



13th District Agricultural Association / Yuba-Sutter Fairgrounds

442 Franklin Avenue, Yuba City, CA 95991

Phone: 530-674-1280 * Email: info@ysfair.com * Website: www.ysfair.com

BOARD MEETING MINUTES

Tuesday – October 23, 2018 @ 5:30 p.m.

Board Room – Yuba-Sutter Fairgrounds Office

2018 BOARD MEMBERS: President – Alice Munger; Vice President – Ed Ritchie; Board Members - Karm Bains, Erin Cucchi, Kulwant Johl, Jill LeVake, Jennifer Matteoli, and Joe Serger, Andrew Stresser.

FAIR MANAGER/CEO – David Dillabo

1. CALL TO ORDER: President Munger called the meeting to order at 5:33 p.m.

All matters listed on this agenda, may be considered for action as listed. Any item not listed may not be considered at this meeting. Items on this agenda may be considered in any order at the discretion of the President.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Members present/Declaration of a quorum (YES) Board President – Alice Munger, Board Members, Karm Bains, Erin Cucchi, Jill LeVake, Jennifer Matteoli, Joe Serger, Andrew Stresser, Kulwant Johl. Absent: Ed Ritchie (Excused)

4. INTRODUCTION OF STAFF AND GUESTS: Dave Dillabo & Sherrie Skaggs (Staff Members).

5. PUBLIC COMMENT: Kary Hauck and Lynn Stresser of the Yuba-Sutter Friends of the Fair Foundation presented the fair board a check in the amount of \$23,103.09, accounting for 50% of the net proceeds from the 2018 Fair-time beer & alcohol sales. The board and staff thanked the Friends of the Fair Foundation for their efforts and support of the fair.

6. CORRESPONDENCE: CEO Dillabo provided the following correspondence for the Board's review.
a. Award Donation/Thank You Letters from YS Fair Exhibitors

7. CONSENT AGENDA:

- i. Motion: Upon a motion by Director Matteoli, 2nd by Director Bains and passed unanimously with an "Aye" vote by Directors Munger, Cucchi, Matteoli, Serger, Bains, LeVake Stresser and Johl.
- ii. Meeting Minutes dated September 25, 2018 and the contracts identified below were approved;
- iii. Paid Bills in the amount of \$ 65,866 from September 26th thru October 18, 2018 were approved.
- iv. Approval of Contracts:
 - a. Standard Agreements: None
 - b. Sponsorship Agreements: None
 - c. Inside Commercial Agreements: None
 - d. Outside Commercial Agreements: None
 - e. Concession Agreements: None
 - f. Interim Rental Agreements:
 1. 2018 Interim Contracts: # 2018-155 thru 2018-164
 2. 2019 Interim Contracts: # 2019-43 thru 2019-52

8. COMMITTEE REPORTS:

- a. Finance Committee: CEO Dillabo reviewed the current financial reports with the Board. After review and discussion of the current the financial standing, upon a motion by Director LeVake, seconded by Director Johl, and passed unanimously with an "Aye" vote by Directors Munger, Bains, Cucchi, LeVake, Matteoli, Serger, Stresser and Johl, the board moved to approve the current financial status of the 13th DAA as summarized below.
 1. Balance Sheet: \$1,555,115
 2. Current Assets: \$ 655,461

3. Current Statement of Operations Report

- b. Buildings and Grounds Committee: Directors Johl and Bains discussed plans to perform a facility walk thru with management and maintenance to develop an infrastructure priority list.
- c. Entertainment/Public Relations Committee:
- d. Junior Livestock Auction Advisory Committee: Director LeVake discussed the 2019 JLA updates that included approval of the 2019 JLA Budget, the commission for all sales and add-on's to remain at the 5% level and contracts will be developed for all of the local butcher shops to complete.
- e. Friends of the Fair Foundation:
- f. Barn Dance Fundraiser Committee:
- g. Guidebook Committee: Review, Discussion and approval of recommended 2019 Guidebook changes.
 - Director Cucchi discussed many of the proposed updates for the 2019 Guidebook. After discussion by the board and opportunity for public input, upon a motion by Director Bains, seconded by Director Johl and carried unanimously with an "Aye" vote by Directors Munger, Bains, LeVake, Cucchi, Matteoli, Serger, Stresser and Johl; the board moved to table the item for a future board meeting.
- h. Policies & Procedures Committee:
- i. Jr Fair Board Committee: Discussion/Action by the Board on the Age Requirements of the Junior Fair Board.
 - Director Cucchi discussed the age requirements of the Jr Fair Board and recommended that the age requirement be change to "must be enrolled in high school as of September 1st. After discussion by the board and opportunity for public input, upon a motion by Director Matteoli, seconded by Director LeVake and carried unanimously with an "Aye" vote by Directors Munger, Bains, LeVake, Cucchi, Matteoli, Serger, Stresser and Johl; the board moved to table the item for a future board meeting.

9. **CEO REPORT:** *(Informational/Non-Action items)*

CEO Dillabo provided a detailed report regarding;

- a. 16/17 Deferred Maintenance ADA Project Update
- b. 2019 Budget Development: Preparation of 2019 Fair Budget and JLA Budget. CEO Dillabo is preparing the 2019 budget and will have it available for review and approval at the next scheduled board meeting.
- c. State Rules Committee Meeting Update: CEO Dillabo attended the state rules committee meeting via telephone and reminded the board of the 2019 Quality Assurance rule requiring all livestock exhibitors to attend and complete a ca state approved quality assurance training program.
- d. Interim Event Security Policy Update – Ad-Hoc Committee
- e. New Website Development Update – New website is currently being developed and will be operational prior to January.
- f. Perimeter Fence Project: CEO Dillabo discussed a potential project that the fairgrounds is currently reviewing the feasibility and expense of completing in 2019. The project would consist of replacing the current perimeter fence with a 7' wrought iron appearing perimeter fence. Dillabo is working with potential donors and local business and groups for donations and help with the project. Update will b made available at the next scheduled board meeting.

10. **OLD BUSINESS:**

- a. None

11. **NEW BUSINESS:**

- a. 2019 Carnival Contract Approval – One Year Extension of the Brass Rings Amusements/Midway of Fun contract per the bid option. See drafted contract
 - Dillabo provided a draft of a one year extension contract for Brass Rings Amusements/Midway of Fun Carnival that included 42% ride gross + 675.00 per fod concession (no more than 3), \$460 per game concession vs a guarantee of \$116,000 for the production of the 2019 Fair Carnival. This is in line with the last three years of the contract increase of \$2,000 of guaranteed income, noting last year's guarantee was \$114,000. After discussion by the board and opportunity for public input, upon a motion by Director Bains, seconded by Director Johl and carried unanimously with an "Aye" vote by Directors Munger, Bains, LeVake, Cucchi, Matteoli, Serger, Stresser and Johl; the board moved to table the item for a future board meeting.

b. Review & Approval of JLACC By-Laws & Guidelines

- Director LeVake discussed many of the proposed JLAAC By-Laws and Guidelines. After discussion by the board and opportunity for public input, upon a motion by Director Cucchi, seconded by Director Serger and carried unanimously with an "Aye" vote by Directors Munger, Bains, LeVake, Cucchi, Matteoli, Serger, Stresser and Johl; the board moved to table the item for a future board meeting.

c. December Office Schedule:

- Dillabo informed the board of the administration office's holiday schedule. The office will be closed from December 17 thru January 1, 2019 This time off will help the permanent employees utilize and decrease earned leave liability.

d. December Board Meeting Venue, Location and Date

- Dillabo proposed having a Holiday Board Meeting at a restarurant. The meeting will be scheduled for December 11 depending upon the location.

12. DIRECTOR'S COMMENTS: Please note that pursuant to California State Law, the Board is prohibited from discussing or taking action on any item not listed on the agenda.

13. MATTERS OF INFORMATION:

a. Next meeting November 27, 2018 @ 5:30 pm at the Fairgrounds office.

a. Agenda items to be included on the next meeting agenda:

14. ADJOURNMENT: Upon a motion by Director Matteoli, seconded by Director Stresser and carried unanimously with an "Aye" vote by Director Bains, Serger, Cucchi, Matteloi, Stresser, Munger, LeVake & Johl; the board moved to adjourn the meeting at 7:13 p.m.

Respectfully submitted by:

David Dillabo, CEO