



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

Tuesday – May 28, 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 Bains, 2<sup>nd</sup> by Director Matteoli and passed unanimously with an "Aye" vote by Directors Matteoli, Munger, Bains, Cucchi, Serger, LeVake, Stresser, Johl.
  - ii. Meeting Minutes dated April 23, 2019 and the contracts identified below were approved;
  - iii. Paid Bills in the amount of \$ 111,350.42 from April 17 thru May 24 2019 were approved.
  - iv. Approval of Contracts:
    - a. Standard Agreements: 2019-52 thru 2019-59
    - b. Sponsorship Agreements: 2019-07 thru 2019-25
    - c. Inside Commercial Agreements: 2019-16 thru 2019-20
    - d. Outside Commercial Agreements: 2019-12 thru 2019-18
    - e. Concession Agreements: 2019-16 thru 2019-19
    - f. Interim Rental Agreements:
      1. 2019 Interim Contracts: 2019 Interim Contracts: # 2019-137 thru 2019-143
      2. 2020 Interim Contracts: 2020 Interim Contracts: # 2020-13 thru 2020-15
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 Johl, seconded by Director LeVake, 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 13<sup>th</sup> DAA as summarized below.

1. Monthly Net Gain: \$ 65,467.67
  2. Annual Net Gain: \$ 501,627.60
  3. Total Assets: \$ 1,009,609.58
- b. Buildings and Grounds Committee:
  - c. Entertainment/Public Relations Committee:
  - d. Sponsorship Committee: Director LeVake & Munger discussed potential sponsorship opportunities.
  - e. Junior Livestock Auction Advisory Committee:
    - Approval of the 2019 Barn Improvement Projects Action Item
    - Project #1 -Cement floor of Hog Barn # 1. Estimated cost approximately \$24,000.
    - Project #2 – Cement floor of Hog Barn # 2. Estimated cost approximately 24,000.
    - Both projects to be funded by the JLAC Contingency Fund and the balance of the Barn Fund held by the Friends of the Fair.

Director LeVake discussed the JLA Committee's recommendation to the board to complete both project # 1 and project # 2. After discussion and an opportunity for public comment, upon a motion by Director Serger, seconded by Director Cucchi a motion to approve the JLA's recommendation to move forward with the two barn improvement projects as presented passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

- f. Legislative Committee:
- g. Guidebook Committee:
- h. Master Plan Committee:
- i. Policies & Procedures Committee: Action Item
  - Discussion & potential development of Policy for Yuba-Sutter Fair connected organizations
  - Discussion and potential development of an annual MOU with Yuba-Sutter Fair connected organizations

Director Cucchi discussed the need for a set policy for fair connected organizations. After discussion and an opportunity for public comment, upon a motion by Director Bains, seconded by Director Stresser, a motion to request a review of the policy by CDFA Legal was approved and unanimously passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

- j. Jr Fair Board Committee:
- k. Friends of the Fair Committee:

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

CEO Dillabo provided a detailed report regarding;

- a. FEMA Center Update –
  - i. Contract Extension
  - ii. Staffing Update
- b. Livestock Credentials Update –
- c. Friends of the Fair Update –
- d. Fair Personnel Update –
  - i. Office Staffing
  - ii. Maintenance Staffing
- e. Financial Reporting Update:
  - i. 2017 Audit
  - ii. 2018 STOP Report Submitted to F&E
- f. Maintenance Landscape/Equipment Update –
  - i. Mower Purchase
  - ii. 8 Trees Purchased/Planted
- g. Food Court Shade Cloth Replacement –
- h. Fair Prep –
  - i. Advertising/Marketing
  - ii. Ice Vendor Update

**10. NEW BUSINESS:**

**a. Master Gardener's Area- Summary of meeting and future progress of the Master Gardner's area. Review and approve drafted MOU details of a 5-year commitment. See attached drafted MOU**

Dillabo provided a draft of the Master Gardener's MOU with the 13<sup>th</sup> DAA. After review/discussion and an opportunity for public comment, upon a motion by Director Cucchi, seconded by Director Munger a motion to approve the MOU as presented and passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

**b. 2019 Beer Sales Concession Contract – Review history of beer contracting procedure, discuss procedure options and establish a set & consistent procedure for awarding the fair-time beer sales contract 2019 Fair-time Operations Business Items**

• **Daily Fair-time Hours:**

Dillabo discussed the current need for a service provider for the Beer Garden sales and the JLA alcohol sales. After discussion and an opportunity for public comment, upon a motion by Director Serger, seconded by Director Cucchi, a motion to approve giving CEO Dillabo the authority to enter into a food/drink concession contract with a qualified organization(s) passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser, Munger.

**c. 2019 YSF Blue Ribbon Award Recognition Selection**

No Action.

**11. 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

**12. MATTERS OF INFORMATION:**

- a. Next meeting July 9, 2019 @ 5:30 pm at the Fairgrounds office.
- a. Agenda items to be included on the next meeting agenda:
- i. Blue Ribbon Award Selection
  - ii. Fair Connected Organizations Policy

**13. ADJOURNMENT:** Upon a motion by Director Cucchi, 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 7:26 p.m.

Respectfully submitted by:  
David Dillabo, CEO