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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 – May 28, 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. CDFA AB 1499 Letter of Information
  - II. Sutter Buttes 4-H Club – Thank You Letter
  - III.
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 April 23, 2019 (*Refer to Pages 5-8*)
    - b. Review & Approval of Paid Bills: \$ 111,350.42 (*Refer to Page 9*)
      - 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 10-12*)
      - i. Standard Agreements: 2019-52 thru 2019-59
      - ii. Sponsorship Agreements: 2019-07 thru 2019-25
      - iii. Inside Commercial Agreements: IN-COM-2019-16 thru 2019-20
      - iv. Outside Commercial Agreements: OS-2019-12 thru 2019-18
      - v. Concession Agreements: 2019-16 thru 2019-19
      - vi. Interim Rental Agreements:
        1. 2019 Interim Contracts: # 2019-137 thru 2019-143
        2. 2020 Interim Contracts: # 2019-13 thru 2020-15

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 13-26*)
        - 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)
  - Director LeVake & Munger discussed potential sponsorship opportunities.
- f. Junior Livestock Auction Advisory Committee: (Directors LeVake & Munger) \*\*
  - Approval of the 2019 Barn Improvement Projects:
  - Project #1 -Cement floor of Hog Barn # 1. Estimated cost approximately \$24,000.
  - Project #2 – Cement floor of Hog Barn # 2. Estimated cost approximately 24,000.
  - Both projects to be funded by the JLAC Contingency Fund and the balance of the Barn Fund held by the Friends of the Fair.
- 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\*\*) (Refer to pages 27-33)
  - Discussion & potential development of Policy for Yuba-Sutter Fair connected organizations
  - Discussion and potential development of an annual MOU with Yuba-Sutter Fair connected organizations
- 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 –
  - i. Contract Extension
  - ii. Staffing Update
- b. Livestock Credentials Update –
- c. Friends of the Fair Update –
- d. Fair Personnel Update –
  - i. Office Staffing
  - ii. Maintenance Staffing
- e. Financial Reporting Update:
  - i. 2017 Audit
  - ii. 2018 STOP Report Submitted to F&E
- f. Maintenance Landscape/Equipment Update –
  - i. Mower Purchase
  - ii. 8 Trees Purchased/Planted
- g. Food Court Shade Cloth Replacement –
- h. Fair Prep –
  - i. Advertising/Marketing
  - ii. Ice Vendor Update
  - iii. Ticket Updates

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

- a. **Master Gardener’s Area- Summary of meeting and future progress of the Master Gardner’s area. Review and approve drafted MOU details of a 5-year commitment. See attached drafted MOU**

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

- b. **2019 Beer Sales Concession 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: \_\_\_\_\_

**c. 2019 YSF Blue Ribbon Award Recognition Selection**

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

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

- a. Director's Comments:
  - a. Board of Directors Grandstand Box Seat Sections
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: July 9, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room
  - i. Agenda items to be included on the next meeting agenda:
    - i. .
    - ii. .
    - iii. .

**12. ADJOURNMENT**