



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 – April 23, 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 5:31 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: Karm Bains, Alice Munger, Jennifer Matteoli, Jill LeVake, Joe Serger, Kulwant Johl, Andrew Stresser; Absent: None
4. **INTRODUCTION OF STAFF AND GUESTS:** Office Staff: Dave Dillabo & Sherrie Skaggs; Public: None
5. **PUBLIC COMMENT:** None
6. **CORRESPONDENCE:** CEO Dillabo reported on the following correspondence;
 - i. CDFA Infrastructure Priority List
7. **CONSENT AGENDA:**
 - i. Motion: Upon a motion by Director Cucchi, 2nd by Director Stresser and passed unanimously with an "Aye" vote by Directors Matteoli, Cucchi, Serger, LeVake, Stresser, Johl.
 - ii. Meeting Minutes dated February 26, 2019 and the contracts identified below were approved;
 - iii. Paid Bills in the amount of \$ 25,629.42 from March 20th thru April 16th, 2019 were approved.
 - iv. Approval of Contracts:
 - a. Standard Agreements: 2019-34 thru 2019-51
 - b. Sponsorship Agreements: 2019-01 thru 2019-06
 - c. Inside Commercial Agreements: 2019-12 thru 2019-15
 - d. Outside Commercial Agreements: 2019-10 thru 2019-11
 - e. Concession Agreements: 2019-16 thru 2019-19
 - f. Interim Rental Agreements:
 1. 2019 Interim Contracts: 2019 Interim Contracts: # 2019-125 thru 2019-136
 2. 2020 Interim Contracts: 2020 Interim Contracts: # 2020-08 thru 2020-12
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 Matteoli, Cucchi, Serger, LeVake, Stresser, Munger, Johl & Bains; the board moved to approve the current financial status of the 13th DAA as summarized below.

1. Monthly Net Gain: \$ 285,316.73
2. Annual Net Gain: \$ 476,391.89
3. Total Assets: \$ 1,141,681.47
- b. Buildings and Grounds Committee:
- c. Entertainment/Public Relations Committee:
- d. Junior Livestock Auction Advisory Committee:
Director LeVake reported on the upcoming Barn Dance Fundraiser on May 4th. The next scheduled JLA Meeting is May 9th.
- e. Friends of the Fair Representatives: Directors Matteoli, Ritchie and Cucchi provided reporting on the Friends of the Fair recent actions regarding the 13th DAA's representation on the FOF board and the actions taken against Director Matteoli. CEO Dillabo shared the letter written by the Executive Committee that was provided to the Friends of the Fair as a result of the FOF Board's actions. Discussion took place among the board members. CEO Dillabo shared the importance of the why the FOF should practice and share similar values expressing transparency throughout the organizations.
- f. Legislative Committee:
- g. Guidebook Committee:
- h. Master Plan Committee:
- i. Policies & Procedures Committee:
- j. Jr Fair Board Committee: Director Cucchi discussed the plan to lower the age restriction of the Jr Fair Board Members to 7th Grade.
- k. Nominating Committee:

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

CEO Dillabo provided a detailed report regarding;

- a. FEMA Center Update –
- b. Update from the After-Action Plan Meeting with County Officials
- c. Emergency Preparedness Facility Condition Assessment Report - Submitted to CFSA
- d. New State Fire Marshall Inspector –
- e. Fair-time Prep
 - i. Marketing
 - ii. Online Ticket Sales
 - iii. Fair Poster
 - iv. Exhibiting at the Fair Outreach
- f. Interim Rentals Update
 - i. AeroSTEM
 - ii. E HeadStart Program
- g. Perimeter Fencing Project Update
- h. Partnership Sponsor Opportunities
- i. Interim Rental Event Security Phaseout Plan
- j. After-action of the Infrastructure Project List Development
- k. Livestock Exhibitor Current RV Agreement Status Update
- l. Friends of the Fair March Meeting Update

10. NEW BUSINESS:

- a. Review and approve the Interim Rental Event Security Request For Proposal Bid Package for release.**

Dillabo provided a draft of the Interim Rental Event Security Bid Package to the board for review. After review/discussion and an opportunity for public comment, upon a motion by Director Stresser, seconded by Director LeVake a motion to approve the Interim Rental Event Security RFP Bid Package as presented passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

b. 2019 Fair-time Operations Business Items

- **Daily Fair-time Hours:**

1. **Review changing the daily Fair-time opening hour to 12 Noon everyday**

Current Opening Hour: Thursday @ 4:30 pm, Friday thru Sunday @ 1:00 pm

Proposal is to move opening hour to 12 Noon Everyday

Dillabo proposed changing the opening hour of fair to 12 Noon everyday to promote an increase in lunch food sales and provide the public an additional hour to stroll the fair during the early afternoon. After discussion and an opportunity for public comment, upon a motion by Director Stresser, seconded by Director Cucchi a motion to approve the 12 Noon opening hour start time as presented passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

- **Special Promotional Days of the Fair:**

1. **Review & Approve the 2019 Special Promotional Days of the Fair**

- a. **2019 Proposed Ideas for Daily Promotions:**

Dillabo proposed changing the 2019 Promotional Days of the fair to add some new values and marketing promotions. After discussion and an opportunity for public comment, upon a motion by Director Serger, seconded by Director Munger a motion was made to set the promotional days as the following, Thursday – Thrifty Thursday (includes \$5 admission all day for all ages), Friday - Kids Day (Kids 11 and under are free all day), Saturday - Seniors 60+ and Military Appreciation Day Free admission all day), Sunday - Family Day and First Responders Appreciation Day; passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

- **Fair Admission Ticket Prices:** *(Refer to Page 24)*

1. **Review & Approve Fair Admission Ticket Prices**

Dillabo proposed maintaining the same fair admission prices as 2018 that included Adult: (12 and over) \$8 Pre-Sale, \$10 Gate, Senior: 60+ \$5 Pre-Sale, \$6 Gate, Junior: ages 6 to 11, \$5 Pre-Sale, \$6 Gate. Children 5 and under free everyday. After discussion and an opportunity for public comment, upon a motion by Director Munger, seconded by Director Johl a motion was made and passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

- **Development of Admission Policy prior to the official opening hour of the fair**

Dillabo proposed that the fair develop a policy to define at which time of the day the fair staff will start to sell admission tickets at the livestock gate to the public. After discussion and an opportunity for public comment, upon a motion by Director Cucchi, seconded by Director Matteoli a motion to start selling tickets at 8am on Thursday thru Sunday and on Saturday allow new JLA buyers who are not listed on the 2018 buyers list through the livestock gate free until 10:30 am., was made and passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

c. 13th DAA Policy Update: Livestock Judges Announcement – Develop standardized policy of announcement of Livestock judges names for future.

Dillabo discussed the need to develop a consistent practice of announcing the livestock judges for promotion of the fair and to promote the fair's growing transparency efforts. After discussion and an opportunity for public comment, upon a motion by Director LeVake, seconded by Director Serger, a motion was made as follows, the 13th DAA's Livestock Judge's Name Release policy shall be to announce the name of the judge after the minimum ownership date requirement for the specific specie(s) that the judge has been contracted to evaluate, and passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

Motion: _____, Second: _____, Yes: _____, Nay: _____ Abstain: _____

d. 2019 Beer Sales Contract – Review history of beer contracting procedure, discuss procedure options and establish a set & consistent procedure for awarding the fair-time beer sales contract.

Dillabo reviewed the past history and procedure of the fair-time beer sales contract being awarded to groups. The procedure has been inconsistent. Dillabo believes it would be in the best interest of the fair that a set procedure be established and followed. Discussion took place. After discussion and an opportunity for public comment, upon a motion by Director Cucchi, seconded by Director Munger the motion to establish a set procedure that CEO Dillabo will develop and present at the May Board Meeting was made and passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

13. 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. - NONE

14. MATTERS OF INFORMATION:

a. Next meeting April 23, 2019 @ 5:30 pm at the Fairgrounds office.

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

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

Respectfully submitted by:
David Dillabo, CEO