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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 – February 26, 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*) (Refer to pages 27-30)
  - I. CDFA Letter Regarding the Poultry Newcastle Disease
  - II. CDFA Letter Regarding AB 1499
  - III. CDFA Letter Regarding Employee Sharing
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: (Refer to pages 5-7)
      - i. Board Meeting Minutes dated January 29, 2019
    - b. Review & Approval of Paid Bills: \$ (See attached listing of bills) (Refer to page 9)
      - i. Review & Approval of Paid Bills for the period of January 29, 2019 thru February 26, 2019
    - c. Review & Approval of Contracts: *See Attachment* (Refer to pages 16-17)
      - i. Standard Agreements: 2019-09 thru 2019-12
      - ii. Sponsorship Agreements: None
      - iii. Inside Commercial Agreements: IN-COM-2019-01 thru 2019-05
      - iv. Outside Commercial Agreements: OS-2019-01 thru 2019-02
      - v. Concession Agreements: 2019-04 thru 2019-13
      - vi. Interim Rental Agreements:
        1. 2019 Interim Contracts: # 2019-91 thru 2019-120

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: (Directors Cucchi & Serger)
      1. Review & Approval of Financial Reports. (Discussion/Action by Board)
        - Financial Summary Report (Refer to pages 8 -15)
        - Monthly Profit/Loss Report
        - Balance Sheet Report
        - Trial Balance Report
    - b. Executive Committee: (Directors Ritchie & Cucchi)
    - c. Buildings and Grounds Committee: (Directors Johl & Serger)
    - d. Entertainment/Public Relations Committee: (Directors Matteoli & Bains)
    - e. Sponsorship Committee: (Directors LeVake & Munger)
    - f. Junior Livestock Auction Advisory Committee: (Directors LeVake & Munger)

- g. Legislative Committee: (Directors LeVake & Stresser)
- h. Master Plan Committee: (Directors Cucchi & Bains): Review/Set new date for walk thru of the fairground facilities and development of a infrastructure priorities list.
- i. Exhibits & Guidebook Committee: (Directors Cucchi & Serger)
- j. Policies & Procedures Committee: (Directors Cucchi & LeVake)
- k. Jr. Fair Board Committee: (Directors Cucchi & Matteoli)
- l. Concessions & Vendors Committee: (Directors Matteoli & Stresser)
- m. Friends of the Fair Foundation: (Liaison Directors Matteoli & Johl)

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

- 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 & NEW BUSINESS:** *(Discussion/Action by Board)*

- a. 2019 Poultry Show: Review CA State Recommendation and decide on the exhibition of Poultry at the 2019 Yuba-Sutter Fair. (Refer to pages 18-20)

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

- b. Fair-time Livestock Exhibitor RV Layout & Rate Plan (Refer to page 21)

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

- c. Livestock Exhibitor Event Ticketing/Credential Promotions

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

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

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

- e. Revenue Protection Insurance: CFSA (Refer to pages 22-24)

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

- f. 2019 Worker's Compensation Resolution (Refer to page 26)

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

- g. 2019 Delegation of Authority Resolution (Refer to page 25)

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

11. **CLOSED SESSION:** *(Adjourn into Closed Session) The Board is authorized to meet in Closed Session for the purpose of considering:*
  - a. Personnel Matters: (Gov Code 11126 (a) Annual CEO Evaluation
  
12. **OPEN SESSION:** *(Reconvene into Open Session)*
  - a. Disclosure of any action taken place during the Closed Session Meeting
  
13. **MATTERS OF INFORMATION:** *(Informational/Non-Action Items)*
  - a. Director's Comments:
  - b. Manager's Comments:
  - c. Next Scheduled Board Meeting: March 19, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room
  - d. Agenda items to be included on the next meeting agenda:
  - e. .
  - f. .
  - g. .
  - h.
  
14. **ADJOURNMENT**