



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 OF DIRECTORS MEETING NOTICE

The Board of Directors of the 13th District Agricultural Association will be holding a regular scheduled monthly board meeting on **Tuesday, November 19, 2019 @ 5:30 p.m.** in the Board Room at the Yuba-Sutter Fairgrounds office to consider the attached agenda.

BOARD OF DIRECTORS

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, *Office Staff*

Bill Pearce, *Maintenance Staff*

Lisa Thunen, *Office Staff*

Maureen Bumgarner, *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:** *Vice President/Acting President Cucchi*
 - 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.

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 October 23, 2019
 - b. Review & Approval of Paid Bills:
 - c. Review & Approval of Contracts:
 - i. Interim Rental Agreements:
 - ii. Standard Agreements: (Includes vendor, exhibit, sponsorship, judging and service agreements)

8. **COMMITTEE REPORTS:** *(Discussion/Action by Board)*
 - I. The Board may take approval action on properly noticed committee reports.
 - a. Executive Committee: *(Director Cucchi & CEO Dillabo)**
 - b. Finance Committee: *(Directors Cucchi & Serger)**
 - i. Review & Approval of Current Financial Reports. *(Discussion/Action by Board)*
 - 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)*

9. **CEO REPORT:** *(Informational/Non-Action items)*

- a. SB 5 Infrastructure Project Update –
- b. FEMA Center Update –
- c. Heritage Foundation –
- d. Staffing Update –
- e. Facility Update –
- f. Interim Update –
 - i. Contracted Security Services
 - ii. Christmas in November Fair Event
 - iii. 2020 Fall Jackpot Show

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

- a. 13th DAA Part-time Employee Sick Policy – Review and adopt a sick leave policy for all part-time employees to be effective January 1, 2020
- b. 2021 Annual Fair Dates – Discussion and potential action of moving the annual fair dates starting with the 2021 fair.
- c. Development of Heritage Foundation
- d. Holiday Season Fairgrounds Schedule – Approval of Holiday Schedule
 - i. The Fairgrounds will be closed from December 16 – January 3.
- e. 2020 Fair Poultry Show – Discussion of offering a non-terminal Poultry Breeding Show due to the associated lower risk of the Virulent Newcastle Disease in Northern California.
- f. 2020 Guidebook
 - i. Review & Approval of the complete 2020 Guidebook
- g. 2020 Budget Approval
 - i. Review & Approval of the 2020 13th DAA Budget

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

- a. Director's Comments/Director's Fair Reports:
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: Holiday Dinner Meeting on Monday – December 9, 2019 @ Location TBD
- d. Agenda items to be included on the next meeting agenda:
 - i.
 - ii.

12. **ADJOURNMENT**