



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 – September 24, 2019 @ 5:30 p.m.

At the Board 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*

Lisa Thunen, *Office 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*)
 - I. CDFA /F&E – Letter of Notice regarding first phase approval of SB5 MXB Climate Control Project
 - II. CFSA Fee Increases
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 July 9, 2019
 - b. Review & Approval of Paid Bills: \$ 588,284.94
 - i. Review & Approval of Paid Bills for the period of July 1 thru September 19, 2019
 - c. Review & Approval of Contracts:
 - i. Standard Agreements: 2019-70 thru 2019-77
 - ii. Sponsorship Agreements: 2019-44 thru 2019-47
 - iii. Inside Commercial Agreements: IN-COM-2019-27 thru 2019-39
 - iv. Outside Commercial Agreements: OS-2019-26 thru 2019-28
 - v. Concession Agreements: 2019-30 thru 2019-32
 - vi. Interim Rental Agreements:
 1. 2019 Interim Contracts: # 2019-145 thru 157
 2. 2020 Interim Contracts: # 2019-16 thru 2020-42

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
 - Budget Analysis Report
 - Annual 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)**
 - Set meeting to discuss 2020 entertainment budget & attractions
- e. Sponsorship Committee: (Directors LeVake & Munger)
- f. Junior Livestock Auction Advisory Committee: (Directors LeVake & Munger) **
 - Report of Committee Meeting
- g. Legislative Committee: (Directors LeVake & Stresser)**
 - New Appointments Secretary has been selected - Cathryn Rivera-Hernandez.
 - New CDFA Deputy Secretary: Arturo Barajas
- h. Master Plan Committee: (Directors Cucchi & Bains):
- i. Exhibits & Guidebook Committee: (Directors Cucchi & Serger)**
 - Set meeting to discuss 2020 Guidebook Updates
- j. Policies & Procedures Committee: (Directors Cucchi & LeVake)
- k. Jr. Fair Board Committee: (Directors Cucchi & Matteoli)**
 - Set meeting to update Jr Fair Board and Application process
- l. Concessions & Vendors Committee: (Directors Matteoli & Stresser)

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

- a. 2019 Fair Report –
- b. SB 5 Infrastructure Project Update – MXB Building Climate Control HVAC Project
 - i. Facility Walk Thru performed
- c. AB 1499 Funding: Impacts in 2020
- d. YS Fair – 9/27 YS Fair will be recognized by Appeal Democrat as the Best Local Event of the Year
- e. YS Fair selected as the host of 10 dual-sink hand wash stations provided by F&E/CDFA and 40 Emergency Center/Animal Shelter Pens – Donated by California Bountiful, an affiliate of the California Farm Bureau Federation for donating 280 livestock pens to California Fairgrounds! The handwash stations & pens are to be shared within each area for emergency and fair time use. Ribbon Cutting Ceremony planned in November with CDFA. The pens will be hosted at the following fairgrounds:
 - Yuba-Sutter Fairgrounds
 - Gold Country Fairgrounds
 - Shasta District Fairgrounds
 - Ventura County Fairgrounds
 - Merced County Fairgrounds
 - Lake County Fairgrounds
 - San Mateo County Exposition and Fair
- f. FEMA RV Center Update
- g. 2020 Budget Preparation
- h. Interim Rental Update
- i. Staffing Update
- j. Christmas in November Fair Sponsored Event – Scheduled for November 9th weekend
 - i. Name change to Holiday Craft Fair

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

- a. **Yuba County Sheriff's Women's Posse – Presentation & discussion of rental charges and fees related to last year's rental event in Franklin Hall.**

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

b. Future Fair Dates:

i. 2020 Proposed Dates - August 6-9, 2020

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

ii. 2021 Proposed Dates – Discussion of future fair dates starting with the 2021 fair

c. Livestock Market Animal Classifications for 2020 Fair

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

d. Still Exhibit Requirement of Livestock Exhibitors: Discuss the current rule and develop a recommendation on whether to continue with the rule, change the rule or remove the rule.

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

e. Yuba-Sutter Fairgrounds Connected Organization Policy Proposal (See attached)

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

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

a. Director's Comments:

- i. What went well at the 2019 Yuba Sutter Fair?
- ii. How can we improve the 2020 Yuba-Sutter Fair?

b. Manager's Comments:

c. Next Scheduled Board Meeting: October 22, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room

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

- i. .
- ii. .
- iii. .

12. ADJOURNMENT