



13th District Agricultural Association / Yuba-Sutter Fairgrounds

442 Franklin Avenue, Yuba City, CA 95991

Phone: 530-674-1280 * Email: info@ysfair.com * Website: www.ysfair.com

BOARD MEETING AGENDA

Tuesday – March 19, 2019 @ 5:30 p.m.

At the Reserved Meeting Room at the Yuba-Sutter Fairgrounds

442 Franklin Avenue, Yuba City, CA 95991

BOARD OF DIRECTORS

Ed Ritchie, *President*

Erin Cucchi, *Vice President*

Karm Bains, *Board Member*

Kulwant Johl, *Board Member*

Jill LeVake, *Board Member*

Jennifer Matteoli, *Board Member*

Alice Munger, *Board Member*

Joe Serger, *Board Member*

Andrew Stresser, *Board Member*

FAIR STAFF

Dave Dillabo, *CEO*

Sherrie Skaggs, *Exhibits Rep*

Maureen Bumgarner, *Accounting*

Bruce Fricker, *Maintenance Staff*

Randy Garrick, *Maintenance Staff*

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 13th District Agricultural Association required by the Bagley-Keene Open Meeting Act are accessible on the internet at 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 13th 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.

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 13th 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 – Ritchie
 - 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. CFSA Infrastructure Priority List
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:
 - i. Board Meeting Minutes dated February 26, 2019
 - b. Review & Approval of Paid Bills: \$ 38,715.92 (See attached listing of bills)
 - i. Review & Approval of Paid Bills for the period of February 27, 2019 thru March 19, 2019
 - c. Review & Approval of Contracts: *See Attachment*
 - i. Standard Agreements: 2019-13 thru 2019-33
 - ii. Sponsorship Agreements: None
 - iii. Inside Commercial Agreements: IN-COM-2019-06 thru 2019-12
 - iv. Outside Commercial Agreements: OS-2019-03 thru 2019-09
 - v. Concession Agreements: 2019-14 thru 2019-15
 - vi. Interim Rental Agreements:
 1. 2019 Interim Contracts: # 2019-121 thru 2019-124
 2. 2020 Interim Contracts: # 2019-01 thru 2020-07

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
 - Monthly Profit/Loss Report
 - Balance Sheet Report
 - Trial Balance Report

Motion: _____, Second: _____, Yes: _____, Nay: _____ Abstain: _____

- 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 and development of an infrastructure priorities list.

Motion: _____, Second: _____, Yes: _____, Nay: _____ Abstain: _____

- 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 Center Update –
- b. Perimeter Fencing Project Update –
- c. Online Ticketing for Fair-time –
- d. 2019 Fair Entertainment Update –
- e. Quality Care Program Update –

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

- a. Fair-time Grandstand Entertainment: Review & Approval of 2019 Grandstand Entertainment.

Motion: _____, Second: _____, Yes: _____, Nay: _____ Abstain: _____

- b. Perimeter Fence Project: Review & Approve the cost/sponsorship of building the pre-fab fence material

Motion: _____, Second: _____, Yes: _____, Nay: _____ Abstain: _____

- c. Master Plan - Infrastructure Priorities List Development

Motion: _____, Second: _____, Yes: _____, Nay: _____ Abstain: _____

- d. Fair-time VIP Hospitality Site - Approval of material purchase & development

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: April 23, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room
- d. Agenda items to be included on the next meeting agenda:
- e. .
- f. .
- g. .

14. **ADJOURNMENT**