



13th District Agricultural Association / Yuba-Sutter Fairgrounds
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BOARD MEETING MINUTES

Tuesday – February 26, 2019 @ 5:30 p.m.
At the Yuba-Sutter Fairgrounds Board Room
442 Franklin Avenue, Yuba City, CA 95991

2019 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 Ritchie 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 – Ed Ritchie, Vice-President: Erin Cucchi, Board Members: Jill LeVake, Joe Serger, Karm Bains, Andrew Stresser; Absent: Directors Kulwant Johl and Jennifer Matteoli.

4. INTRODUCTION OF STAFF AND GUESTS: Office Staff: Dave Dillabo & Sherrie Skaggs; Public: Juan Villagrana

5. PUBLIC COMMENT: Juan Villagrana spoke to the board regarding a recent interim rental event that he had at the fairgrounds. He shared his experience of the fair's event staffing services and potential areas of improvement that the fair event staff could be of greater service to the renter's.

6. CORRESPONDENCE:

- i. CDFA Letter Regarding the Poultry Newcastle Disease
- ii. CDFA Letter Regarding the implementation of Assembly Bill 1499
- iii. CDFA Letter Regarding Assembly Bill 2396
- iv. CDFA Letter Regarding the Quality Assurance Requirements & Update of Program

7. CONSENT AGENDA:

- i. Motion: Upon a motion by Director Cucchi 2nd by Director Bains and passed unanimously with an "Aye" vote by Directors Munger, Cucchi, Serger, LeVake, Stresser. Bains.
- ii. Meeting Minutes dated January 29, 2019 and the contracts identified below were approved;
- iii. Paid Bills in the amount of \$ 20,988.57 from January 30, 2019 thru February 26, 2019 were approved.
- iv. Approval of Contracts:
 - a. Standard Agreements: 2019-09 thru 2019-12
 - b. Sponsorship Agreements: None
 - c. Inside Commercial Agreements: 2019-01 thru 2019-05
 - d. Outside Commercial Agreements: 2019-01 thru 2019-02
 - e. Concession Agreements: 2019-04 thru 2019-13
 - f. Interim Rental Agreements:
 1. 2019 Interim Contracts: 2019 Interim Contracts: # 2019-91 thru 2019-120

8. COMMITTEE REPORTS:

a. Finance Committee:

Director Cucchi 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 Munger,

and passed unanimously with an "Aye" vote by Directors Munger, Cucchi, Serger, LeVake, Stresser. Bains the board moved to approve the current financial status of the 13th DAA as summarized below.

1. Balance Sheet: \$1,239,288.48
2. Current Assets: \$ 892,546.00
3. Current Statement of Operations Report

b. Buildings and Grounds Committee:

c. Entertainment/Public Relations Committee:

d. Junior Livestock Auction Advisory Committee:

Director LeVake discussed potential changes for the Vet check arrival procedures that would improve unloading time and traffic congestion the day of arrival.

e. Friends of the Fair Foundation:

f. Barn Dance Fundraiser Committee:

g. Legislative Committee:

h. Guidebook Committee:

i. Master Plan Committee:

A meeting is scheduled for March 11, 2019 at 4pm to do a walk around of the fairgrounds.

j. Policies & Procedures Committee:

k. Jr Fair Board Committee:

l. Nominating Committee:

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

CEO Dillabo provided a detailed report regarding;

- a. FEMA Update
- b. Website Update
- c. Sho-Works/Entry Guidebook Update
- d. YSF Quality Assurance Program Development & Submittal to CDFA
- e. QuickBooks Accounting Program Update
- f. Online Fair Ticketing Update
- g. Perimeter Fencing Update

10. **OLD BUSINESS:**

- a. None

11. **NEW BUSINESS:**

a. 2019 Poultry Show: Review CA State Recommendation and decide on the exhibition of Poultry at the 2019 Yuba-Sutter Fair.

After review and discussion of the current the CDFA VRD informational document, upon a motion by Director Serger, seconded by Director Stresser, abstained by Director Bains, the motion passed with an "Aye" vote by Directors Munger, Cucchi, Serger, LeVake, Stresser. Motion read as follows: Due to the Virulent Newcastle Disease outbreak in Southern California, the 13th District Agricultural Association Board of Directors discussed and voted on the issue on February 26, 2019. Utilizing the information provided in the Guidance Risk Evaluation document issued by the California Department of Food & Agriculture (CDFA) and noting the lower risk assessment in the Northern California Area, the following changes will be in effect for the 2019 Yuba-Sutter Fair Poultry Show:

1. The Poultry Show will be restricted to only Market Poultry Animals and will be a 100% terminal show.
2. All Poultry exhibits that arrive on the fairgrounds and are penned will be required to be harvested by the fair's contracted processor and not allowed to return home.
3. If in any case a market poultry exhibit is judged as "non-market ready" and thus is not allowed to sell in the Junior Livestock Auction, the exhibit will still be required to be harvested by the fair's contracted processor at the exhibitor's expense.
4. Unfortunately, this means that there will not be any Breeding Poultry Exhibits and any Primary Poultry Exhibits allowed at the 2019 Fair.
5. This ruling is contingent on the current facts and risk assessment provided by the State Veterinarian of CDFA. If in the case, the State Veterinarian's risk assessment increases or a cancellation is ordered by CDFA, the 2019 Poultry Show Exhibit Policy will be re-evaluated and determined at that time.

b. Fair-time Livestock Exhibitor RV Layout & Rate Plan

After review and discussion of the 2018 Livestock RV Rates and Area and the available areas for the 2019 fair, upon a motion by Director LeVake, seconded by Director Cucchi, and amended by Director Munger, the motion passed with an "Aye" vote by Directors Munger, Bains, Cucchi, Serger, LeVake, Stresser.

Motion read as follows: The 2019 Livestock Exhibitor RV Areas will include the North Dry RV Lot off of C Street and the Barn Area RV Lot which includes electrical and water services. The cost for the North Dry RV Lot will be \$275 and the cost for the Barn Area RV Spaces will be \$300. The Barn RV Area spaces will be available to the livestock exhibitors through a lottery drawing.

c. Livestock Exhibitor Event Ticketing/Credential Promotions

After review and minimal discussion upon a motion by Director LeVake, seconded by Director Munger, a motion passed with an "Aye" vote by Directors Munger, Bains, Cucchi, Serger, LeVake, Stresser.

Motion read as follows: The Board of Directors move to allow the fair management to develop and decide the 2019 ticket promotions for Livestock exhibitor ticketing and fair credentials.

d. JLA Accounts Receivable: Write-off of uncollectable debt of \$2,129.38

After review and minimal discussion upon a motion by Director Serger, seconded by Director Cucchi, a motion passed with an "Aye" vote by Directors Munger, Bains, Cucchi, Serger, LeVake, Stresser.

Motion read as follows: The Board of Directors moves to write off the uncollectable debt of \$2,129.38 from the JLA Accounts receivable.

e. Revenue Protection Insurance

After review and discussion upon a motion by Director Bains, seconded by Director Serger, a motion passed with an "Aye" vote by Directors Munger, Bains, Cucchi, Serger, LeVake, Stresser.

Motion read as follows: The Board of Directors move to authorize CEO Dillabo to purchase \$100,000 of Revenue Protection Insurance at a cost of \$2,000 from CFSA for the 2019 Annual Fair.

f. 2019 Worker's Compensation Resolution

Upon motion of Director Cucchi seconded by Director Stresser and carried unanimously, the volunteers and Board of Directors of the 13th District Agricultural Association will be covered by the 13th DAA's Workmen's Compensation Insurance while performing their volunteer work during the 2019 calendar year. Motion passed with an "Aye" vote by Directors Munger, Bains, Cucchi, Serger, LeVake, Stresser.

g. 2019 Delegation of Authority

Upon motion of Director Serger seconded by Director Cucchi and carried unanimously, the CEO, Dave Dillabo is authorized to execute Rental Agreements up to \$15,000, Standard 2 Agreements up to \$25,000, as long as these contracts do not exceed a one-year term, without further authorization from the 13th DAA Board of Directors. Motion passed with an "Aye" vote by Directors Munger, Bains, Cucchi, Serger, LeVake, Stresser.

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.

a. Director Bains informed the Board that he is officially running for District #4 Supervisor.

13. MATTERS OF INFORMATION:

a. Next meeting March 19, 2019 @ 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 LeVake, seconded by Director Serger and carried unanimously with an "Aye" vote by Director Serger, Bains, Cucchi, Munger, LeVake Stresser; the board moved to adjourn the meeting at 7:42 p.m.

Respectfully submitted by:

David Dillabo, CEO