



## 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**

Wednesday – October 23, 2019 @ 5:30 p.m.

At the Board 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*

Lisa Thunen, *Office 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)*
  - I. CFSA – F2019-12: 2019/20 Fair Funding Program
  - II. CFSA General Liability & Workers Compensation Rate Increase
  - III. CDFA – D 2019-04: SB 84 Supplemental Payment Obligations
  - IV. CDFA – F2019-11: Donated Livestock Pens
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 September 24, 2019
    - b. Review & Approval of Paid Bills in the amount of \$46,583.80
      - i. Review & Approval of Paid Bills for the period of September 20 thru October 15, 2019
    - c. Review & Approval of Contracts:
      - i. Standard Agreements: None
      - ii. Sponsorship Agreements: None
      - iii. Inside Commercial Agreements: None
      - iv. Outside Commercial Agreements: None
      - v. Concession Agreements: None
      - vi. Interim Rental Agreements:
        1. 2019 Interim Contracts: # 2019-158 thru 2019-164
        2. 2020 Interim Contracts: # 2019-43 thru 2020-55

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)
- 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)
- l. Concessions & Vendors Committee: (Directors Matteoli & Stresser)

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

- a. SB 5 Infrastructure Project Update –
- b. FEMA Center Update –
  - i. Closure of FEMA RV Lot & Restoration Plan of Garden Highway RV Park Area
- c. Staffing Update –
  - i. Sr Maintenance Position - opened on 10/10/19
- d. Facility Improvements Update –
- e. Contracted Security Services of interim rentals update –
- f. Christmas in November Fair Sponsored Event – Event Update

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

a. **2021 Annual Fair Dates –**

Report from sub-committee on research of potentially changing the annual fair dates earlier in the year to May or June.

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

b. **2019/2020 CDFA Allocation Contract Approval –**

Approval to comply and submit all stated requirements in the 2019/20 contract to receive \$42,009 of a general funding allocation and \$2,331 in training fund allocations from the Fair & Expositions Branch of the California Department of Food & Agriculture.

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

c. **2020 Fair-time RV Parking –**

Discussion of decreasing the number of inside rv spaces in both the Garden Highway Lot and the Livestock Barn Lot, the application process and the applicable rate. Discussion of continuing to use a portion of the North parking lot as a Dry Rv Lot, Gate access points and the applicable rate.

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

d. **Review of the 2020 Guidebook**

Review of proposed 2020 rule & policy updates – See attached listing  
 Review of the JLA Advisory Committee's proposed 2020 updates

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: November 19, 2019 @ 5:30 - Yuba-Sutter Fairgrounds Board Room
      - i. Agenda items to be included on the next meeting agenda:
        - i. .
        - ii. .
        - iii. .
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14. **ADJOURNMENT**