenses</b>	<u>\$ 449,434</u>	<u>\$ 129,168</u>	<u>\$ 29,719</u>	<u>\$ 608,321</u>	<u>\$ 1,849,113</u>

See Accompanying Notes to Financial Statements

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Description of Program and Supporting Services**

The following program and supporting services are included in the accompanying financial statements:

***The National Cowboy Poetry Gathering*** is a grand celebration of Western people, their lifestyles, and traditions. As January turns to February, cowboys, ranchers, rural, and urban people travel en masse to the small community of Elko, Nevada, to join with friends, family, and all those who share their love of rural life in the West. Together, they listen to poetry and music, learn about cowboy culture in the U.S. and around the world, experience great art, watch Western films, learn a craft, and gather together to eat, drink, and swap stories. For the last 30 years, thousands of people – both rural and urban – have made this pilgrimage time and time again.

***Merchandise Sales Center (the Center)*** maintains a year-round cultural center in the historic Pioneer Hotel building located in Elko, Nevada, from which the Center provides cultural events and merchandise sales to both members and the general public to facilitate a year-round experience, understanding, and appreciation of the diverse cultural heritage of the American West.

***Media Services Center*** includes audio and visual works promoting Western American music and poetry.

***Cultural Programs and Other Events*** include a museum, exhibits, and revolving collections to enhance and promote the diverse cultural heritage of the American West.

***General and Administrative*** include the functions necessary to maintain an equitable employment program; ensure an adequate working environment; provide coordination and articulation of the Center's program strategy through the Office of the Executive Director; secure proper administrative functioning of the board of trustees; maintain competent legal services for the program administration of the Center; and manage the financial and budgetary responsibilities through the Office of the Chief Financial Officer.

***Fund-raising*** provides the structure necessary to encourage and secure private financial support from individuals, foundations, and corporations.

***Membership Development*** encompasses the identification, cultivation, and expansion of the Center's membership as the primary effort to promote preservation awareness and to increase public involvement in preservation activities.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Western Folklife Center, Inc. (the Center) is dedicated to exploring, presenting, and preserving the diverse and dynamic cultural heritage of the American West. The Center celebrates the wisdom, artistry, and ingenuity of western folkways through exhibitions, educational programs, media programs, research and preservation projects, its website, and its premier event, the National Cowboy Poetry Gathering. The Center nurtures connections among rural and ranching cultures globally, exploring universal themes in working traditions and artistic expression, which the Center believes are vital links to the past, present, and future of the American West.

**The Western Folklife Center: "A Place of Personal Meaning"**

For the Center's most engaged participants, the Western Folklife Center and its programs create a place of deep personal meaning.

- The Center connects people to the authentic cultures of the West, and all aspects of the work, from programming to board development and marketing to fundraising, which must be grounded in authenticity.
- The Center's programs help articulate a sense of place for the West.
- The Center's work nourishes the soul and challenges the intellect. It engages the emotions and the mind.
- The Center's work is a touchstone for the past, yet grounded in the present with a vision for the future of the West.
- The Center provides a sense of belonging and connection for both a local and a far-flung audience, and the Center brings together people with a similar sense of personal meaning and interests.
- The Center's efforts to research, document, present, and preserve the expressive culture of the people of the West are vital to the region and the nation.
- The Center's programs entertain and engage. The experiences the Center provides are both intimate/private as well as expansive/public. Inclusive and egalitarian values are an important element in the work.
- The Center's work helps communities in the rural West realize and appreciate their cultural assets.

The Center was formed in 1980 as a nonprofit organization incorporated in both Nevada and Utah. The Center maintains a year-round cultural center in the historic Pioneer Hotel building located in Elko, Nevada.

The Center is governed by a board of trustees, along with a National Advisory Council made up of leaders in Western cultural life. The Center is staffed by employees in Elko, Nevada, along with hundreds of volunteers.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Investments**

The Center records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statements of financial position. Net investment return/loss is reported in the statements of activities and consists of realized and unrealized capital gains and losses, less investment management and custodial fees.

**Accounts Receivable**

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The Center determines the allowance based on experience, third-party contracts, and other circumstances, which may affect the ability of customers or employees to meet their obligations. It is the Center's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected. Management believes no allowance for doubtful accounts is necessary at June 30, 2019 and 2018.

**Donated Assets and In-Kind Donations**

Donated marketable securities and other noncash donations are recorded as contributions at their fair values at the date of donation. The related expenses are presented in the line items that reflect the nature of the activity.

**Donated Services**

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets, or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Center. Volunteers also provided program services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria were not met.

**Inventories**

Inventories consist of books, tapes, videos, and other American Western merchandise. Purchased inventories are stated at the lower of cost or net realizable value determined by the first-in, first-out method. A general inventory provision in the amount of \$78,000 has been recorded to reflect the net realizable value of the inventory as of June 30, 2019 and 2018.

**Property and Equipment**

All acquisitions of property and equipment in excess of \$500 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair market value at the date of the donation. Depreciation is computed using the straight-line method.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Center to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and those differences could be material.

**Income Tax Status**

The Center is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC). The Center qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2). The Center is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the Internal Revenue Service (IRS). In addition, the entities are subject to income tax on net income that is derived from business activities that are unrelated to their exempt purposes. We have determined that the Center is not subject to unrelated business income tax and have not filed an Exempt Organization Business Income tax Return (Form 990-T) with the IRS. Accordingly, no liability for federal income taxes has been provided in the financial statements.

Management believes that the entity has appropriate support for any tax positions taken affecting its annual filing requirements, and as such, does not have any uncertain tax positions that are material to the financial statements. The Center would recognize future accrued interest and penalties related to unrecognized tax, benefits and liabilities in income tax expense if such interest and penalties are incurred.

**Cash and Cash Equivalents**

The Center considers all cash and highly liquid financial investments with an initial maturity of three months or less, and which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents. Cash and highly liquid financial instruments restricted to permanent endowment, or other long-term purposes are excluded from this definition.

**Financial Instruments and Credit Risk**

Deposit concentration risk is managed by placing cash, money market accounts, and certificates of deposit with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, the Center has not experienced losses in any of these accounts. Credit risk associated with accounts receivable and promises to give is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from board members, governmental agencies, and foundations supportive of the Center's mission. Investments are made by diversified investment managers whose performance is monitored by management and the Investment Committee of the board of directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, management and the Investment Committee believe that the investment policies and guidelines are prudent for the long-term welfare of the Center.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Revenue and Revenue Recognition**

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received.

**Functional Allocation of Expenses**

The costs of providing program and supporting activities have been summarized on a functional basis in the statement of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Marketing and Advertising**

The Center uses marketing and advertising to promote its programs among the audiences it serves. Marketing and advertising are expensed as incurred. Total advertising costs for the years ended June 30, 2019 and 2018 were \$22,152 and \$43,399, respectively.

**New Accounting Pronouncement**

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements for Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Center has implemented ASU 2016-14 and has adjusted the presentation in these financial statements accordingly. The ASU has been applied retrospectively to all periods presented with the exception of the liquidity disclosure, this has been presented for 2019 only as permitted by the standard.

**Subsequent Events**

Subsequent events were evaluated by management through August 16, 2019, which is the date these financial statements were available to be issued.



**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Property and Equipment (Continued)**

Property and equipment also includes collections, which include books, posters, audio/video recordings, and other works of art that have been determined to have cultural, aesthetic, or historical value worth preserving perpetually. These assets are originally recorded at purchased cost or at estimated fair market value at the date of gift if donated. Donated items for which a fair value cannot be objectively measured are not recorded. These assets are considered inexhaustible and, therefore, no depreciation has been provided for them.

The Center reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the assets.

**Net Assets**

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* – Net assets available for use in general operations. Board-designated net assets without donor restrictions consist of net assets designated by the board of trustees for a board-designated endowment.

*Net Assets With Donor Restrictions* – Net assets subject to donor restrictions that may or will be met by expenditures or the actions and/or the passage of time, and certain income earned on permanently restricted net assets that has not yet been appropriated for expenditure by the board of trustees.

The Center reports contributions and other support as including donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, these net assets are reclassified and reported in the statements of activities as net assets released from restrictions.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

Fair values of assets measured on a recurring basis at June 30, 2019, are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
U.S. Governmental Securities:			
Federal Agencies	\$ -	\$ 35,762	\$ 35,762
Treasury Securities	64,581	-	64,581
	<u>64,581</u>	<u>35,762</u>	<u>100,343</u>
Common Stock	325,937	-	325,937
U.S. Exchange-Traded and Closed-End Fund	1,071,260	-	1,071,260
U.S. Corporate Fixed Income	-	57,555	57,555
U.S. Mutual Funds, Other	287,041	-	287,041
	<u>\$ 1,748,819</u>	<u>\$ 93,317</u>	<u>\$ 1,842,136</u>
Investments, Operating			\$ 1,695,817
Investments, Donor-Restricted Endowments			146,319
Total			<u>\$ 1,842,136</u>

Fair values of assets measured on a recurring basis at June 30, 2018, are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
U.S. Governmental Securities:			
Federal Agencies	\$ -	\$ 27,579	\$ 27,579
Treasury Securities	72,516	-	72,516
	<u>72,516</u>	<u>27,579</u>	<u>100,095</u>
Common Stock	334,685	-	334,685
U.S. Exchange-Traded and Closed-End Fund	1,190,028	-	1,190,028
U.S. Corporate Fixed Income	-	44,437	44,437
U.S. Mutual Funds, Other	271,286	-	271,286
	<u>\$ 1,868,515</u>	<u>\$ 72,016</u>	<u>\$ 1,940,531</u>
Investments, Operating			\$ 1,768,520
Investments, Donor-Restricted Endowments			172,011
Total			<u>\$ 1,940,531</u>

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 2 FAIR VALUE MEASUREMENTS**

The Center reports certain assets at fair value in the financial statements. Fair value is the price that would be received to sell an asset in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset based on market data obtained from sources independent of the reporting entity.

Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

*Level 1* – Quoted prices (unadjusted) in active markets for identical assets that we can access at the measurement date.

*Level 2* – Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. These include quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset, and market- corroborated inputs.

*Level 3* – Unobservable inputs for the asset. In these situations, we develop inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the Center's assessment of the quality, risk or liquidity profile of the asset.

A significant portion of the Center's investment assets are classified within Level 1 because they are comprised of various marketable securities with readily determinable fair values based on daily redemption values. The Center invests in U.S. government securities and U.S. corporate fixed income securities traded in the financial markets. Those U.S. government securities and corporate fixed income securities are valued by the custodians of the securities using pricing models based on credit quality, time to maturity, stated interest rates and market-rate assumptions, and are classified within Level 2. There are no investments that are considered to be Level 3 measurements.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 4 ENDOWMENTS (CONTINUED)**

**Board-Designated Endowment (Continued)**

To achieve this objective, the Center has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. Endowment assets are invested in a well-diversified asset mix of equity and debt securities intended to result in a consistent inflation-protected rate of return with sufficient liquidity to make an annual distribution of 5%, while allowing for fund growth. Investment risk is measured in terms of the total endowment fund. Investment assets and allocation between asset classes and strategies are managed so as not to expose the fund to unacceptable levels of risk.

Composition of and changes in the board-designated endowment net assets for the year ended June 30, 2019 and 2018, were as follows:

	2019	2018
Board-Designated Endowment Net Assets -		
Beginning of Year	\$ 1,879,882	\$ 1,851,725
Private Contribution	-	16,257
Investment Income	43,316	87,607
Net Appreciation (Decline)	60,783	(7,360)
Amounts Appropriated for Expenditure:		
Investment/Broker Fees	(17,886)	(18,347)
Draws for Expenditures	(225,000)	(50,000)
Board-Designated Endowment Net Assets -		
End of Year	\$ 1,741,095	\$ 1,879,882

**Donor-Restricted Endowments**

**The Hearst Foundation**

The William Randolph Hearst Foundation (the Hearst Foundation) awarded the Center a \$100,000 program endowment grant. The grant agreement provides that the original amount of the grant is to be permanently restricted and allows appropriating for distribution each year 5% of the Hearst Foundation endowment fund's average fair value of the prior 12 quarters through the calendar year-end preceding the fiscal year in which the distribution is planned.

In prior years, the Hearst Foundation has allowed the board of trustees to increase the appropriation percentage to 6% for expenditures when circumstances require such utilization as necessary; however, the Center has not appropriated more than the 5% as specified in the original agreement. The agreement also contains various annual reporting requirements including the amount of contributions to the endowment, an investment summary, endowment utilization, and general organizational updates.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 3 NET INVESTMENT RETURN**

Net investment return consists of the following for the year ended June 30:

	2019	2018
Operating Investments:		
Interest and Dividends	\$ 43,379	\$ 42,835
Net Realized and Unrealized Gain (Loss)	61,310	56,005
Total Operating Investments	104,689	98,840
Endowment Investments:		
Interest and Dividends	47	2,020
Net Realized and Unrealized Gain (Loss)	10,681	12,412
Total Endowment Investments	10,728	14,432
Total	\$ 115,417	\$ 113,272

**NOTE 4 ENDOWMENTS**

Because endowment investment funds include funds derived originally from permanently restricted gifts, the management of those funds is subject to the Uniform Prudent Management of Institutional Funds (Uniform Act) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. Furthermore, Nevada Revised Statute (NRS) section 164.667 allows boards that hold endowment funds to expend or accumulate endowment funds.

The board has interpreted state law as allowing it to use any of the investment returns as is prudent considering the Center's long and short-term needs, expected total return on its investments, price level trends, and general economic conditions. The following is a summary of the Center's endowments:

**Board-Designated Endowment**

As of June 30, 2019 and 2018, the board of trustees had designated \$1,741,095 and \$1,879,882, respectively, of net assets without donor restrictions as a program endowment fund to support the programs of the Center.

The center has a spending policy of appropriating for distribution each year 5% of the Center's board-designated endowment fund's average fair value of the prior 12 quarters through the calendar year-end preceding the fiscal year in which the distribution is planned. In establishing this policy, the Center considered the long-term expected investment return on the endowment. Accordingly, over the long term, the Center expects the current spending policy to allow its program endowment fund to grow at an average of 5% annually. This is consistent with the Center's objective to maintain the purchasing power of the endowment assets as well as to provide additional real growth through investment returns.

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

Changes in donor-restricted endowments' net assets as of June 30, 2018, are as follows:

	Expendable	Permanently Endowed	Endowment Net Assets
Endowment Net Assets -			
Beginning of Year	\$ 65,128	\$ 135,609	200,737
Investment Income	655	-	655
Net Appreciation (Decline)	26,288	-	26,288
Amounts Appropriated for Expenditures	(9,029)	-	(9,029)
Total	<u>\$ 83,042</u>	<u>\$ 135,609</u>	<u>\$ 218,651</u>

**NOTE 5 INVENTORIES**

Inventories are comprised of the following as of June 30, 2019 and 2018:

	2019	2018
Merchandise Inventory	\$ 72,835	\$ 136,504
Food and Beverage	11,181	12,219
Consignment Merchandise	103,770	51,516
Total	<u>187,786</u>	<u>200,239</u>
Less: Consignment Merchandise	(103,770)	(51,516)
Total Inventories	<u>\$ 84,016</u>	<u>\$ 148,723</u>

**NOTE 6 PROPERTY AND EQUIPMENT**

Property and equipment consist of the following at June 30, 2019 and 2018:

	2019	2018
Nondepreciable:		
Land	\$ 77,500	\$ 77,500
Exhibits	54,483	54,483
Books and Collections	53,584	53,584
Total Nondepreciable	<u>185,567</u>	<u>185,567</u>
Depreciable:		
Buildings and Improvements	4,181,846	4,181,846
Equipment, Furniture, and Fixtures	876,956	876,956
Total Depreciable	<u>5,058,802</u>	<u>5,058,802</u>
Total Property and Equipment	5,244,369	5,244,369
Less: Accumulated Depreciation	<u>(2,630,102)</u>	<u>(2,512,222)</u>
Property and Equipment, Net	<u>\$ 2,614,267</u>	<u>\$ 2,732,147</u>

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 4 ENDOWMENTS (CONTINUED)**

**Donor-Restricted Endowments (Continued)**

**Utah Arts**

In 1994, the Center provided a cash match of \$15,330 pursuant to an agreement with the Utah Arts Endowment Fund Program (UAE) and UAE provided an endowment deposit of \$20,279, for a total invested balance of \$35,609. The funds deposited by the UAE cannot be withdrawn for any reason, but the funds deposited by the Center can be withdrawn, which would then terminate the endowment.

This endowment fund is under the control of and is being invested by the Utah State Treasurer's office. The earnings from the fund are deposited into the Utah Public Treasurers Investment Fund interest account. Although the balance of \$15,330 in this account belongs to the Center and can be withdrawn anytime for any purpose, it is reported as permanently restricted since, as noted above, the Center would lose the UAE portion of \$20,279 should the funds be withdrawn.

The donor-restricted endowments' are classified as net assets with donor restrictions and are composed of the following as of June 30, 2019 is as follows:

	<u>Expendable</u>	<u>Permanently Endowed</u>	<u>Endowment Net Assets</u>
The Hearst Foundation	\$ 82,640	\$ 100,000	\$ 182,640
Utah Arts	-	35,609	35,609
Glaser Fund	10,376	-	10,376
Total	<u>\$ 93,016</u>	<u>\$ 135,609</u>	<u>\$ 228,625</u>

The donor-restricted endowments' net asset composition by endowment as of June 30, 2018 is as follows:

	<u>Expendable</u>	<u>Permanently Endowed</u>	<u>Endowment Net Assets</u>
The Hearst Foundation	\$ 72,312	\$ 100,000	\$ 172,312
Utah Arts	654	35,609	36,263
Glaser Fund	10,076	-	10,076
Total	<u>\$ 83,042</u>	<u>\$ 135,609</u>	<u>\$ 218,651</u>

Changes in donor-restricted endowments' net assets as of June 30, 2019, are as follows:

	<u>Expendable</u>	<u>Permanently Endowed</u>	<u>Endowment Net Assets</u>
Endowment Net Assets -			
Beginning of Year	\$ 83,042	\$ 135,609	218,651
Investment Income	46	-	46
Net Appreciation (Decline)	10,681	-	10,681
Amounts Appropriated for Expenditures	(753)	-	(753)
Total	<u>\$ 93,016</u>	<u>\$ 135,609</u>	<u>\$ 228,625</u>

**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 10 LIQUIDITY AND AVAILABILITY**

Based on analysis of its revenue cycles and per its financial policies, the Western Folklife Center maintains a minimum operating reserve of at least 90 days, with the value calculated based on budgeted annual operating expenses, less noncash items and has a \$75,000 line of credit available to meet cash flow needs.

The reserve itself consists of these assets without donor restrictions. The reserve as of June 30, 2019, consists of cash and cash equivalents, operating investments, and accounts receivable, as follows:

Financial Assets at June 30, 2019	
Cash & Cash Equivalents	\$ 192,780
Investments, Operating	1,695,817
Accounts Receivable (expected within 90 days)	2,095
Money Market, Donor-Restricted Endowments	82,306
Investments, Donor-Restricted Endowments	<u>146,319</u>
Total Financial Assets	2,119,317
Less amounts not available to be used within one year:	
Net Assets with Donor Restrictions	292,062
Board Designated Funds for Future Use	<u>1,691,095</u>
	1,983,157
Financial assets available to meet general expenditures over the next twelve months	<u><u>\$ 136,160</u></u>



**WESTERN FOLKLIFE CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 (AUDITED) AND 2018 (REVIEWED)**

**NOTE 7 EMPLOYEE BENEFIT PLAN**

**Tax-Deferred Annuity Plan**

The Center sponsors a tax-deferred annuity plan (the Plan) qualified under Section 403(b) of the IRC. The Plan covers full-time employees of the Center. Employees may make contributions to the Plan up to the maximum amount allowed by the IRC if they wish. The Center has not contributed to the Plan for the years ended June 30, 2019 and 2018.

**NOTE 8 REVOLVING LINE OF CREDIT**

As of June 30, 2019 and 2018, the Center had \$-0- outstanding from a revolving line of credit with Nevada State Bank. Bank advances on the credit line are payable annually on September 12, including interest at a variable rate of 2.5% over prime with a 7.5% maximum floor interest rate percentage if prime is below the minimum interest rate (7.5% at June 30, 2019). The credit line is secured by substantially all assets.

**NOTE 9 NET ASSETS WITH DONOR RESTRICTIONS**

Net assets were released from donor restrictions by incurring expenses satisfying the purpose or time restrictions specified by the donors. Spendable net assets with donor restrictions consisted of the following at June 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Contributions for Specific Projects	\$ 63,438	\$ 111,213
Hearst Endowment Spendable Earnings	82,640	72,312
Utah Arts Endowment Spendable Earnings	-	654
Art Glaser Fund Spendable Earnings	<u>10,376</u>	<u>10,076</u>
Total Spendable	<u>\$ 156,454</u>	<u>\$ 194,255</u>

Net assets were released from restrictions as follows during the year ended June 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Satisfaction of Purpose Restrictions		
Program Expenses	\$ (169,428)	(340,472)
	(169,428)	(340,472)
Expiration of Time Restrictions	<u>(22,768)</u>	<u>(108,694)</u>
Total Net Assets Released from Restrictions	<u>\$ (192,196)</u>	<u>\$ (449,166)</u>



BRIAN SANDOVAL  
Governor

JAMES DEVOLLD  
Chair, Nevada Tax Commission

DEONNE E. CONTINE  
Executive Director

STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <http://tax.nv.gov>

1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

LAS VEGAS OFFICE  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada, 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 6881303

HENDERSON OFFICE  
2550 Paseo Verde Parkway Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

December 31, 2017

Account Number: RCE-003-758

Exp date: December 31, 2022

RECEIVED DEC 01 2017

WESTERN FOLKLIFE CENTER  
501 RAILROAD STREET  
ELKO NV 89801

Pursuant to NRS 372.3261 and related statutes, WESTERN FOLKLIFE CENTER has been granted sales/use tax exempt status as an educational organization. Direct purchases or sales of tangible personal property made by or to WESTERN FOLKLIFE CENTER are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to WESTERN FOLKLIFE CENTER are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor must have a copy of this letter in order to document the transaction was tax exempt.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

This exemption applies only to the above named organization and is not extended to individuals, or contractors or lessors to or for such organizations.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

If, upon further or future review by the Department, it is determined the above named organization does not meet or no longer meets the criteria outlined in NRS 372.348, this letter of exemption will be revoked.

Sincerely,

Dalia Andrade  
Tax Program Supervisor II

INTERNAL REVENUE SERVICE  
District Director

DEPARTMENT OF THE TREASURY  
1100 Commerce St., Dallas, TX 75242

Person to Contact: Nellie L. Ringer  
EP/EO Correspondence Examiner

Western Folklife Center  
PO Box 888  
Elko, NV 89501-0888

Telephone Number: 214-757-6513

EIN: 87-0447025

Refer Reply to:  
EP/EO:SPB:4950DAL

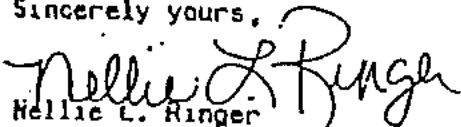
Date: March 19, 1992

Dear Sir or Madam:

Our records show that Western Folklife Center is exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted December 1981 and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by section 170 of the Code.

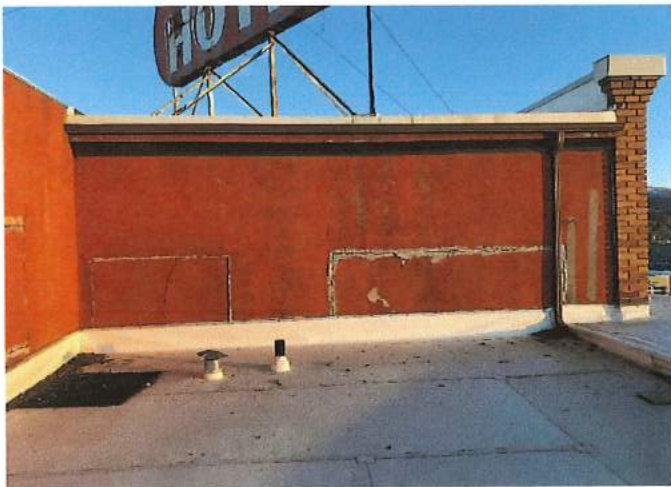
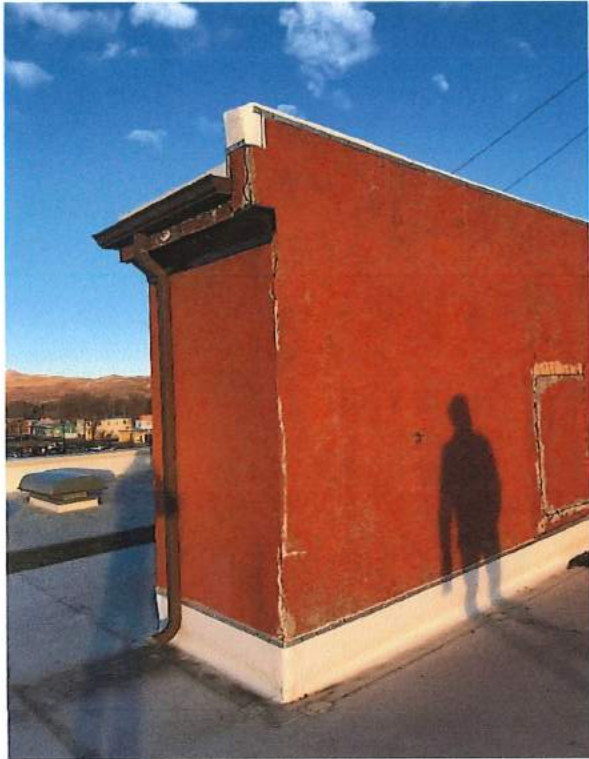
We have classified your organization as one that is not a private foundation within the meaning of section 505(a) of the Internal Revenue Code because you are an organization described in section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely yours,  
  
Nellie L. Ringer  
EP/EO Correspondence Examiner

## **ADDENDUM F: STUCCO WALL PHOTOGRAPHS**

**Photographs depict the deteriorated stucco highlighted in the CentiMark proposal, suspected of allowing leakage into the interior. The wall featured in all photographs forms the boundary between Sections 4 and 5.**





Photograph depicting the completed stucco replacement in Phase 13 of the Pioneer Hotel renovation project, partially funded by the CCCHP (2016-2017 grant year). Work completed by L&C Plastering. On the site plan found in the CentiMark proposal, this is the boundary between Sections 2 and 4.



**ADDENDUM G: STRATEGIC PLAN INCLUDING VISION AND  
MISSION STATEMENT**



# **WESTERN FOLKLIFE CENTER'S STRATEGIC PLAN**

**FY2021-2025**

**(This includes Vision and Mission Statement)**



**The Western Folklife Center was  
incorporated in 1980 and is housed in the  
historic Pioneer Hotel Building, built in 1913.**



**Western Folklife Center Strategic Plan: FY2021-2025**

To be discussed and implemented at the May 2020 Board of Directors Meeting

**VISION**

Explore and give voice to traditional and dynamic cultures of the American West.

**MISSION**

Use story and cultural expression to connect the American West to the world.

**WHAT WE DO**

The Western Folklife Center provides a platform for rural and urban communities to communicate and exchange new ideas and avenues of expression.

We produced the first Cowboy Poetry Gathering in 1985. Our National Cowboy Poetry Gathering continues to celebrate and promote the artistry and ingenuity of life in the American West. It remains our signature event, with programming changing to reflect contemporary realities and issues of the American West.

Throughout the year, our fieldwork, research, exhibits, website, and archives preserve, document and share the heritage of the West.

Our media and educational programs entertain and engage, deepening the understanding of the vitality and challenges of western communities.

## **STRATEGIC [PERFORMANCE] PRIORITIES**

1. In order to achieve the goals outlined in this document, we will establish a development plan, and then schedule and execute on it through a collaborative effort between board and staff. Fundraising revenue (including that from membership, individual support, businesses, foundations as well as state and local government) is a priority. It should be 67 percent of the top-line annual budget. We will add an additional \$100k a year in unrestricted funds beyond what is budgeted.
2. As the Western Folklife Center's signature event and recurring revenue opportunity, the National Cowboy Poetry Gathering will contribute \$75,000, after all expenses, to the operating margin. The goal for the 2021 Gathering is \$15,000 and should increase by 50 percent for the following four years.
3. We understand that in order to create a forward-thinking organization that engages new audiences, we must invest in our future by keeping our technology current. To do good work, we must have the right tools. Management will continue to update and present to the board the information technology plan.
4. We prioritize quality design and messaging and recognize both are crucial to our marketing and outreach efforts, which are central to long-term sustainability. Management will continue to update and present to the board a plan for marketing, communications and outreach.
5. We seek to develop a better understanding of the needs of the local community in order to better serve Elko and the surrounding region. Doing so will also allow us to evaluate the Pioneer Building's potential to generate revenue and contribute to a positive operating margin.
6. Each segment of the Western Folklife Center's business operation is established as a revenue source through planning, budgeting, and cost accounting. Financial reports are provided monthly to management and the board that clearly indicate the contribution and performance of
  - a. National Cowboy Poetry Gathering, including workshops & education
  - b. Pioneer Building Museum
  - c. Archives
  - d. Programming, Media Production and Distribution
  - e. Pioneer Building [Operations, Maintenance, and rental]
  - f. Gift Shop
  - g. Endowments
  - h. Fundraising
  - i. Events
  - j. General & Administrative Operations
7. In order to best serve our constituency and track growth, we establish trackable metrics and benchmarks across all segments of the operation and examine them at quarterly board meetings.
8. In seeking to meet the goals outlined in this document, we aspire to increase our savings.

9. Research, field work and artistic creativity contributes to our programming decisions.
10. Our media projects and archival efforts are critical to our mission as well as to making our work accessible to the broadest possible audience.

*Note: The Strategic Plan is reviewed by the Full Board yearly and revised as needed.*

**ADDENDUM H: WFC ORGANIZATION/HISTORY, CURRENT  
PROGRAMS, AWARDS & ACCOMPLISHMENTS**

## Organization / History, current programs, awards & accomplishments

**History:** The Western Folklife Center was founded in 1980 and is a 501(c)(3) nonprofit organization incorporated both in Nevada and Utah. One of its first initiatives was a regional cowboy poetry fieldwork project which led to the first *Cowboy Poetry Gathering* in Elko, NV, in 1985. Originally envisioned as a one-time event, it was such a success that the Gathering became an annual tradition. In 1991, the Western Folklife Center purchased the historic Pioneer Building in downtown Elko, allowing it to expand its year-round local and regional programming. Through phased renovations, the building's capabilities expanded to better serve the public and the WFC's vision. In 1998, work was completed on the 300-seat G Three Bar Theater, and in 2007 the Wiegand Gallery and black box theater was designed to host a variety of exhibitions and multi-media. The WFC has always looked to new mediums and technologies to fulfill its mission and has produced numerous award winning radio, TV, and online programs. The WFC's signature program, renamed the *National Cowboy Poetry Gathering* (NCPG) in 2000 after it was recognized by the U.S. Senate, celebrated its 35th anniversary in 2019.

The Western Folklife Center is governed by a Board of Trustees along with a National Advisory Council made up of leaders in Western cultural life. In addition to its full- and part-time staff, a cadre of members, stakeholders and volunteers help the Folklife Center succeed in its mission of using story and cultural expression to connect the American West to the world.

**Programs:** Western Folklife Center artistic programs are designed and produced to fulfill WFC's mission within local, regional, national and international arenas. WFC's annual artistic slate combines successful ongoing programs with new programs building on new initiatives, opportunities and collaborations. In 2018-2019, staff experimented with building audience for artists and WFC through heightened social media programming drawing on our media-rich documentation. The overwhelmingly positive results of these efforts confirmed that this work should continue as a natural extension of our programs and communications. Our central program, the NCPG, features 7 days of workshops; evening and daytime performances of poetry, music and storytelling; films; and dances, along with 7 days of K-12 educational and family programs.

Year-round programming in Elko includes exhibitions in the WFC's Wiegand Gallery, downtown storefronts and online; participatory activities such as our bimonthly Let's Dance lessons and social dancing; monthly Jam On event for local and visiting musicians; periodic concerts featuring artists from the region; Deep West Video digital storytelling; and outreach programs (WFC website, online exhibitions, media, and collaborations in California and Texas).

### Selected Awards & Recognition

- National Cowboy Poetry Gathering voted 9<sup>th</sup> Best Cultural Festival in the *USA Today*/10 Best Reader's Choice Award, 2019
- Nevada Humanities: Outstanding Humanities Project Award, National Cowboy Poetry Gathering, 2019
- National Cowboy Poetry Gathering voted #2 in Lonely Planet "Top 7 Quirky Art & Cultural Festivals" 2018
- Second Annual Elko Mayor's Art Award for an Arts Organization 2016
- 2015 Owyhee School filmmakers win award from the Worldfest-Houston International Film & Video Film Festival

- National Cowboy Poetry Gathering included in MSN “January’s Wildest Festivals” 2016
- National Cowboy Poetry Gathering voted 4th Best Cultural Festival in the *USA Today*/10 Best Reader's Choice Award, 2015
- 2014 LA SKINSFEST: Achievement in Documentary Filmmaking Award, *Healing the Warrior's Heart* documentary
- *Healing the Warrior's Heart* nominated for a Rocky Mountain Emmy Award for Best Cultural Documentary
- *Veterans Find Healing in Native American Traditions, a Deep West Radio Documentary*, 1st Place Winner of the 2013 Radio or Podcast Religion Report of the Year, from the Religion Newswriters Association
- *Red Rock Rondo*, Rocky Mountain Emmy Awards, 2010
  - Best Arts Entertainment Program: Hal Cannon and Taki Telonidis, producers
  - Best Musical Composition: Phillip Bimstein, composer
- *Red Rock Rondo*, NETA Award (National Educational Telecommunications Association) 2010 Performance category
- National Cowboy Poetry Gathering voted “Best Special Event,” *Nevada* magazine, 1998, 1999, 2000, 2006
- Western Folklife Center received a top 4-star rating from Charity Navigator, America’s largest independent evaluator of charities, 2006
- National Award for Museum Service, Institute for Museum and Library Services, Washington, D.C., 2004
- Gold Special Jury Prize for *Why the Cowboy Sings*, Houston International Film Festival, 2002
- *Why the Cowboy Sings*, Rocky Mountain Emmy Award for best feature television program, 2002
- *Rand McNally*, “Cool & Unusual Events” award for the National Cowboy Poetry Gathering, 2002
- “National” status voted by the US Senate: National Cowboy Poetry Gathering, 2000
- Nevada Governor’s Tourism Development Award, 2000
- Nevada Governor’s Millennial Service to the Arts Award, 1999
- National Service to the Arts Award, National Governors’ Association, 1997
- Three Wrangler Awards from the Cowboy Hall of Fame, Oklahoma City
- The Nevada Humanities Award for its work in studying, preserving and promoting Western life and culture, 1993
- The Nevada Commission on Tourism’s Excellence in Grants Award, 1992

## **ADDENDUM I: OUTCOME OF PREVIOUS CCA/CCCHP GRANTS**

## **Outcome of Previous CCA/CCCHP Grants**

Western Folklife Center (WFC) has been the recipient of CCA awards from 1993 to 2016. Along with the support of the Elko community and individual donors, we have strived to make WFC a star of arts and culture in our remote, rural area. The Pioneer Hotel facility would not be able to support the activities and programs of WFC nor produce an event like the National Cowboy Poetry Gathering without this level of support over the years.

Reporting backwards from our current grant project, the following is the list of CCA grants WFC has received:

**Phase 13-** roof repair involving the repair of deteriorated wood trim, bricks and wall cap flashing, sewage sump pump replacement, and overlay of 2<sup>nd</sup> and 3<sup>rd</sup> story stucco walls.

**Phase 12-** renovated public restrooms in the basement of the building, including the installation of new fixtures, lighting and exhaust fans, and improvement of handicapped access. A merchandise storage area and work space for the Gift Shop was also renovated.

**Phase 11-** involved the Gift Shop renovation completion including all the mechanical and electrical infrastructure, HVAC, new flooring and lighting and built-in cabinetry.

**Phase 10-** renovation of the Exhibition Gallery, reroofing of the northwest quadrant of the Pioneer Building and replacement of a metal cornice, and the installation of new neon exterior signage. Additional funding came from the E.L. Wiegand Foundation.

**Phase 9-** included addition of a fireplace surround, architectural woodwork and built-in cabinets completing the fireplace nook.

**Phase 8-** a new cooling tower for the heating and cooling systems for the upper floors with re-roofing of the cooling tower area. Also, an expansion of the Exhibition Gallery and installation of the fireplace insert and ceiling in the Pioneer Saloon was begun with additional foundation support from John Ben Snow Memorial Trust.

**Phase 7-** installation of a rooftop mechanical/heating/cooling equipment and a period tin ceiling in the Pioneer Bar area.

**Phase 6-** included installation of rooftop mechanical/heating/cooling equipment for the Exhibition Gallery and a portion of the basement.

**Phase 5-** the installation of new mechanical equipment on the roof, a removal of a masonry wall at the back of the Pioneer Bar, and a new built-up asphalt roof over the entire Pioneer Bar building.

**Phase 4-** created the lobby entrance with tile floor, donor wall and arched entrance leading to the saloon area.

**Phase 3-** installation of an elevator at the Railroad Street entrance and construction of a new stairwell leading from the rear bar area to the basement restrooms.

**Phase 2-** created the multi-use theatre with oak hardwood flooring, a mahogany-faced stage and wainscoting, installation of audio-visual equipment and a catering kitchen.

**Phase 1-** renovated the Railroad Street façade and created a new entry with a steel canopy.



**ADDENDUM J: LIST OF ALL GRANTS IN PAST 3 YEARS**

**Western Folklife Center**  
**List of Grants in Past 3 Years**  
**[2017-2019]**

<b>Name</b>	<b>Date</b>	<b>Amount</b>
Gabelli Foundation	4/8/2017	3,000.00
CCCHP	4/18/2017	17,359.00
Reno Rodeo Foundation	4/19/2017	2,500.00
National Endowment for the Arts	4/27/2017	45,000.00
Nevada Commission on Tourism	5/2/2017	7,500.00
R. Harold Burton	6/9/2017	25,000.00
E.L. Cord Foundation	6/30/2017	15,000.00
Elko County Recreation Board	7/12/2017	62,000.00
Nevada Humanities	7/19/2017	4,050.00
Nevada Arts Council	10/16/2017	21,915.00
CCCHP	10/25/2017	16,475.00
E.L. Wiegand Foundation	11/2/2017	3,000.00
Range Conservation Foundation	11/2/2017	2,000.00
Andrew Family Foundation	11/2/2017	500.00
WM Keck Foundation	12/11/2017	10,000.00
Schwab Charitable Foundation	2/5/2018	800.00
Reno Rodeo Foundation	2/21/2018	5,000.00
Gabelli Foundation	3/13/2018	3,000.00
City of Elko	3/16/2018	20,399.93
Terry Lee Wells Foundation	4/10/2018	10,000.00
Nevada Commission on Tourism	4/10/2018	5,000.00
CCCHP	4/26/2018	14,800.00
Community Foundation of Utah	5/30/2018	5,000.00
Nevada Humanities	5/30/2018	400.00
CCCHP	6/8/2018	15,366.00
National Endowment for the Arts	6/12/2018	3,469.50
Nevada Arts Council	7/20/2018	24,851.90
Range Conservation Foundation	10/15/2018	2,000.00
Elko County Recreation Board	10/29/2018	62,000.00
Nevada Humanities	11/1/2018	450.00
National Christian Foundation	12/19/2018	12,000.00
Searle Family Trust	12/21/2018	10,000.00
NV Energy	1/23/2019	10,000.00
Gabelli Foundation	3/25/2019	3,000.00
Range Conservation Foundation	3/25/2019	2,000.00
National Endowment for the Arts	3/29/2019	3,098.49
Carole Anderson/Parasol Foundation	4/24/2019	2,000.00
National Endowment for the Arts	4/30/2019	3,098.49
Schwab Charitable Foundation	5/10/2019	1,000.00
Nevada Commission on Tourism	5/10/2019	11,350.00
Nevada Humanities	6/10/2019	500.00
Littlefield E.W. Jr	7/1/2019	25,000.00
Nevada Arts Council	7/22/2019	2,935.10

Nevada Commission on Tourism	7/24/2019	3,650.00
Nevada Humanities	8/2/2019	4,500.00
Nevada Arts Council	8/8/2019	22,500.00
Nevada Arts Council	10/15/2019	4,050.00
Elko County Recreation Board	10/18/2019	65,000.00
E.L. Wiegand Foundation	11/7/2019	226,000.00
Searle Family Trust	12/5/2019	10,000.00

## **ADDENDUM K: INSURANCE POLICY INFORMATION**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> L/P Insurance Services LLC 555 5th Street  Elko NV 89801	<b>CONTACT NAME:</b> Dani Whitson <b>PHONE (A/C, No, Ext):</b> (775) 996-6000 <b>E-MAIL ADDRESS:</b> dani.whitson@lpins.net	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Western Folklife Center 501 Railroad Street  Elko NV 89801	<b>INSURER A:</b> Philadelphia Indemnity Ins. Co.	<b>NAIC #</b> 18058
	<b>INSURER B:</b> Amtrust Ins Co of KS	<b>NAIC #</b> 15954
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 19/20 Master                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2058710	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			PHPK2058710	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB699902	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	KWC1166627	05/01/2019	05/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

When Named Insureds operations are performed for Certificate Holder pursuant to a valid written contract or agreement executed by Named Insured prior to loss. In accordance with the policy(ies) listed above: Additional Insured Status is determined by attached GL Form PI-GLD-MK (03/12); Waiver of Subrogation Status is determined by GL Form PI-GLD-MK (03/12).

### CERTIFICATE HOLDER

### CANCELLATION

The Commission for Cultural Centers and Historic Preservation	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**H. Employee Indemnification Defense Coverage**

**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** the following is added:

We will pay, on your behalf, defense costs incurred by an "employee" in a criminal proceeding occurring in the course of employment.

The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of "employees," claims or "suits" brought or persons or organizations making claims or bringing "suits."

**I. Additional Insureds**

**SECTION II – WHO IS AN INSURED** is amended as follows:

Each of the following is also an insured:

1. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your "employees" are also insureds for "bodily injury" to a co-"employee" while in the course of his or her employment by your or performing duties related to the conduct of your business.

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

2. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

3. **Funding Source** – Any person or organization with respect to their liability arising out of:

- a. Their financial control of you; or
- b. Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

4. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

- a. Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- b. Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

5. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or

organization is to be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- 6. Vendors** – Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
- a.** The insurance afforded the vendor does not apply to:
    - (1)** "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
    - (2)** Any express warranty unauthorized by you;
    - (3)** Any physical or chemical change in the product made intentionally by the vendor;
    - (4)** Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
    - (5)** Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
    - (6)** Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
    - (7)** Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
    - (8)** "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
      - (a)** The exceptions contained in Sub-paragraphs **(4)** or **(6)**; or
      - (b)** Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
  - b.** This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.

7. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
8. **State or Political Subdivisions** – Any state or political subdivision as required, subject to the following provisions:
- a. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
  - b. This insurance does not apply to:
    - (1) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
    - (2) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

**J. General Aggregate Per Location**

**SECTION III – LIMITS OF INSURANCE**, Paragraph 2. Is amended to include the following additional provision:

The General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

**K. Duties in the Event of Occurrence, Claim or Suit**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 2. is amended as follows:

Item a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

Item b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or



(3) An executive officer or insurance manager, if you are a corporation.

**L. Unintentional Failure To Disclose Hazards**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

**M. Transfer of Rights of Recovery Against Others To Us**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer of Rights of Recovery Against Others To Us** is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's Rights of Recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

**N. Liberalization**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

**O. Bodily Injury – Mental Anguish**

**SECTION V – DEFINITIONS**, Paragraph 3. is deleted in its entirety and replaced by the following:

"Bodily injury":

- a. Means bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

**P. Personal and Advertising Injury – Abuse of Process, Discrimination**

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:
  - b. Malicious prosecution or abuse of process;
2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended to include the following:



**PHILADELPHIA  
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100  
Bala Cynwyd, Pennsylvania 19004  
610.617.7900 Fax 610.617.7940  
PHLY.com

**Philadelphia Indemnity Insurance Company  
COMMON POLICY DECLARATIONS**

**Policy Number:** PHPK2058710

**Named Insured and Mailing Address:**

Western Folklife Center  
501 Railroad St  
Elko, NV 89801-3752

**Producer:** 116982

L/P Insurance Services, LLC  
555 5th St  
Elko, NV 89801

(775)738-7278

at 12:01 A.M. Standard Time at your mailing  
address shown above.

**Policy Period From:** 12/31/2019 **To:** 12/31/2020

**Business Description:** Museums Package

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	<b>PREMIUM</b>
Commercial Property Coverage Part	
Commercial General Liability Coverage Part	4,461.00
Commercial Crime Coverage Part	
Commercial Inland Marine Coverage Part	6,848.00
Commercial Auto Coverage Part	673.00
Businessowners	
Workers Compensation	
UltimateCover Property Coverage Part	6,498.00

**Total** **\$ 18,480.00**

Total Includes Federal Terrorism Risk Insurance Act Coverage **203.00**

**FORM (S) AND ENDORSEMENT (S) MADE A PART OF THIS POLICY AT THE TIME OF ISSUE**  
**Refer To Forms Schedule**

\*Omits applicable Forms and Endorsements if shown in specific Coverage Part/Coverage Form Declarations

CPD- PIIC (06/14)

Secretary

President and CEO

Philadelphia Indemnity Insurance Company

Form Schedule – Policy

Policy Number: PHPK2058710

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
WHY MyPHLY	0000	WHY MyPHLY?
CSNotice-1	0818	Making Things Easier
BJP-190-1	1298	Commercial Lines Policy Jacket
PI-FEES-NOTICE 1	0619	Notice Late Fee Reinstatement Fee
PP2015	0615	Privacy Policy Notice
CPD-PIIC	0614	Common Policy Declarations
Location Schedule	0100	Location Schedule
Loss Payee Schedule	0100	Loss Payee Schedule
Additional Insured Schedule	0100	Additional Insured Schedule
PI-BELL-1	1109	Bell Endorsement
PI-CME-1	1009	Crisis Management Enhancement Endorsement
IL0017	1198	Common Policy Conditions
IL0021	0908	Nuclear Energy Liability Exclusion Endorsement
IL0110	0907	Nevada Chgs - Concealment, Misrepresentation or Fraud
IL0115	0110	Nevada Changes - Domestic Partnership
IL0251	0907	Nevada Changes - Cancellation and Nonrenewal
IL0952	0115	Cap On Losses From Certified Acts Of Terrorism
PI-ARB-1 NV	0214	Nevada - Removal Of Mandatory Arbitration
PI-TER-DN1	0115	Disclosure Notice Of Terrorism Ins Coverage Rejection
PI-ACL-001	1218	Absolute Cyber Liability And Electronic Exclusion

# Philadelphia Indemnity Insurance Company

## Locations Schedule

**Policy Number:** PHPK2058710

Prems. No.	Bldg. No.	Address
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0001	0001	501 Railroad St Elko, NV 89801-3752
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# Philadelphia Indemnity Insurance Company

## Loss Payee Schedule

**Policy Number:** PHPK2058710

### Loss Payee

Nevada State Bank  
PO Box 990  
Las Vegas, NV 89125-0990

NV - Loc #1 - Bld #1 - BUILDING (MUSEUMS)

### Lenders Loss Payable

TAMCO Capital Corporation  
c/o Insurance Service Center  
Po Box 979284  
Miami, FL 33197-9284

NV - Loc #1 - Bld #1 - BUSINESS PERSONAL PROPERTY (MUSEUMS)

### Loss Payee

MOUF, LLC  
401 US Highway 22 Ste 44B  
North Plainfield, NJ 07060-3840

NV - Loc #1 - FINE ART - MUSEUM, GALLERY & INST

# Philadelphia Indemnity Insurance Company

## Additional Insured Schedule

**Policy Number:** PHPK2058710

### Additional Insured

Galpin Ford Studio Rentals  
1763 Ivar Ave  
Hollywood, CA 90028-5105

CA2001 - Commercial Automobile  
RE: rented vehicles - See manuscript endorsement

# Philadelphia Indemnity Insurance Company

## COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy Number: PHPK2058710

Agent # 116982

See Supplemental Schedule

### LIMITS OF INSURANCE

\$	2,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$	2,000,000	Products/Completed Operations Aggregate Limit
\$	1,000,000	Personal and Advertising Injury Limit (Any One Person or Organization)
\$	1,000,000	Each Occurrence Limit
\$	100,000	Rented To You Limit (Any One Premises)
\$	5,000	Medical Expense Limit (Any One Person)

### FORM OF BUSINESS: NON PROFIT ORGANIZATION

Business Description: Museums Package

Location of All Premises You Own, Rent or Occupy: **SEE SCHEDULE ATTACHED**

**AUDIT PERIOD, ANNUAL, UNLESS OTHERWISE STATED:** This policy is not subject to premium audit.

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops.	Prem./ Ops.	Prod./ Comp. Ops.
SEE SCHEDULE ATTACHED						
<b>TOTAL PREMIUM FOR THIS COVERAGE PART:</b>					\$ 4,293.00	\$ 168.00

### RETROACTIVE DATE (CG 00 02 ONLY)

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal and Advertising Injury" which occurs before the retroactive date, if any, shown below.

Retroactive Date: NONE

**FORM (S) AND ENDORSEMENT (S) APPLICABLE TO THIS COVERAGE PART: Refer To Forms Schedule**

\_\_\_\_\_  
Countersignature Date

\_\_\_\_\_  
Authorized Representative

# Philadelphia Indemnity Insurance Company

## Form Schedule – General Liability

**Policy Number:** PHPK2058710

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
Gen Liab Dec	1004	Commercial General Liability Coverage Part Declaration
Gen Liab Schedule	0100	General Liability Schedule
CG0001	0413	Commercial General Liability Coverage Form
CG2101	1185	Exclusion - Athletic or Sports Participants
CG2106	0514	Excl-Access/Disclosure-With Ltd Bodily Injury Except
CG2147	1207	Employment-Related Practices Exclusion
CG2167	1204	Fungi or Bacteria Exclusion
CG2170	0115	Cap On Losses From Certified Acts Of Terrorism
CG2402	1204	Binding Arbitration
PI-GL-001	0894	Exclusion - Lead Liability
PI-GL-002	0894	Exclusion - Asbestos Liability
PI-GLD-MK	0312	General Liability Deluxe Endt: Cultural Institutions
PI-SAM-006	0117	Abuse Or Molestation Exclusion
PI-SE-001	0718	Special Events Endorsement



**Philadelphia Indemnity Insurance Company**  
**COMMERCIAL GENERAL LIABILITY COVERAGE PART**  
**SUPPLEMENTAL SCHEDULE**

Policy Number: PHPK2058710

Agent # 116982

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops.	Prem./ Ops.	Prod./ Comp. Ops.
NV PREM NO. 001 MUSEUM-NFP  PROD/COMP OP SUBJ TO GEN AGG LIMIT	46427	13,748  AREA	148.714	INCL	2,053	INCL
NV PREM NO. 001 GIFT SHOP-NFP  PROD/COMP OP SUBJ TO GEN AGG LIMIT	13507	200,000  GROSS SALES	5.857	0.834	1,176	168
NV PREM NO. 001 EXHIBITION-IN BLDG-NOC-NFP  PROD/COMP OP SUBJ TO GEN AGG LIMIT	63218	5  ATTENDANT	51.126	INCL	257	INCL
NV PREM NO. 001 SOCIAL GATHERING/MEETING-NFP  PROD/COMP OP SUBJ TO GEN AGG LIMIT	48558	11  LOCATION	37.853	INCL	418	INCL
NV LIABILITY DELUXE CULTURAL INSTITUTIONS	44444				389	

# Philadelphia Indemnity Insurance Company

## COMMERCIAL INLAND MARINE COVERAGE PART DECLARATIONS

Policy Number: PHPK2058710

See Supplemental Schedule

Agent # 116982

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**FORM OF BUSINESS: NON PROFIT ORGANIZATION**

Business Description: Museums Package

Location of All Premises You Own, Rent or Occupy: **SEE SCHEDULE ATTACHED**

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<u>ITEM NO.</u>	<u>LIMIT OF INSURANCE</u>	<u>DEDUCTIBLE</u>	<u>DESCRIPTION</u>
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**SEE SCHEDULE ATTACHED**

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**DEDUCTIBLE: SEE SCHEDULE ATTACHED**

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**MORTGAGE HOLDERS:**  
**Refer To Mortgagee/Loss Payee Schedule**

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**FORM(S) AND ENDORSEMENT(S) APPLICABLE TO THIS COVERAGE PART:**  
**Refer To Forms Schedule**

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**TOTAL PREMIUM FOR THIS COVERAGE PART \$ 6,848.00**

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\_\_\_\_\_  
Countersignature Date

\_\_\_\_\_  
Authorized Representative

Insurance Policy

## COMMERCIAL INLAND MARINE COLLECTION COVERAGE FORM DECLARATIONS

POLICY NUMBER PHPK2058710

Covered Locations	Covered Property Limit of Insurance		
501 Railroad St, Elko NV 89801	\$	515,137	
	\$		
	\$		
	\$		
	\$		
	\$		
<b>Flood Limit of Insurance:</b>	\$	515,137	
<b>Earthquake Limit of Insurance:</b>	\$	515,137	
<b>Application of Limits:</b>			
<input type="checkbox"/> Specific		<input type="checkbox"/> Blanket	
<input type="checkbox"/> Exceptions:	_____		
<b>Deductible Amount(s):</b>			
All Other Perils	\$	2,500	Per Occurrence
Flood	\$	2,500	Per Occurrence
Earthquake	\$	2,500	Per Occurrence
Named Storm	\$		Per Occurrence
<b>Coverage Extensions (Enhancements):</b>			
For Coverage Extensions below, if a Superseding Limit of Insurance is shown, that Superseding Limit is the applicable Limit of Insurance.			
Coverage Extension (Enhancement) Applicable	Limit of Insurance (unless a Superseding Limit is shown in next column)	Superseding Limit, if applicable	Page #
Property in Transit	\$100,000	\$ _____	2
Property at Any Other Location	\$100,000	N/A	2
Bailee Legal Liability	\$50,000	\$ _____	2
Owned Property on Loan to Others	\$100,000	\$ _____	3
Business Documents and Records	\$15,000	\$ _____	3
Currency Fluctuation	Included in Covered Property Limit	N/A	3
Debris Removal	25% / \$10,000	\$ _____	3
Defense Costs Due to Covered Cause of Loss	Included in Covered Property Limit	N/A	5
Suits Claiming Title	\$50,000 / \$100,000	\$ _____	
Fire Department Service Charge	\$50,000	\$ _____	6
Inventory Expenses	\$15,000	\$ _____	6

Items Used to Display, Pack or Ship Covered Property	\$15,000	\$ _____	6
Lock / Key Replacement	\$50,000	\$ _____	7
Pollutant Clean Up and Removal	\$10,000	\$ _____	7
Property of Others Held for Sale	\$15,000		7
Recharge or Refill of Fire Protection System	Included in Covered Property Limit	N/A	7
Reference Library	\$50,000	\$ _____	8
Repairs, Restoration, Retouching or Conservation	\$25,000 / \$50,000	\$ _____	8
Rewards	25%, up to \$25,000	\$ _____	8
U.S. Indemnity Program Deductible	\$500,000	\$ _____	8
Waiver of Multiple Deductibles	Included	N/A	11
<b>Premium:</b> \$ _____			

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

# Philadelphia Indemnity Insurance Company

## Form Schedule – Inland Marine

**Policy Number:** PHPK2058710

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

<b>Form</b>	<b>Edition</b>	<b>Description</b>
Inland Marine Dec	0100	Commercial Inland Marine Coverage Part Declarations
PI-IMFA-001D	0716	Commercial Inland Marine Collection Coverage Form Dec
Inland Marine Schedule	0100	Inland Marine Schedule
CM0001	0904	Commercial Inland Marine Conditions
PI-CIM-030	0503	Fine Arts Coverage Form
PI-IMFA-001	0716	Collection Coverage Form
PI-IMFA-018	0916	Coverage Extension - Basement Water

# Philadelphia Indemnity Insurance Company

## COMMERCIAL INLAND MARINE COVERAGE PART SUPPLEMENTAL SCHEDULE

Policy Number: PHPK2058710

Agent #: 116982

For PERILS COVERED see applicable form attached.

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ST/LOC	ITEM NO.	LIMIT OF INSURANCE	DEDUCTIBLE	DESCRIPTION
NV 001	001 \$	901,067	2500	FINE ART - MUSEUM, GALLERY & INST

## BUSINESS AUTO DECLARATIONS

### ITEM ONE

<b>Company Name:</b> Philadelphia Indemnity Insurance Company	
<b>Producer Name:</b> L/P Insurance Services, LLC	
<b>Named Insured And Mailing Address:</b> Western Folklife Center 501 Railroad St Elko, NV 89801-3752	
<b>Policy Period</b>	
<b>From:</b> 12/31/2019	
<b>To:</b> 12/31/2020	At 12:01 AM Standard Time at your mailing address shown above
<b>Previous Policy Number:</b> PHPK1895167	

<b>Form Of Business:</b> NON PROFIT ORGANIZATION
--------------------------------------------------

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

<b>Premium Shown Is Payable At Inception:</b> \$ 600.00
<b>Audit Period (if applicable):</b> <input type="checkbox"/> Annually <input type="checkbox"/> Semiannually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly

<b>Endorsements Attached To This Policy</b>
<b>SEE SCHEDULE</b>

**Countersignature Of Authorized Representative**

**Name:**

**Title:**

**Signature:**

**Date:**

**Note**

Officers' facsimile signatures may be inserted here, on the policy cover or elsewhere at the company's option.



**ITEM TWO****Schedule Of Coverages And Covered Autos**

This policy provides only those coverages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the Covered Autos section of the Business Auto Coverage Form next to the name of the coverage.

<b>Coverages</b>	<b>Covered Autos</b>	<b>Limit</b>	<b>Premium</b>
<b>Covered Autos Liability</b>	<b>08, 09</b>	<b>\$ 1,000,000 CSL</b>	<b>\$ 599.00</b>
<b>Personal Injury Protection (Or Equivalent No-fault Coverage)</b>		<b>Separately Stated In Each Personal Injury Protection Endorsement Minus Deductible</b>	<b>\$</b>
<b>Added Personal Injury Protection (Or Equivalent Added No-fault Coverage)</b>		<b>Separately Stated In Each Added Personal Injury Protection Endorsement</b>	<b>\$</b>
<b>Property Protection Insurance (Michigan Only)</b>		<b>Separately Stated In The Property Protection Insurance Endorsement Minus Deductible For Each Accident</b>	<b>\$</b>
<b>Auto Medical Payments</b>		<b>\$ Each Insured</b>	<b>\$</b>
<b>Medical Expense And Income Loss Benefits (Virginia Only)</b>		<b>Separately Stated In The Medical Expense And Income Loss Benefits Endorsement</b>	<b>\$</b>
<b>Uninsured Motorists</b>		<b>\$</b>	<b>\$</b>
<b>Underinsured Motorists (When Not Included In Uninsured Motorists Coverage)</b>		<b>\$</b>	<b>\$</b>

**ITEM TWO**

**Schedule Of Coverages And Covered Autos (Cont'd)**

<b>Coverages</b>	<b>Covered Autos</b>	<b>Limit</b>	<b>Premium</b>
<b>Physical Damage Comprehensive Coverage</b>	08	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ SCHEDULE Deductible For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire Or Lightning  See Item Four for Hired or Borrowed Autos.	\$ 30.00
<b>Physical Damage Specified Causes Of Loss Coverage</b>		Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ 25 Deductible For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See Item Four for Hired or Borrowed Autos.	\$
<b>Physical Damage Collision Coverage</b>	08	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ SCHEDULE Deductible For Each Covered Auto  See Item Four for Hired or Borrowed Autos.	\$ 42.00
<b>Physical Damage Towing And Labor</b>		\$ For Each  Disablement Of A Private Passenger Auto	\$
<b>Terrorism</b>	All	Per Coverage Endorsement	\$ 2.00
<b>Premium For Endorsements</b>			<b>\$</b>
<b>Estimated Total Premium*</b>			<b>\$ 673.00</b>
*This policy may be subject to final audit.			

**ITEM THREE**

**Schedule Of Covered Autos You Own**

<b>Covered Auto Number:</b>						
<b>Town And State Where The Covered Auto Will Be Principally Garaged: SEE SCHEDULE</b>						
<b>Covered Auto Description</b>						
<b>Year:</b>	<b>Model:</b>			<b>Trade Name:</b>		
<b>Body Type:</b>				<b>Serial Number(s):</b>		
<b>Vehicle Identification Number (VIN):</b>						
<b>Classification</b>						
<b>Original Cost New</b>	<b>Radius Of Operation</b>	<b>Business Use s=service r=retail c=commercial</b>	<b>Size GVW, GCW Or Vehicle Seating Capacity</b>	<b>Age Group</b>	<b>Secondary Rating Classification</b>	<b>Code</b>
<b>\$ SEE SCHEDULE</b>						
<b>Except For Towing, All Physical Damage Loss Is Payable To You And The Loss Payee Named Below According To Their Interests In The Auto At The Time Of The Loss: SEE SCHEDULE, IF APPLICABLE</b>						

**ITEM THREE**

**Schedule Of Covered Autos You Own (Cont'd)**

<b>Coverages – Premiums, Limits And Deductibles</b> (Absence of a deductible or limit entry in any column below means that the limit or deductible entry in the corresponding Item Two column applies instead.)		
<b>Coverages</b>	<b>Limit</b>	<b>Premium</b>
<b>Covered Autos Liability</b>	<b>\$ SEE SCHEDULE</b>	<b>\$</b>
<b>Personal Injury Protection</b>	<b>Stated In Each Personal Injury Protection Endorsement Minus \$ Deductible</b>	<b>\$</b>
<b>Added Personal Injury Protection</b>	<b>Stated In Each Added Personal Injury Protection Endorsement</b>	<b>\$</b>
<b>Property Protection Insurance (Michigan Only)</b>	<b>Stated In The Property Protection Insurance Endorsement Minus \$ Deductible</b>	<b>\$</b>
<b>Auto Medical Payments</b>	<b>\$ Each Insured</b>	<b>\$</b>
<b>Medical Expense And Income Loss Benefits (Virginia Only)</b>	<b>Stated In The Medical Expense And Income Loss Benefits Endorsement For Each Person</b>	<b>\$</b>
<b>Comprehensive</b>	<b>Stated In Item Two Minus \$ Deductible</b>	<b>\$</b>
<b>Specified Causes Of Loss</b>	<b>Stated In Item Two Minus \$ Deductible</b>	<b>\$</b>
<b>Collision</b>	<b>Stated In Item Two Minus \$ Deductible</b>	<b>\$</b>
<b>Towing And Labor</b>	<b>\$ Per Disablement</b>	<b>\$</b>

<b>Total Premiums</b>	<b>SEE SCHEDULE</b>
<b>Covered Autos Liability</b>	<b>\$</b>
<b>Personal Injury Protection</b>	<b>\$</b>
<b>Added Personal Injury Protection</b>	<b>\$</b>
<b>Property Protection Insurance (Michigan Only)</b>	<b>\$</b>
<b>Auto Medical Payments</b>	<b>\$</b>
<b>Medical Expense And Income Loss Benefits (Virginia Only)</b>	<b>\$</b>
<b>Comprehensive</b>	<b>\$</b>
<b>Specified Causes Of Loss</b>	<b>\$</b>
<b>Collision</b>	<b>\$</b>
<b>Towing And Labor</b>	<b>\$</b>

**ITEM FOUR**

**Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums**

<b>Covered Autos Liability Coverage – Cost Of Hire Rating Basis For Autos Used In Your Motor Carrier Operations (Other Than Mobile Or Farm Equipment)</b>		
<b>Covered Autos Liability Coverage</b>	<b>Estimated Annual Cost Of Hire For All States</b>	<b>Premium</b>
<b>Primary Coverage</b>	<b>\$ SEE SCHEDULE, IF APPLICABLE</b>	<b>\$</b>
<b>Excess Coverage</b>	<b>\$ SEE SCHEDULE, IF APPLICABLE</b>	<b>\$</b>
<b>Total Hired Auto Premium</b>		<b>\$</b>
<p>For "autos" used in your motor carrier operations, cost of hire means:</p> <ol style="list-style-type: none"> <li>1. The total dollar amount of costs you incurred for the hire of automobiles (includes "trailers" and semitrailers) and, if not included therein,</li> <li>2. The total remunerations of all operators and drivers' helpers, of hired automobiles, whether hired with a driver by lessor or an "employee" of the lessee, or any other third party, and</li> <li>3. The total dollar amount of any other costs (e.g., repair, maintenance, fuel, etc.) directly associated with operating the hired automobiles, whether such costs are absorbed by the "insured", paid to the lessor or owner, or paid to others.</li> </ol>		

<b>Covered Autos Liability Coverage – Cost Of Hire Rating Basis For Autos NOT Used In Your Motor Carrier Operations (Other Than Mobile Or Farm Equipment)</b>			
<b>Covered Autos Liability Coverage</b>	<b>State</b>	<b>Estimated Annual Cost Of Hire For Each State</b>	<b>Premium</b>
<b>Primary Coverage</b>		<b>\$ SEE SCHEDULE, IF APPLICABLE</b>	<b>\$</b>
<b>Excess Coverage</b>		<b>\$ SEE SCHEDULE, IF APPLICABLE</b>	<b>\$</b>
<b>Total Hired Auto Premium</b>			<b>\$</b>
<p>For "autos" <b>NOT</b> used in your motor carrier operations, cost of hire means the total amount you incur for the hire of "autos" you don't own (not including "autos" you borrow or rent from your partners or "employees" or their family members). Cost of hire does not include charges for services performed by motor carriers of property or passengers.</p>			

**ITEM FOUR**

**Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums (Cont'd)**

<b>Physical Damage Coverages – Cost Of Hire Rating Basis For All Autos (Other Than Mobile Or Farm Equipment)</b>				
<b>Coverage</b>	<b>State</b>	<b>Limit Of Insurance</b>	<b>Estimated Annual Cost Of Hire For Each State (Excluding Autos Hired With A Driver)</b>	<b>Premium</b>
<b>Comprehensive</b>		<b>Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$                      Deductible For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire Or Lightning</b>	<b>\$ SEE SCHEDULE, IF APPLICABLE</b>	<b>\$</b>
<b>Specified Causes Of Loss</b>		<b>Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$                      Deductible For Each Covered Auto For Loss Caused By Mischief Or Vandalism</b>	<b>\$</b>	<b>\$</b>
<b>Collision</b>		<b>Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$                      Deductible For Each Covered Auto</b>	<b>\$</b>	<b>\$</b>
<b>Total Hired Auto Premium</b>				<b>\$</b>
<p>For Physical Damage Coverages, cost of hire means the total amount you incur for the hire of "autos" you don't own (not including "autos" you borrow or rent from your partners or "employees" or their family members). Cost of hire does not include charges for any "auto" that is leased, hired, rented or borrowed with a driver.</p>				

**ITEM FOUR**

**Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums (Cont'd)**

<b>Cost Of Hire Rating Basis For Mobile Or Farm Equipment – Other Than Physical Damage Coverages</b>					
<b>Coverage</b>	<b>State</b>	<b>Estimated Annual Cost Of Hire For Each State</b>		<b>Premium</b>	
		<b>Mobile Equipment</b>	<b>Farm Equipment</b>	<b>Mobile Equipment</b>	<b>Farm Equipment</b>
<b>Covered Autos Liability – Primary Coverage</b>		\$ <b>SEE SCHEDULE, IF APPLICABLE</b>	\$	\$	\$
<b>Covered Autos Liability – Excess Coverage</b>		\$	\$	\$	\$
<b>Personal Injury Protection</b>		\$	\$	\$	\$
<b>Medical Expense Benefits (Virginia Only)</b>	VA	\$	\$	\$	\$
<b>Income Loss Benefits (Virginia Only)</b>	VA	\$	\$	\$	\$
<b>Auto Medical Payments</b>		\$	\$	\$	\$
<b>Total Hired Auto Premiums</b>				\$	\$
<p>Cost of hire means the total amount you incur for the hire of "autos" you don't own (not including "autos" you borrow or rent from your partners or "employees" or their family members). Cost of hire does not include charges for services performed by motor carriers of property or passengers.</p>					

**ITEM FOUR**

**Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums (Cont'd)**

<b>Cost Of Hire Rating Basis For Mobile Or Farm Equipment – Physical Damage Coverages</b>						
<b>Coverage</b>	<b>State</b>	<b>Limit Of Insurance</b>	<b>Estimated Annual Cost Of Hire For Each State (Excluding Autos Hired With A Driver)</b>		<b>Premium</b>	
			<b>Mobile Equipment</b>	<b>Farm Equipment</b>	<b>Mobile Equipment</b>	<b>Farm Equipment</b>
<b>Comprehensive</b>		Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Ded. For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire Or Lightning	\$ SEE SCHEDULE, IF APPLICABLE	\$	\$	\$
<b>Specified Causes Of Loss</b>		Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Ded. For Each Covered Auto For Loss Caused By Mischief Or Vandalism	\$	\$	\$	\$
<b>Collision</b>		Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Ded. For Each Covered Auto	\$	\$	\$	\$
<b>Total Hired Auto Premiums</b>					<b>\$</b>	<b>\$</b>
For Physical Damage Coverages, cost of hire means the total amount you incur for the hire of "autos" you don't own (not including "autos" you borrow or rent from your partners or "employees" or their family members). Cost of hire does not include charges for any auto that is leased, hired, rented or borrowed with a driver.						



**ITEM FOUR**

**Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums (Cont'd)**

<b>Rental Period Rating Basis For Mobile Or Farm Equipment</b>					
<b>Coverage</b>	<b>Town And State Where The Job Site Is Located</b>	<b>Estimated Number Of Days Equipment Will Be Rented</b>		<b>Premium</b>	
		<b>Mobile Equipment</b>	<b>Farm Equipment</b>	<b>Mobile Equipment</b>	<b>Farm Equipment</b>
<b>Covered Autos Liability – Primary Coverage</b>				\$	\$
<b>Covered Autos Liability – Excess Coverage</b>				\$	\$
<b>Personal Injury Protection</b>				\$	\$
<b>Medical Expense Benefits (Virginia Only)</b>				\$	\$
<b>Income Loss Benefits (Virginia Only)</b>				\$	\$
<b>Auto Medical Payments</b>				\$	\$
<b>Total Hired Auto Premiums</b>				\$	\$

**ITEM FIVE**

**Schedule For Non-ownership Covered Autos Liability**

Named Insured's Business	Rating Basis	Number	Premium
Other Than Garage Service Operations And Other Than Social Service Agencies	Number Of Employees	25	\$ 340.00
	Number Of Partners (Active And Inactive)		\$
Garage Service Operations	Number Of Employees Whose Principal Duty Involves The Operation Of Autos		\$
	Number Of Partners (Active And Inactive)		\$
Social Service Agencies	Number Of Employees		\$
	Number Of Volunteers Who Regularly Use Autos To Transport Clients		\$
	Number Of Partners (Active And Inactive)		\$
<b>Total Non-ownership Covered Autos Liability Premium</b>			<b>\$ 340.00</b>

**ITEM SIX**

**Schedule For Gross Receipts Or Mileage Basis**

<b>Address Of Business Headquarters Location:</b>	
<b>Type Of Risk (Check one):</b>	<input type="checkbox"/> Public Autos <input type="checkbox"/> Leasing Or Rental Concerns
<b>Rating Basis (Check one):</b>	<input type="checkbox"/> Gross Receipts (Per \$100) <input type="checkbox"/> Mileage (Per Mile)
<b>Estimated Yearly (Gross Receipts Or Mileage):</b>	
<b>Premiums</b>	
<b>Covered Autos Liability</b>	\$
<b>Personal Injury Protection</b>	\$
<b>Added Personal Injury Protection</b>	\$
<b>Property Protection Insurance (Michigan Only)</b>	\$
<b>Auto Medical Payments</b>	\$
<b>Medical Expense And Income Loss Benefits (Virginia Only)</b>	\$
<b>Comprehensive</b>	\$
<b>Specified Causes Of Loss</b>	\$
<b>Collision</b>	\$
<b>Towing And Labor</b>	\$

**ITEM SIX**

**Schedule For Gross Receipts Or Mileage Basis (Cont'd)**

<b>Address Of Business Headquarters Location:</b>	
<b>Type Of Risk (Check one):</b> <input type="checkbox"/> <b>Public Autos</b> <input type="checkbox"/> <b>Leasing Or Rental Concerns</b>	
<b>Rating Basis (Check one):</b> <input type="checkbox"/> <b>Gross Receipts (Per \$100)</b> <input type="checkbox"/> <b>Mileage (Per Mile)</b>	
<b>Estimated Yearly (Gross Receipts Or Mileage):</b>	
<b>Premiums</b>	
<b>Covered Autos Liability</b>	\$
<b>Personal Injury Protection</b>	\$
<b>Added Personal Injury Protection</b>	\$
<b>Property Protection Insurance (Michigan Only)</b>	\$
<b>Auto Medical Payments</b>	\$
<b>Medical Expense And Income Loss Benefits (Virginia Only)</b>	\$
<b>Comprehensive</b>	\$
<b>Specified Causes Of Loss</b>	\$
<b>Collision</b>	\$
<b>Towing And Labor</b>	\$

<b>Address Of Business Headquarters Location:</b>	
<b>Type Of Risk (Check one):</b> <input type="checkbox"/> <b>Public Autos</b> <input type="checkbox"/> <b>Leasing Or Rental Concerns</b>	
<b>Rating Basis (Check one):</b> <input type="checkbox"/> <b>Gross Receipts (Per \$100)</b> <input type="checkbox"/> <b>Mileage (Per Mile)</b>	
<b>Estimated Yearly (Gross Receipts Or Mileage):</b>	
<b>Premiums</b>	
<b>Covered Autos Liability</b>	\$
<b>Personal Injury Protection</b>	\$
<b>Added Personal Injury Protection</b>	\$
<b>Property Protection Insurance (Michigan Only)</b>	\$
<b>Auto Medical Payments</b>	\$
<b>Medical Expense And Income Loss Benefits (Virginia Only)</b>	\$
<b>Comprehensive</b>	\$
<b>Specified Causes Of Loss</b>	\$
<b>Collision</b>	\$
<b>Towing And Labor</b>	\$

**ITEM SIX**

**Schedule For Gross Receipts Or Mileage Basis (Cont'd)**

When used as a premium basis:

**FOR PUBLIC AUTOS**

Gross receipts means the total amount earned by the named insured for transporting passengers, mail and merchandise.

Gross receipts does not include:

1. Amounts paid to air, sea or land carriers operating under their own permits.
2. Advertising revenue.
3. Taxes collected as a separate item and paid directly to the government.
4. C.O.D. collections for cost of mail or merchandise including collection fees.

Mileage means the total live and dead mileage of all revenue producing "autos" during the policy period.

**FOR RENTAL OR LEASING CONCERNS**

Gross receipts means the total amount earned by the named insured for the leasing or renting of "autos" to others without drivers.

Mileage means the total live and dead mileage of all "autos" you leased or rented to others without drivers.

# Philadelphia Indemnity Insurance Company

## Form Schedule – Commercial Auto

**Policy Number:** PHPK2058710

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
CADS03	1013	Business Auto Declarations
Hired Or Borrowed Auto Sche	0706	Schedule Of Hired Or Borrowed Covered Auto
CA0001	1013	Business Auto Coverage Form
CA0136	1013	Nevada Changes
PI-AUT-001	0116	Cap On Losses From Certified Acts Of Terrorism
PI-MANU-1	0100	CA2001 Lessor-Additional Insured and Loss Payee

Policy Number: PHPK2058710

**Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums**

<b><u>Coverage</u></b>	<b><u>State</u></b>	<b><u>Cost of Hire</u></b>	<b><u>Deductible</u></b>	<b><u>Rate</u></b>	<b><u>Premium</u></b>
Liability Coverage	NV	5,000		5.17700	\$ 259
Physical Damage - Comp	NV	5,000	100	0.60600	\$ 30
Physical Damage - Collision	NV	5,000	1,000	0.84000	\$ 42
				Total Premium -	\$ 331

## **EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA ADVISORY NOTICE TO POLICYHOLDERS**

This Notice does not form a part of your insurance contract. No coverage is provided by this Notice, nor can it be construed to replace any provisions of your policy (including its endorsements). If there is any conflict between this Notice and the policy (including its endorsements), the provisions of the policy (including its endorsements) shall prevail.

Carefully read your policy, including the endorsements attached to your policy.

This Notice provides information concerning the following new endorsement, which applies to your new or renewal policy being issued by us:

### **Exclusion Of Loss Due To Virus Or Bacteria Endorsement CP 01 40 07 06**

This endorsement makes an explicit statement regarding a risk that is not covered under your Commercial Property insurance. It points out that there is no coverage under such insurance for loss or damage caused by or resulting from any virus, bacterium or other microorganism that induces or is capable of inducing physical distress, illness or disease. The exclusion in this endorsement applies to all coverages provided by your Commercial Property insurance, including (if any) property damage and business income coverages.

## ADVISORY NOTICE TO POLICYHOLDERS

This is a summary of changes in your policy. No coverage is provided by this summary nor can it be construed to replace any provisions of your policy. You should read your policy and review your Declarations page for complete information on the coverages you are provided. If there is any conflict between the policy and this summary, **THE PROVISIONS OF THE POLICY SHALL PREVAIL.**

The major areas within ULT-088 Changes-Electronic Data that reduce coverage, and other changes, are highlighted below. This notice does not reference every editorial change made in your policy.

---

### PI-ULT-088 (04/19) Changes-Electronic Data

---

PI-ULT-088 (04/19) Changes-Electronic Data will replace PI-ULT-088 (02/2004) and will be attached to your renewal policy.

The key changes (coverage reductions) are as follows:

- 1) The Limited Coverage-Electronic Data in C. Limited Coverage-Electronic Data, 3. is reduced from \$250,000 to \$2,500.
- 2) The Limit contained in D. Limited Coverage – Valuable Papers And Records (Other Than Electronic Data) 3. is reduced from \$250,000 to \$2,500.

Coverage for Cyber Liability may be available to you in our Cyber Security Liability product which provides broader coverage and optional limits. Please contact your agent or broker if you are interested in purchasing this coverage.



**ULTIMATECOVER  
PROPERTY COVERAGE PART DECLARATIONS**

**Policy Number** PHPK2058710

**Effective Date:** 12/31/2019

**Expiration Date:** 12/31/2020  
12:01 a.m., Standard Time

Extension of Declarations is attached

**Business Description**

Museums Package

**Description of Premises**

Prem. No.	Bldg. No.	Location, Construction and Occupancy	
0001	0001	501 Railroad St Elko, NV 89801-3752 MUSEUMS	JOISTED MASONRY

**Limits of Insurance**

Insurance applies only for coverage for which a Limit of Insurance is shown.

**Property at Specified Premises**

Prem. No.	Bldg. No.	Your Business Personal Property	Personal Property of Others	Buildings
0001	0001	BKT #1		\$ 4,791,834

Personal Property at Location not Specifically Identified: \$100,000, unless a higher limit is shown on the Additional Coverage Summary Declarations.

Personal Property in Transit: \$50,000, unless a higher limit is shown on the Additional Coverage Summary Declarations.

These declarations are part of the policy declarations containing the Name of the Insured and the policy period.

**Applications of Limits**

---

- Specific
  Blanket - See Form PI-ULTD-006  
 Exceptions:

**Deductibles**

---

Building \$ 2,500      Business Personal Property \$ 2,500      Transit \$

**Coinsurance**

---

- 80%       90%       100%       Agreed Value

**Mortgage Holders**

---

Prem. No.      Bldg. No.      Mortgage Holder Name and Address

SEE SCHEDULE ATTACHED

**Forms and Endorsement**

---

Forms and endorsements applying to this Coverage Part and made part of this policy at time of issue:  
See Schedule of Forms and Endorsements attached.

**Premium**

---

Premium for this Coverage Part \$ 6,498.00

**ADDITIONAL COVERAGE SUMMARY DECLARATIONS**

**Policy Number** PHPK2058710

As per the Property Coverage Part Declarations this Coverage Part provides the following Additional Coverages and Coverage Extensions, subject to the Limits of Insurance shown below.

	<b>Limits of Insurance</b>
Brands and Labels	Included in Policy Limits
Claim Expenses	\$ 10,000
Contract Penalty Clause	\$ 25,000
Computer Property	Included in Personal Property Limits
Excavation and Landscaping	\$ 25,000
Fine Arts	\$ 25,000
Fines for False Alarms	\$ 5,000
Fire Department Service Charge	\$ 50,000
Fire, Sprinkler or Burglar Alarm Upgrade	\$ 50,000
Fish in Aquariums	\$ 1,000
Glass	Included in Policy Limits, except when PI-ULT-030 applies
Guard Dogs	\$ 1,000
Lost Key Replacement	\$ 2,500
Newly Acquired Property	\$1,000,000 Blanket Limit Real and Personal
Property	
New Construction	\$ 500,000
Ordinance or Law – Undamaged Portion	Included in Building Limit
Ordinance or Law – Demolition	\$ 250,000
Ordinance or Law – Increased Cost of Construction	\$ 250,000
Personal Effects – Portable Electronic Equipment – Away from Premises	\$ 1,000
Personal Effects - Premises	\$ 25,000
Personal Effects – Spouses	\$ 500
Personal Effects – Worldwide	\$ 1,000
Pollutant Cleanup and Removal	\$ 25,000
Precious Metals	\$ 2,500
Signs	Included in Personal Property Limits
Theft Damage to Building	Included in Personal Property Limits
Utility Service	\$ 10,000
Voluntary Parting	\$ 10,000

For the Additional Coverages and Coverage Extensions shown below, if a Superceding Limit of Insurance is shown, that Superceding Limit is the applicable Limit of Insurance.

	<b>Limits of Insurance</b>	<b>Superseding Limits</b>
Accounts Receivable	\$ 250,000	\$ _____
Arson Reward	\$ 25,000	\$ _____
Computer Virus Extraction Expense	\$ 2,500	\$ _____
Consequential Damage	\$ 25,000	\$ _____
Debris Removal	\$ 250,000	\$ _____
Personal Property in Transit	\$ 50,000	\$ _____
Personal Property at Locations not Specifically Identified	\$ 100,000	\$ _____
Valuable Papers and Records – Cost of Research	\$ 250,000	\$ _____

# Philadelphia Indemnity Insurance Company

## Form Schedule – UltimateCover

**Policy Number:** PHPK2058710

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
CP P 003	0706	Excl of Loss Due to Virus or Bacteria Advisory Notice
PI-ULTD-002	1198	Property Coverage Part Declarations
PI-ULTD-005	0513	Additional Coverage Summary Declarations
PI-ULTD-006	1198	UltimateCover Program Blanket Limits
CP0090	0788	Commercial Property Conditions
CP0140	0706	Exclusion of Loss Due to Virus or Bacteria
PI-CP-114	0717	Addl Property Not Covered - Inflatable Structures
PI-ULT-007	1198	Property Coverage Form
PI-ULT-008	1198	Causes of Loss Form
PI-ULT-009	1198	Crime Coverage Form
PI-ULT-016	1198	Loss Payable Provisions
PI-ULT-028	1198	Additional Exclusions
PI-ULT-072	1010	Limitations On Fungus,Wet Rot, Dry Rot And Bacteria
PI-ULT-085	0516	Cap On Losses From Certified Acts Of Terrorism
PI-ULT-088	0419	Changes - Electronic Data
PI-ULT-125	0508	Museums and Cultural Institutions Flexible Limit
PI-ULT-142	0814	Collapse - Exclusion And Additional Coverage Re-Stated

## UltimateCover Program Blanket Limits

Policy Number: PHPK2058710

Agent # 116982

### **ULTIMATECOVER PROPERTY – BLANKET STATEMENT OF VALUES**

---

Blanket No.	Coverage	Limit of Insurance	Co-Insurance
1	Bus Per Prop	\$ 751,126	90%

These declarations are part of the policy declarations containing the name of the insured and the policy period.



## **ADDENDUM L: BOARD OF TRUSTEES**

# WESTERN FOLKLIFE CENTER BOARD OF TRUSTEES FY19

## July 1, 2019 – June 30, 2020

**Jessielie Anderson**

Community Leader/Philanthropist  
Salt Lake City, UT

**John Breternitz**

Executive Vice President  
Q&D Construction, Inc. (retired)  
Reno, NV

**Denise Cashman**

The Cashman Companies  
Las Vegas, NV

**Paul Caudill, *Chair***

President and CEO  
NV Energy (retired)  
Scottsdale, AZ

**Rob Dondero**

Executive Vice President  
R & R Partners  
Las Vegas, NV

**George Gund, IV**

Photographer  
San Francisco, CA

**Jon Griggs**

Ranch Manager, Maggie Creek Ranch  
Elko, NV

**Scott Hansen, *Secretary***

Attorney at Law  
Salt Lake City, UT

**Annie Hatch, *Vice Chair***

Folklorist  
Cheyenne, WY

**Rick Horne**

Executive Director  
RH Burton Foundation (retired)  
Salt Lake City, UT

**Cassandra Joseph**

Attorney at Law  
Reno, NV

**James "Jim" Kelley**

VP, Wells Fargo Bank (retired)  
Elko, NV

**H. Russell McMullen**

McMullen Insurance (retired)  
Elko, NV

**Chaz Mitchell**

Owner  
Chaz Mitchell Custom Hatz  
Newcastle, UT

**John Muraglia**

Rancher/Businessman  
Hye, TX

**Kay Kelley Nowell**

Rancher/Business Owner/Poet  
Alpine, TX

**Leslie Parraguirre**

Interior Designer  
Colours, Inc.  
Las Vegas, NV

**Vess Quinlan**

Artist/Poet  
Florence, CO

**David Richmond**

Retired Judge  
Lindrith, NM

**Reed Simmons**

Vice President, Avison Young  
Reno, NV

**Jerry M. Snyder**

Attorney at Law/Artist  
Reno, NV

**Gail Steiger**

Rancher, Songwriter & Videographer  
Prescott, AZ

**Patrick Sullivan**

Manager, National Security Group  
The Boeing Company (retired)  
Fairfax Station, VA

**Tiffany Tiberti**

Interior Designer  
Sun West Custom Homes  
Las Vegas, NV

**Preston Wright**

Rancher  
Mary's River Ranch  
Deeth, NV



## **ADDENDUM M: RESUMES**



**Kristin Windbigler**  
**Western Folklife Center**  
**Executive Director**

Kristin has spent her career at the intersection of media and technology, most notably as the executive producer of Wired's Webmonkey, the seminal how-to website for builders of a nascent world wide web, and then more recently as the director of the ground-breaking TED Translators program, which brought together 30,000 volunteers from 151 countries to subtitle TED Talks in 115 languages, thus extending TED's reach and ensuring its place as the global brand it is today. Kristin cut her teeth as the managing editor of a volunteer staff at her college paper, and that laid a foundation for a mission-oriented career that has always found its roots in thriving, vibrant communities full of passionate and creative people who care. She is originally from timber and ranching country in Humboldt County, California, and first got her start with the Western Folklife Center through the organization's Deep West Video program. She has a Bachelor of Arts degree in journalism from California State University, Chico.

## **KRISTIN WINDBIGLER**

windbigler@gmail.com

+1 707.499.1310

### **Executive Director, Western Folklife Center** June 2017 - Present

Lead team of 10 and several hundred volunteers in producing the National Cowboy Poetry Gathering in Elko, Nevada, as well as other year-round programming that connects the American West to the world through storytelling and cultural expression.

### **Director, TED Translators** October 2008 - 2017

Created and launched program in May 2009 with 300 translations (subtitles) in 40 languages. In 2017, program was powered by 25,000+ volunteers in 155 countries who have completed more than 100,000+ translations in 115 languages, making TED Talks accessible around the world.

### **Principal, M-W Consulting** March 2000 - 2009

Created and articulated vision; managed large- and small-scale development projects; analyzed and improved user experience and information architecture; mentored junior-level producers and product managers.

### **Senior Product Strategist, Giant Ant Design** August 2005 – February 2007

Clients included Yamaha, Corning, and several startups; determined how ethnographic and quantitative research could most effectively meet client goals; conducted studies using appropriate methodologies and analyzed findings; evaluated and pinpointed problems with information architecture, user interface, and/or content offerings; made strategic recommendations for product improvement based on discoveries.

### **Director, Product Development, Big Small World** February 2004 – February 2005

Defined business and user experience goals for community-based product; developed product specification with wireframes, use cases, and flow diagrams; managed online documentation methods and repositories; launched alpha product.

### **Co-founder, Humboldt Institute for Technological Studies** May 1996 – May 2000

Established not-for-profit organization that brought technology savvy volunteers from the Bay Area to rural Humboldt County, California, for workshops at schools and community centers. Project highlights were a mobile computer bus we built and a digital history project that empowered residents to capture local stories, digitize old family photos, and preserve local knowledge and heritage.

### **Executive Producer, Wired Digital** November 1997 – April 2000

Created successful web brand Webmonkey, which turned a profit in ad revenue and garnered highest CPM in the industry at the time; led diverse collaborative team and complex projects; increased pageviews and revenue by 300 percent two years in a row with no marketing budget.

### **Senior Editor, Wired Digital** August 1995 – November 1997

Developed and managed a variety of programming channels for world's first commercial website; wrote and edited copy; managed freelance writers and led story development.

### **Bachelor of Arts, Journalism, California State University, Chico, 1992**

**H. Russell McMullen**

**WFC Board of Trustees**

**Building Chairman**

H. Russell (Russ) McMullen is a 4<sup>th</sup> generation Nevadan. He resides on the family ranch on the South Fork of the Humboldt River near Elko, NV with his wife Anne and Labrador, Rosie. Russ is a graduate of the University of Nevada, Reno holding a degree in Civil Engineering and a Master of Business Administration. Following graduation, Russ accepted a position with JUB Engineers in Nampa, ID and received his license as a Professional Engineer – Civil from the State of Nevada. However, due to his father's illness, Russ and Anne returned home soon after and assumed responsibility for McMullen Insurance, the independent insurance agency founded by his parents. He retired from the agency in 2013, after 34 years. Russ is a past member of the national Society of Civil Engineers, a past member and former chairman of the Great Basin College Foundation, a member and past-president of the Elko Rotary Club and a past director and secretary/treasurer of the Nevada Surplus Lines Association. He enjoys time on the ranch, hunting, fishing, and his life-long love of music. Russ has been a member of the Western Folklife Center Board of Trustees since 2014 and has served on the Executive Committee as Finance Chair as well as in his current role as Building Chair.

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Trevor Hammond · 3rd
Senior Project Manager at CentiMark Corporation
Salt Lake City, Utah · 334 connections · Contact info

Message More...

CentiMark Corporation
Utah Valley University

About

I have been working in the commercial roofing industry since 2007, with a focus on sales, estimating, and project management. I cover the entire state of Utah, as well as parts of Nevada.

My services consist of providing re-roof proposals, new construction roofing bids, budget numbers, repair bids, due diligence inspections, roof conditions reports, and roof evaluations pertaining to projected life expectancy.

I enjoy construction and have worked in the construction industry my entire life. I can provide a variety of solutions to all your roofing needs.

Experience

- CentiMark Corporation 12 yrs 1 mo
Senior Project Manager Feb 2010 - Present · 10 yrs 1 mo
Commercial Roofing Sales, Project Management, Estimating, Personnel Management, Territory Management.
Technical Representative/Estimator Feb 2008 - Feb 2010 · 2 yrs 1 mo
Roof Inspections, Takeoffs, Estimates, Proposal Building.
Superintendent
Fieldstone Communities
Feb 2007 - Feb 2008 · 1 yr 1 mo
Managed the home building process, maintained schedules, coordinated permits, and performed homeowner orientations.

Education

Utah Valley University
Bachelor's degree, Technology Management - Construction Management
2003 - 2008

Promoted

Two promoted ads for Binance. Each ad includes a small image, the text 'Binance.!', 'Create a free account. Start to Earn Money Easily', and a 'Learn more' link.

People Also Viewed

- Christopher Carren · 3rd+
Service Director at Centimark
Luke Bracy · 3rd+
Estimator at CentiMark Corporation
Benjamin Layton · 3rd+
Senior Project Manager-Service at CentiMark Corporation
Matthew Blackham · 3rd+
Technical Representative at CentiMark Corporation | Commercial Roofing Flooring Solutions | Roof Repairs
David Ortiz · 3rd+
Service Foreman at CentiMark Corporation
david keagy · 3rd+
roofer at CentiMark Corporation | Commercial Roofing and Flooring Solutions | Roof Repairs
Dustin Bake · 3rd
Service Director at CentiMark Corporation
Rj Hughes · 3rd+
Roofer at CentiMark Corporation
Zachary Mueller · 3rd+
Roofer at CentiMark Corporation
Paul Cox · 3rd+
branch manager at Centimark

Add new skills with these courses

- Construction Estimating Recap
Viewers: 6,751
Construction Manager Planning and Scheduling
Viewers: 49,745

Messaging Advanced Primavera P6

Viewers: 5,218

Skills & Endorsements

[See more courses](#)

**Budgets** · 15

Travis Leeper and 14 connections have given endorsements for this skill

**Contract Negotiation**

Endorsed by Eric Pauly and 3 others who are highly skilled at this

Endorsed by 3 of Trevor's colleagues at CentiMark Corporation

**Contract Management** · 12

Endorsed by 3 of Trevor's colleagues at CentiMark Corporation

[Show more](#) ▾



 Messaging



Click or Call for Emergency Service: 855-483-1975



# About CentiMark

## Mission

Our mission is to keep our customer's buildings watertight, protect their properties and employees, all in concert with regular business hours.

## Values

We take great pride in the people, dedication and professionalism that drives us to new levels of success and excellence in roofing. By setting the highest standards in workmanship, materials and safety, we are able to deliver the best solutions for all of our customer's needs. Our commitment is not only to our customers but it is also to our communities. It is important we give back to those in need through volunteer and/or financial support.

[Read Our Digital Brochure - CentiMark Capabilities](#)

## Who We Are

Headquartered in Pittsburgh, PA, we have over 85 offices throughout the United States, Canada and Mexico. Each office has dedicated crews for the installation and service of all major roof systems who are highly trained and experienced with a focus on safety. Our workplace is your roof, so safety of your employees and our crews is a top priority which has allowed our safety program to exceed industry standards.

**Celebrating 51 years in business in 2019, our success is due to our valued customers and the dedication of our associates.**

Interested in learning more? Contact us today!

## How Can We Help

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Submit

\* Required information



Click or Call for Emergency Service: 855-483-1975



# CentiMark's History

**"While CentiMark has many assets, our greatest strengths have always been and will continue to be the dedication and hard work of our associates. Together, we work hard and work smart."**

*- Edward B. Dunlap, Chairman & CEO, CentiMark*

## From a small upstart...

Edward B. Dunlap started D&B Laboratories in 1967 as a part-time industrial cleaning products business in the basement of his home. In 1968, with \$1,000 seed money from D&B Laboratories and one associate, Dunlap started Northern Chemical Company. This upstart building maintenance products and services business produced first year sales of \$98,500.

In response to customer needs, Northern Chemical Company became involved in roofing and flooring maintenance. In the 1970s, the oil crisis negatively impacted the built-up roofing market that was dependent on crude oil for asphalt. The quality of asphalt decreased as oil companies were pressed to extract as much oil from crude as possible. The price of asphalt increased, thus resulting in higher roofing prices.

Concerned about the quality of bituminous materials used in built-up tar and asphalt roofs, CentiMark began marketing and installing single-ply rubber (EPDM) roof systems. The newly developed EPDM polymer was both durable and waterproof. It was a cost-effective solution to the increasing costs associated with built-up roofing. In the late 1970s and early 1980s, EPDM was one of the fastest growing roofing products and accounted for almost 40% of new and replacement roofs on commercial and industrial properties. For years, CentiMark was known as the rubber roofing company.

## ...To a nationwide footprint

The company, with corporate headquarters in Pittsburgh, PA, grew through geographical expansion, diversification of product lines and an aggressive National Accounts Program. In 1987, the corporate name was officially changed to CentiMark Corporation. "Centi" refers to the 1987 goal of achieving \$100 million in revenue (achieved in 1994). "Mark" recognizes the company's unique contributions to the roofing industry - the first National Account program in roofing and flooring, Single Source warranties on workmanship and materials and nationwide geographical expansion through organic growth, not acquisition.

## Milestones

Each decade brought a new milestone: revenue of \$1 million in 1974; \$10 million in 1984; \$100 million in 1994, \$300 million in 2004, \$400 million in 2009, \$500 million in 2012 and \$600 million in 2015.

In 1991, CentiMark became the first and only roofing contractor to be rated 4A1 by Dun & Bradstreet based on a strong credit appraisal and net worth. By 2000, the rating increased to 5A1, the highest level by Dun & Bradstreet. CentiMark continues to be peerless in the commercial roofing industry regarding the 5A1 Dun & Bradstreet rating.

In January 2003, Timothy M. Dunlap was appointed President and Chief Operating Officer of CentiMark. Edward B. Dunlap, Founder of CentiMark, continues to serve as Chairman and Chief Executive Officer. Today, CentiMark is the unparalleled leader in the commercial roofing and flooring industry throughout the United States and Canada.

# CentiMark's History



## How Can We Help

First Name\*

Last Name\*

Company\*

Phone\*

Email\*

Address\*

City\*

State\*

Zip Code\*

Details

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## **ADDENDUM N: LONG-RANGE PLAN**

**\*See ADDENDUM G: STRATEGIC PLAN INCLUDING VISION AND MISSION  
STATEMENT**



## **ADDENDUM O: ORGANIZATION ACTIVITIES**



## WESTERN FOLKLIFE CENTER PROGRAMMATIC ACTIVITIES

January 2019 – January 2020

- Ongoing, Community Event: *Jam On!* – community music jam, Local musicians, Pioneer Saloon at the Western Folklife Center, Elko, NV, 2<sup>nd</sup> Wednesdays.
- Ongoing, Community Event: *Let's Dance!* – lessons and social event, guest instructors, G Three Bar Theatre at the Western Folklife Center, Elko, NV, 2<sup>nd</sup> & 4<sup>th</sup> Thursdays.
- Ongoing, Community Concert: Southwind, Pioneer Saloon at the Western Folklife Center, Elko, NV, 3<sup>rd</sup> Wednesdays.
- Festival: *35<sup>th</sup> National Cowboy Poetry Gathering*, Elko, NV, "Revisiting our past and charting our course for the future" theme. 100 artists, January 28 – February 2, 2019.
- Education: *35<sup>th</sup> National Cowboy Poetry Gathering* education programs serving 7000 (K-12) students and staff, Elko County Schools, January 22 – February 2, 2019.
- Adult Education: *35<sup>th</sup> National Cowboy Poetry Gathering* workshops, 18 workshops, 722 students, Elko, NV, January 27 – February 2, 2019.
- Exhibition: *Elko County Student Art Exhibition* for 35<sup>th</sup> National Cowboy Poetry Gathering, est. 225 of students (K-12), Western Folklife Center, Elko, NV, January 22 – April 30, 2019.
- Exhibition: *Portraits of the Gathering*, portraits and poetry of 24 poets, photography by Kevin Martini-Fuller, Wiegand Gallery at the Western Folklife Center, Elko, NV January 22 – September 7, 2019.
- Exhibition: *Portraits of the Gathering* Storefront and Online Exhibition, walking tours and online exhibition presenting portraits and poetry of former National Cowboy Poetry Gathering artists, Downtown Elko, Great Basin College, Elko Convention and Visitors Authority, and [portraitsofthegathering.org](http://portraitsofthegathering.org), January 22 – September 7, 2019.
- Exhibition: *I've Got Spurs*, 14 artists, Weigand Gallery at the Western Folklife Center, Elko, NV, January 22 – September 7, 2019.
- Exhibition: *Sweater Weather – Artwork of Teresa Jordan*, 1 artist, Pioneer Saloon at the Western Folklife Center, Elko, NV, January 22 – March 15, 2019.
- Event & Exhibit: *Race to Promontory: The 150<sup>th</sup> Anniversary of Driving the Golden Spike*, collaboration with Union Pacific, Pioneer Saloon at the Western Folklife Center, Elko, NV, January 25, 2019 (event), January 25 – February 2, 2019.
- Concert: An American Forrest, 5 artists, G Three Bar Theatre at the Western Folklife Center, May 8, 2019.
- Concert: Pipp Gillette & Waddie Mitchell, 3 artists, G Three Bar Theatre at the Western Folklife Center, June 7, 2019.
- Concert: Mike Beck, 1 artist, G3 Bar Theatre at the Western Folklife Center, July 17, 2019.

- Conversation & Concert: Willy Vlautin, 1 artist, G Three Bar Theatre at the Western Folklife Center, Elko, NV, September 15, 2019.
- Exhibition: *Climb Down the Ladder, This Painting is Done: Contemporary Muralists, Outside In*, collaboration with ArtSpot Reno & Elko Mural Expo, 20 artists, Wiegand Gallery at the Western Folklife Center, Elko, NV, September 16 – December 14, 2019.
- Film Screening: *Road to Colossus*, collaboration with ArtSpot Reno & Elko Mural Expo, 3 artists, G Three Bar Theatre at the Western Folklife Center, Elko, NV, September 28, 2019.
- Exhibition: *Ron Arthaud*, paintings by local artist, Pioneer Saloon at the Western Folklife Center, Elko, NV, July – December 14, 2019.
- Exhibitions: *I'm Gonna Take My Horse...*, *Southern Riders*, *Vintage Black Heroes: The Chisholm Kid*, and *Blacks in the West* quilt collection, 16 artists, Wiegand Gallery at the Western Folklife Center, January 20 – June 13, 2020.
- Festival: *36<sup>th</sup> National Cowboy Poetry Gathering*, Elko, NV, "Black Cowboys" theme, 100 artists, January 27 – February 1, 2020.
- Education: *36<sup>th</sup> National Cowboy Poetry Gathering* education programs serving 7500 (K-12) students and staff, Elko County Schools, January 21 – February 1, 2020.
- Adult Education: *36<sup>th</sup> National Cowboy Poetry Gathering* workshops, 22 workshops, 800 students, Elko, NV, January 26 – February 1, 2020.
- Exhibition: *Elko County Student Art Exhibition* for *36<sup>th</sup> National Cowboy Poetry Gathering*, est. 200 students (K-12), Western Folklife Center, Elko, NV, January 21 – April 30, 2020. Exhibit will then travel to Las Vegas and be on display at the Nevada Humanities Gallery from June 4 – July 29, 2020.

## **ADDENDUM P: AUDIT REPORT**

**\*See ADDENDUM E: INDEPENDENT AUDITOR'S REPORT**