



# 13<sup>th</sup> District Agricultural Association / Yuba-Sutter Fairgrounds

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## BOARD MEETING MINUTES

Tuesday – September 25, 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 5:32 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, Erin Cucchi, Jennifer Matteoli, Joe Serger, Andrew Stresser, Kulwant Johl. Absent: Karm Bains, Jill LeVake and Ed Ritchie.
4. **INTRODUCTION OF STAFF AND GUESTS:** Dave Dillabo & Sherrie Skaggs (Staff Members).
5. **PUBLIC COMMENT:** No Public Comment was provided.
6. **CORRESPONDENCE:** CEO Dillabo provided the following correspondence for the Board's review.
  - a. Award Donation/Thank You Letters from YS Fair Exhibitors
  - b. WIC Thank You Letter
7. **CONSENT AGENDA:**
  - i. Motion: Upon a motion by Director Johl, 2<sup>nd</sup> by Director Serger and passed unanimously with an "Aye" vote by Directors Munger, Cucchi, Matteoli, Serger, Stresser and Johl.
  - ii. Meeting Minutes dated August 28<sup>th</sup>, 2018 and the contracts identified below were approved;
  - iii. Paid Bills in the amount of \$ 145,209.35 from August 31<sup>st</sup> thru September 20<sup>th</sup>, 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: # 2018-154 thru 2018-158
      2. 2019 Interim Contracts: # 2019-29 thru 2019-42
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 Matteoli, seconded by Director Johl, and passed unanimously with an "Aye" vote by Directors Munger, Cucchi, Matteoli, Serger, Stresser and Johl, the board moved to approve the current financial status of the 13<sup>th</sup> DAA as summarized below.
    1. Balance Sheet: \$1,571,443
    2. Current Assets: \$ 671,790
    3. Current Statement of Operations Report

- b. Buildings and Grounds Committee: CEO Dillabo reported on the need to schedule a meeting with the Grounds Committee to discuss fairgrounds project needs.
  - c. Entertainment/Public Relations Committee: CEO Dillabo reported on the need to schedule a meeting with the Entertainment Committee to discuss 2018 fair entertainment and plan 2019 entertainment budget.
  - d. Junior Livestock Auction Advisory Committee: CEO Dillabo reported on the 2018 fair review discussion items from the September 13<sup>th</sup> JLA meeting and informed the board of the next meeting scheduled for October 18<sup>th</sup>. The JLA Bylaws and policies were requested to be provided to the board at the next board meeting.
  - e. Friends of the Fair Foundation: No Report
  - f. Guidebook Committee: Director Cucchi and Serger will be meeting to develop recommendations for the 2019 Guidebook.
9. **CEO REPORT:** *(Informational/Non-Action items)*  
 CEO Dillabo provided a detailed report regarding;
- a. 16/17 Deferred Maintenance ADA Project Update
  - b. 2019 Circle of Champions Idea – Initial thoughts of developing a display of champion animals and Best of Show Vocational/Industrial Projects at the Pig'a'dilly Circle.
  - c. 2019 Budget Development: Preparation of 2019 Fair Budget and JLA Budget.
  - d. 2019 Carnival Contract: Options include extend the 1-year option for 2019 or go out to bid for multi-year contract
  - e. Interim Rental Report – Current report status of interim usage of the fairgrounds.
    - i. Christmas in November Fair Event for 2019 – Main Exhibit Building currently reserved for Christmas in November fair organized event.
    - ii. AeroSTEM/Head Start Rentals
    - iii. 2019 Music Festival Event: Potential event for September 2019?
    - iv. Tables & Chairs Upgrade
  - f. Digital Marquee Sign Policy and Advertising Rates
  - g. Interim Event Security Policy Update – Ad-Hoc Committee
  - h. New Website Development Update
  - i. CFA Fall Managers Conference – November 7-8, 2018 in Sacramento. Will be attending.
  - j. Grounds Update:
    - i. Plan to purchase some trees for planting this fall.

**10. OLD BUSINESS:**

- a. None

**11. NEW BUSINESS:**

- a. Approval of the FY 2018/19 CDFA Fair Funding Contract # 18-0130 – Annual funding contract. Total funding equating to \$44,670; \$42,009 of General Allocation funding and \$2,661 of Training Fund Allocation.
  - a. CEO Dillabo provided a copy of the FY2018/19 CDFA#18-0130 Annual Funding contract for the Board to review. After review and discussion by the board and opportunity for public input, upon a motion by Director Serger, seconded by Director Cucchi and carried unanimously with an “Aye” vote by Directors Munger, Cucchi, Matteoli, Serger, Stresser and Johl the board moved to have the 13<sup>th</sup> DAA execute the funding contract and agree to the terms and conditions set forth in the funding contract.
- b. Purchase of QuickBooks Point of Sale Program and Accounting Program. Approval to switch over accounting program from CFSA’s Activity program to in-house Quickbooks Program.
  - a. CEO Dillabo discussed the need and advantages of utilizing a QuickBooks based accounting program in comparison to the current financial program based in Sacramento. After review and discussion by the board and opportunity for public input, upon a motion by Director Cucchi, seconded by Director Matteoli and carried unanimously with an “Aye” vote by Directors Munger, Cucchi, Matteoli, Serger, Stresser and Johl the board moved to have the 13<sup>th</sup> DAA purchase and utilize a QuickBooks Accounting program by January 1, 2019.

- c. Policy Development: Marquee Electronic Sign Policy & Rates.
  - a. CEO Dillabo provided an outline of rates and policies for the LED Marquee sign for the Board to review and discuss. After review and discussion by the board and opportunity for public input, upon a motion by Director Stresser, seconded by Director Cucchi and carried unanimously with an "Aye" vote by Directors Munger, Cucchi, Matteoli, Serger, Stresser and Johl the board moved to approve the Marquee rates and policies as set below;
  - b. It is the policy of the 13<sup>th</sup> District Agricultural Association/Yuba-Sutter Fairgrounds to not place any content on the digital marquee sign which;
    - i. Depicts violence or anti-social behavior, relates to illegal activity, or contains obscene matter or obscene language.
    - ii. Is an advertisement of a political nature or of matters pertaining to religion.
    - iii. Advertising Rates as set below;

Advertisement Period	On-Site Event	Off-Site Event
1 Day	\$ 10.00	\$ 20.00
3 Days	\$ 25.00	\$ 40.00
7 Days	\$ 50.00	\$ 75.00
10 Days	\$ 70.00	\$ 100.00
1 Month	\$ 200.00	\$ 250.00
6 Months	\$ 1,050.00	\$ 1,350.00
12 Months	\$ 1,800.00	\$ 2,400.00

- d. Antique Machinery Outdoor Display Project. Development of site North of the Main Exhibit Building on the corner of Franklin and Wilbur Avenues for the purpose of an outdoor display of antique machinery.
  - a. After review and discussion of the Antique Machinery Display and fencing needs by the board and opportunity for public input, upon a motion by Director Serger, seconded by Director Stresser and carried unanimously with an "Aye" vote by Directors Munger, Cucchi, Matteoli, Serger, Stresser and Johl the board moved to approve the development of the Antique Machinery Display on the South West corner of the fairgrounds in the current grass area south of the Main Exhibit Building.

**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 September 25, 2018 @ 5:30 pm at the Fairgrounds office.
  - a. Agenda items to be included on the next meeting agenda:
    - i. 2019 Carnival Contract
    - ii. December Office Schedule
    - iii. December Board Meeting Date schedule

**14. ADJOURNMENT:** Upon a motion by Director Matteoli, seconded by Director Stresser and carried unanimously with an "Aye" vote by Directors Serger, Cucchi, Matteloi, Stresser, Munger the board moved to adjourn the meeting at 7:31 p.m.

Respectfully submitted by:

David Dillabo, CEO