



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

Tuesday – March 19, 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 5:30 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: Jennifer Matteoli, Jill LeVake, Joe Serger, Kulwant Johl, Andrew Stresser; Absent: Directors Munger and Bains.
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 Serger 2<sup>nd</sup> by Director LeVake 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 \$ 38,715.92 from February 27<sup>th</sup> thru March 19<sup>th</sup>, 2019 were approved.
  - iv. Approval of Contracts:
    - a. Standard Agreements: 2019-13 thru 2019-33
    - b. Sponsorship Agreements: None
    - c. Inside Commercial Agreements: 2019-06 thru 2019-12
    - d. Outside Commercial Agreements: 2019-03 thru 2019-09
    - e. Concession Agreements: 2019-14 thru 2019-15
    - f. Interim Rental Agreements:
      1. 2019 Interim Contracts: 2019 Interim Contracts: # 2019-121 thru 2019-124
      2. 2020 Interim Contracts: 2020 Interim Contracts: # 2020-01 thru 2020-07
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 Matteoli, seconded by Director Johl, and passed unanimously with an "Aye" vote by Directors Matteoli, Cucchi, Serger, LeVake, Stresser. Bains the board moved to approve the current financial status of the 13<sup>th</sup> DAA as summarized below.

    1. Balance Sheet: \$1,637,399.40
    2. Current Assets: \$ 969,730.78
    3. Monthly Net Gain: \$ 49,856.29

4. Yearly Net Gain: \$75,330.38

5. Current Statement of Operations Report

b. Buildings and Grounds Committee:

c. Entertainment/Public Relations Committee:

d. Junior Livestock Auction Advisory Committee:

Director LeVake reported on the Mark Lemenager Scholarship animal being donated by Mayo Livestock and the JLA Committee's recommendation to direct the Barn Fundraiser funds to purchasing big ass fans for Livestock Barns, TV screens to display auction lots/results and potentially concrete in the swine barn depending upon the financial support from the fundraiser.

e. Friends of the Fair Representatives:

f. Legislative Committee:

g. Guidebook Committee:

h. Master Plan Committee: Director Cucchi will discuss the recent committee meeting recommendations and plan of action as part of the New Business.

i. Policies & Procedures Committee:

j. Jr Fair Board Committee:

k. Nominating Committee:

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

CEO Dillabo provided a detailed report regarding;

- a. FEMA Update: CEO Dillabo has contracted with a live-in Camp Host in the FEMA Lot to provide monitoring services throughout the day.
- b. Perimeter Fencing Update: The fence is being manufactured by Orchard Machinery Corporation at the cost of materials and time. The fence will be installed by fair staff.
- c. On-Line Ticketing – CEO Dillabo has entered into a 3-year agreement with Sapphire Ticketing to serve as the fair's online ticketing site due to Admit One services being limited to only ticket printing.
- d. Quality Care Program – Dillabo discussed the Quality Care Program that the fair presented to 123 exhibitors at the first session on March 13<sup>th</sup>. The Quality Care program was created by the fair staff and is one of only two in the state that has been approved by CDFA.
- e. Interim Event Update – Dillabo discussed the Interim Ad-Hoc Committee's recent work and consensus to phase out the fair's in-house security program for the interim rental events. Dillabo will have an update at the next scheduled board meeting with a plan to move forward with the phaseout of the program.

#### **10. NEW BUSINESS:**

##### **a. Fair-time Grandstand Entertainment: Review & Approval of the 2019 Grandstand Entertainment lineup.**

Dillabo reviewed the 2019 Grandstand Entertainment lineup that included; Thursday Night – Malicious Monster Truck Show & Quad Wars, Friday Night: MLM Truck & Tractor Pulls, Saturday Night: Tuff Truck & Mud Bogs, Sunday Night: Destruction Derby. After review/discussion by the board and an opportunity for public comment, upon a motion by Director Serger seconded by Director Stresser, the motion to approve the line-up as presented passed with an "Aye" vote by Directors Johl, Matteoli, Cucchi, Serger, LeVake, Stresser.

##### **b. Perimeter Fence Project:**

CEO Dillabo discussed the opportunity to work with Orchard Machinery Corporation to manufacture 20' sections of pre-fab wrought-iron perimeter fencing that could be installed by welding onto steel posts located every 10' along the perimeter. The cost to purchase the fencing material through OMC is estimated at \$39,600 which was donated by the Friends of the Fair. OMC is willing to manufacture the pre-fab sections at their cost of production which is estimated to be around \$25,000. Dillabo plans to hire additional part-time employees to assist with the installation of the fence project. After review/discussion by the board and an opportunity for public comment, regarding the overall costs and benefits of the Fencing Project, upon a motion by Director Stresser, seconded by Director Matteoli, the motion to approve the overall fence project including the material and manufacturing expenses through OMC was passed with an "Aye" vote by Directors Johl, Cucchi, Matteoli, Serger, LeVake, Stresser.

**c. Master Plan & Infrastructure Priorities List Plan**

Director Cucchi provided the board with a detailed summary of the Master Plan committee meeting that was held to discuss the 13<sup>th</sup> DAA's Infrastructure Needs & Priority List. The list has been included as part of these meeting minutes. The non-structural priorities included New Tables & Chairs for rental events, Facility Painting and new Color Scheme for interior and exterior buildings, Solar Projects and Wi-Fi. The Structural Priorities included the Perimeter Fence Project, Main Exhibit Building HVAC, Bathroom Renovation, and Bathrooms. CEO Dillabo has already acquired a quote through the California state contract for (100) 60" round tables, (100) 30' x 8' rectangular tables, 800 chairs. The cost for the tables and chairs is approximately \$64,000 plus tax. After review/discussion and opportunity for public comment, upon a motion by Director Johl, seconded by Director Stresser, a motion to approve the priority list and tables & chair purchase as presented passed with an "Aye" vote by Directors Matteoli, Cucchi, Serger, LeVake, Stresser, Johl.

**d. Fair-time Hospitality Suite**

Dillabo discussed his plan to further develop the South End Garden Area that was planted by Botanica Landscapes. The plan would include enclosing the West side of the area with patio fencing and installing a gate at the north end of the area for special event privacy. The improvements would allow the area to be used as a small outdoor meeting area year-round and as the Hospitality Area for Fair Sponsors during fair-time. The improvements are estimated to cost around \$2,500. After review/discussion and an opportunity for public comment, upon a motion by Director LeVake, seconded by Director Cucchi a motion to proceed with the development plan as presented passed with an "Aye" vote by Directors, Matteoli, Cucchi, Serger, LeVake, Stresser, Johl.

**11. CLOSED SESSION:** President Ritchie informed the meeting room that the Board would be going into a closed session meeting to discuss and perform the evaluation of the CEO.  
Personnel Matters: (Gov Code 11126 (a) Annual CEO Dillabo - Evaluation

**12. OPEN SESSION:** *(Reconvene into Open Session)*

- a. Disclosure of any action taken place during the Closed Session Meeting
- b. President Ritchie provided CEO Dillabo with the board's completed evaluation. The evaluation report concluded the following based upon a rating of 1 to 5; 1= Poor, 5=Excellent; Work Production 4.5, Leadership 5, Execution of CEO Roles 4.5, Board Mtg Procedures 5.0, Customer Relations 5.0, Human resources/Staffing 5.0, Management Supervision 5.0, Inter-personal Relationships 5.0, Fiscal Management 5.0. Goals and objectives included Master Plan Development, Board Supplemental Agenda Packet delivered to board by Friday before meetings and development of one new interim event. The Evaluation report will be made part of CEO Dillabo's personnel file.

**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 LeVake, seconded by Director Matteoli and carried unanimously with an "Aye" vote by Director Serger, Cucchi, Munger, LeVake Stresser, Johl; the board moved to adjourn the meeting at 7:56 p.m.

Respectfully submitted by:  
David Dillabo, CEO