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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 – April 23, 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**

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*

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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 – 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 March 19, 2019 (*Refer to Pages 5-7*)
    - b. Review & Approval of Paid Bills: \$ 25,629.42 (See attached listing of bills)
      - i. Review & Approval of Paid Bills for the period of March 20, 2019 thru April 16, 2019
    - c. Review & Approval of Contracts: (*Refer to Pages 8-9*)
      - i. Standard Agreements: 2019-34 thru 2019-51
      - ii. Sponsorship Agreements: 2019-01 thru 2019-06
      - iii. Inside Commercial Agreements: IN-COM-2019-12 thru 2019-15
      - iv. Outside Commercial Agreements: OS-2019-010 thru 2019-11
      - v. Concession Agreements: 2019-16 thru 2019-19
      - vi. Interim Rental Agreements:
        1. 2019 Interim Contracts: # 2019-124 thru 2019-136
        2. 2020 Interim Contracts: # 2019-08 thru 2020-12

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*) (*Refer to Pages 10-23*)
        - Financial Summary Report
        - Monthly & Yearly 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): \*\*
- 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. Update from the After-Action Plan Meeting with County Officials
- c. Emergency Preparedness Facility Condition Assessment Report - Submitted to CFSA
- d. New State Fire Marshall Inspector –
- e. Fair-time Prep
  - i. Marketing
  - ii. Online Ticket Sales
  - iii. Fair Poster –
  - iv. Exhibiting at the Fair Outreach
- f. Interim Rentals Update –
  - i. AeroSTEM
  - ii. E HeadStart Program
- g. Perimeter Fencing Project Update –
- h. Partnership Sponsor Opportunities –
- i. Interim Rental Event Security Phaseout Plan –
- j. After-action of the Infrastructure Project List Development –
- k. Livestock Exhibitor Current RV Agreement Status Update –
- l. Friends of the Fair March Meeting Update –

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

**a. Review and approve the Interim Rental Event Security Request For Proposal Bid Package for release.**

See attached Security RFP for review. *(Refer to Pages 25-56)*

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

**b. 2019 Fair-time Operations Business Items** *(Refer to Page 24)*

**i. Daily Fair-time Hours:**

**1. Review changing the daily Fair-time opening hour to 12 Noon everyday**

Current Opening Hour: Thursday @ 4:30 pm, Friday thru Sunday @ 1:00 pm  
 Proposal is to move opening hour to 12 Noon Everyday

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

**ii. Special Promotional Days of the Fair:** *(Refer to Page 24)*

**1. Review & Approve the 2019 Special Promotional Days of the Fair**

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

iii. **Fair Admission Ticket Prices:** (Refer to Page 24)

1. **Review & Approve Fair Admission Ticket Prices**

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

iv. **Development of Admission Policy prior to the official opening hour of the fair**

(Refer to Page24)

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

c. **13<sup>th</sup> DAA Policy Update: Livestock Judges Announcement – Develop standardized policy of announcement of Livestock judges names for future.**

Drafted Motion: The 13<sup>th</sup> DAA's Livestock Judge's Name Release policy shall be to announce the name of the judge after the minimum ownership date requirement for the specific specie(s) that the judge has been contracted to evaluate.

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

d. **2019 Beer Sales Contract – Review history of beer contracting procedure, discuss procedure options and establish a set & consistent procedure for awarding the fair-time beer sales contract.**

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

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

a. Director's Comments:

b. Manager's Comments:

c. Next Scheduled Board Meeting: May 28, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room

i. Agenda items to be included on the next meeting agenda:

i. .

ii. .

iii. .

12. **ADJOURNMENT**