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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 AGENDA**

Tuesday – January 29, 2019 @ 5:30 p.m.

At the Reserved Meeting Room at the Yuba-Sutter Fairgrounds

442 Franklin Avenue, Yuba City, CA 95991

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#### **BOARD OF DIRECTORS**

Alice Munger, President  
Ed Ritchie, Vice President  
Karm Bains, Director  
Erin Cucchi, Director  
Kulwant Johl, Director

Jill LeVake, Director  
Jennifer Matteoli, Director  
Joe Serger, Director  
Andrew Stresser, 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)*
  - I. Thank you Letter from the Van Ruiten Family
  - II. Thank You Letter from the Messick Family
  - III. Thank You Letter from the Chamber of Commerce – Gala Donation
  - IV. CDFA Letter Regarding the Poultry Newcastle Disease
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: *See Attachment*
      - i. Board Meeting Minutes dated December 10, 2018 and January 10, 2019
    - b. Review & Approval of Paid Bills: \$149,855.82 (See attached listing of bills)
      - i. Review & Approval of Paid Bills for the period of December 7, 2018 thru January 29, 2019
    - c. Review & Approval of Contracts: *See Attachment*
      - i. Standard Agreements: 2019-01 thru 2019-08
      - ii. Sponsorship Agreements: None
      - iii. Inside Commercial Agreements: None
      - iv. Outside Commercial Agreements: None
      - v. Concession Agreements: 2019-01 thru 2019-03
      - vi. Interim Rental Agreements:
        1. 2019 Interim Contracts: # 2019-69 thru 2019-90

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

8. **COMMITTEE REPORTS:** *(Discussion/Action by Board)*
  - I. The Board may take approval action on properly noticed committee reports.
    - a. Finance Committee: Update
      1. Review & Approval of Financial Reports. *(Discussion/Action by Board)*
        - Financial Summary Report
        - Balance Sheet as of January 29, 2019
        - Trial Balance Report as of January 29, 2019
    - b. Buildings and Grounds Committee: Update
    - 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:
- j. Guidebook Committee: *(Discussion/Action by Board)*
  - Review, Discussion and approval of recommended 2019 Guidebook

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

- k. Policies & Procedures Committee:
- l. Nominating Committee: Review and discussion of Current Officer & Committee Nomination policy
- m. Jr. Fair Board Committee:

9. **CEO REPORT:** *(Informational & Action items)*

- a. FEMA/Emergency Center Updates:
- b. Fair Planning Update: Food Concessions, Entertainment, Ticket Promotions, Online Ticketing, Show Works Entry Program,
- c. WFA Convention Update:
- d. Interim Rental Update: Review of current rentals and event staffing policies. Review of current rental table & chair needs. Curfew request approval of rentals.
- e. QuickBooks Accounting Program Update:
- f. Motor Vehicle Insurance Update:
- g. Fairground's Golf Carts

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

- a. None

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

**a. FEMA Lease Contract**

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**b. Review & Approval of the 2019 Exhibitor Guidebook**

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**c. Selection of the 2019 Fair Theme**

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**d. Review & Approval of JLA Committee Recommendations of Vet Check and Arrival Policies**

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**e. 13<sup>th</sup> DAA 2019 Board of Director Officer Elections**

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**f. 13<sup>th</sup> DAA 2019 Committee Development and Members**

Motion: \_\_\_\_\_, Second: \_\_\_\_\_, Yes: \_\_\_\_\_, Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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

- a. Director's Comments:
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: February 26, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room
  - d. Agenda items to be included on the next meeting agenda:
    - i. CEO Evaluation
    - ii. Authorization to purchase Table & Chairs for the Main Exhibit Building
    - iii. 2019 Fair Promotions – Special Days of Fair, Ticket Promotions

13. **ADJOURNMENT**