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

442 Franklin Avenue, Yuba City, CA 95991

Phone: 530-674-1280 \* Email: [info@ysfair.com](mailto:info@ysfair.com) \* Website: [www.ysfair.com](http://www.ysfair.com)

## **BOARD MEETING NOTICE**

The Board of Directors of the 13<sup>th</sup> District Agricultural Association will be holding a regular scheduled monthly board meeting on **Monday, December 10, 2018 @ 5:30 p.m.** in the Reserved Meeting Room at Pasquini's Fine Italian Food Restaurant at 6241 Highway 99, Live Oak, CA 95953 to consider the attached agenda.

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### **BOARD OF DIRECTORS**

Alice Munger, President	Jill LeVake, Director
Ed Ritchie, Vice President	Jennifer Matteoli, Director
Karm Bains, Director	Joe Serger, Director
Erin Cucchi, Director	Andrew Stresser, Director
Kulwant Johl, Director	

### **FAIR STAFF**

Dave Dillabo, CEO  
Sherrie Skaggs, Office Staff  
Bruce Fricker, Maintenance Staff  
Randy Garrick, Maintenance Staff

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### **OUR COMMITMENT TO TRANSPARENCY**

- The public is invited and welcome to attend all noticed meetings. A complete meeting agenda packet will be made available to all public members attending the meetings. Meeting notices and agendas of the 13<sup>th</sup> District Agricultural Association required by the Bagley-Keene Open Meeting Act are accessible on the internet at [www.ysfair.com](http://www.ysfair.com) and are posted at least 10 days prior to the meeting. The regular monthly board meeting is scheduled for the fourth Tuesday of each month at 5:30 p.m. in the board room at the fairgrounds office. *(Dates are subject to change)*
- Further information regarding this scheduled meeting of the Board of Directors for the 13<sup>th</sup> District Agricultural Association may be obtained by contacting the Chief Executive Officer at 442 Franklin Avenue, Yuba City, CA 95991 by calling 530-674-1280 or email [ceo@ysfair.com](mailto:ceo@ysfair.com).

### **PUBLIC PARTICIPATION**

- Members of the public are welcome and may request items to be included on the agenda of any noticed meeting. The items must be directly related to business of the Yuba-Sutter Fairgrounds. Requests for placement must be made in writing and delivered to the fair office no later than 4 p.m. twelve (12) business days prior to the board meeting.
- The "Public Comment" agenda item is a right granted to the public and is reserved for items not listed on the agenda. However, no debate by the board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on an agenda item. Participation during the "Public Comment" section will be limited to three (3) minutes per speaker.
- The public is welcome and may also participate in discussion and comment on action items that are listed on the agenda.

### **AMERICANS WITH DISABILITIES ACT**

- Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 13<sup>th</sup> District Agricultural Association Board or Committee meeting, or about other Yuba-Sutter Fair activities, may request assistance from the Chief Executive Officer at the fair office, 442 Franklin Avenue, Yuba City, CA or by calling (530) 674-1280. Requests should be made one (1) week in advance whenever possible.

# BOARD MEETING AGENDA

1. **CALL TO ORDER:** President – Munger
    - I. All matters listed as “Discussion/Action by Board” 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:** Directors Present, Directors Excused and declaration of a quorum.
  4. **INTRODUCTION OF STAFF AND GUESTS:**
  5. **PUBLIC COMMENT:**
    - I. Public Comment is a right granted to the public and is reserved for items not listed on the agenda. However, no debate by the board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on an agenda item. Public participation during the “Public Comment” section will be limited to three (3) minutes per speaker.
  6. **CORRESPONDENCE:** *(Informational/Non-Action item)*
  7. **CONSENT AGENDA:** *(Discussion/Action by Board)*
    - I. All matters listed under Consent Calendar are routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Fair Board, staff or public request specific items to be discussed or removed from the Consent Calendar for individual action.
      - a. Review & Approval of Meeting Minutes:
        - i. Board Meeting Minutes dated October 23, 2018
      - b. Review & Approval of Paid Bills:
      - c. Review & Approval of Contracts:
        - i. Interim Rental Agreements:
        - ii. Standard Agreements: (Includes vendor, exhibit, sponsorship, judging and service agreements)
  8. **COMMITTEE REPORTS:** *(Discussion/Action by Board)*
    - I. The Board may take approval action on properly noticed committee reports.
      - a. Finance Committee: (Director Cucchi)
        1. Review & Approval of Financial Reports. *(Discussion/Action by Board)*
          - Balance Sheet
          - Statement of Operations
          - Accounts Receivable
          - Trial Balance Report
          - Budget Analysis Report
      - b. Buildings and Grounds Committee:
      - c. Entertainment/Public Relations Committee:
      - d. Sponsorship Committee:
      - e. Junior Livestock Auction Advisory Committee:
      - f. Barn Dance Fundraiser:
      - g. Legislative Committee:
      - h. Master Plan Committee:
      - i. Friends of the Fair Foundation: Monetary Donation for Perimeter Fence Materials
      - j. Guidebook Committee:
      - k. Policies & Procedures Committee:
      - l. Nominating Committee:
      - m. Jr. Fair Board Committee:
9. **CEO REPORT:** *(Informational/Non-Action items)*

- a. Butte County Fire Camp Update
- b. Interim Rental Update
- c. 16/17 Deferred Maintenance Project Update
- d. Maintenance Projects Update
- e. Office Staff Projects Update

10. **OLD BUSINESS:** *(Discussion/Action by Board)*

- a. None

11. **NEW BUSINESS:** *(Discussion/Action by Board)*

- a. Adoption of the Junior Livestock Auction Advisory Committee Recommendations
- b. Adoption of the Guidebook Committee Recommendations
- c. Approval of the JLAAC By-Laws & Guidelines
- d. Approval of the 13<sup>th</sup> DAA 2019 Budget

12. **MATTERS OF INFORMATION:** *(Informational/Non-Action Items)*

- a. Director's Comments:
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: January 2019 @ TBD
- d. Agenda items to be included on the next meeting agenda:
  - i.
  - ii.
  - iii.

13. **ADJOURNMENT**

MEETING NOTICE