



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

Tuesday – July 9, 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, Jennifer Matteoli, Jill LeVake, Joe Serger, Kulwant Johl, Andrew Stresser; Absent: Alice Munger
4. **INTRODUCTION OF STAFF AND GUESTS:** Office Staff: Dave Dillabo & Sherrie Skaggs; Public: janell Willis of the Friends of the Fair organization
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 Cucchi and passed unanimously with an "Aye" vote by Directors Matteoli, Bains, Cucchi, Serger, LeVake, Stresser, Johl, Bains.
  - ii. Meeting Minutes dated May 28, 2019 and the contracts identified below were approved;
  - iii. Paid Bills in the amount of \$ 87,341.21 from May 26 thru June 30, 2019 were approved.
  - iv. Approval of Contracts:
    - a. Standard Agreements: 2019-60 thru 2019-69
    - b. Sponsorship Agreements: 2019-26 thru 2019-43
    - c. Inside Commercial Agreements: 2019-16 thru 2019-20
    - d. Outside Commercial Agreements: 2019-17 thru 2019-26
    - e. Concession Agreements: 2019-23 thru 2019-29
    - f. Interim Rental Agreements:
      1. 2019 Interim Contracts: 2019 Interim Contracts: # 2019-137 thru 2019-144
      2. 2020 Interim Contracts: 2020 Interim Contracts: # 2020-13 thru 2020-14 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 LeVake, seconded by Director Johl, and passed unanimously with an "Aye" vote by Directors Matteoli, Cucchi,

Serger, LeVake, Stresser, 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: \$ 37,525.16
  2. Annual Net Gain: \$ 503,355.72
  3. Total Assets: \$ 988,273.58
- b. Buildings and Grounds Committee:
  - c. Entertainment/Public Relations Committee:
  - d. Sponsorship Committee:
  - e. Junior Livestock Auction Advisory Committee:
  - f. Legislative Committee:
  - g. Guidebook Committee:
  - h. Master Plan Committee:
  - i. Policies & Procedures Committee:
  - j. Jr Fair Board Committee:
  - k. Friends of the Fair Committee:

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

CEO Dillabo provided a report regarding;

- a. Fair Preparations
- b. FEMA Center Update
- c. Personnel Update
- d. Interim Event Security RFP Results Update – The selection committee reviewed and scored the bids. Professional Event Security received the highest score and will be awarded the contract.
- e. Consumer Protection Industry Awareness

**10. NEW BUSINESS:**

**a. Discussion and potential development of an annual MOU with Yuba-Sutter Fair connected organizations**

Dillabo discussed the summary and feedback that he received from CDFA Legal on the document. The Policy Committee will review, make changes to satisfy the requests of CDFA Legal and have the document available for review and adoption at the next board meeting.

**b. 2019 Livestock Class Winning Award Donations by Board Members: Discuss and vote to decide if the board wishes to donate awards again in 2019.**

Discussion among the board members took place regarding sponsoring engraved Arctic Cups for each of the class winners. After discussion and an opportunity for public comment, upon a motion by Director Serger, seconded by Director Stresser, the board members moved to sponsor the class winners engraved cups which are estimated to cost \$250 per individual board member. Motion was passed with an "Aye" vote by Directors, Bains, Johl, Matteoli, Cucchi, Serger, LeVake, Stresser.

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

Discussion among the board members took place regarding the selection of an individual and a business as the 2019 Blue Ribbon Award Recipients that will be recognized at the fair. Discussion among the board took place. Upon discussion and an opportunity for public comment, upon a motion by Director Bains, seconded by Director Stresser, the board members moved to recognize Larry Munger and the Yuba-Sutter Farm Bureau with the 2019 Blue Ribbon Awards. Motion was passed with an "Aye" vote by Directors, Bains, Matteoli, Cucchi, Serger, LeVake, Stresser; Abtained by Director Johl.

**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.**

- a. Director Cucchi discussed that an itemized report will be made available for all credit card purchases in all future board meetings.
- b. Directors informed CEO Dillabo of Parking Lot preferences for the 2019 fair.

**12. MATTERS OF INFORMATION:**

- a. Next meeting August 27, 2019 @ 5:30 pm at the Fairgrounds office.
  - a. Agenda items to be included on the next meeting agenda:
    - i. Fair Connected Organizations Policy

**13. ADJOURNMENT:** Upon a motion by Director Cucchi, seconded by Director LeVake and carried unanimously with an "Aye" vote by Director Serger, Matteoli, Cucchi, Bains, LeVake, Stresser, Johl; the board moved to adjourn the meeting at 7:37 p.m.

Respectfully submitted by:  
David Dillabo, CEO