



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 NOTICE

The Board of Directors of the 13th District Agricultural Association will be holding a regular scheduled monthly board meeting on **Tuesday, February 26, 2019 @ 5:30 p.m.** in the Board Room at the Yuba-Sutter Fairgrounds office to consider the attached agenda.

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, *Office Staff*
Maureen Bumgarner, *Office Staff*

Bruce Fricker, *Maintenance 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)*
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 January 29, 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: *(Directors Ritchie & Cucchi)*
 - b. Finance Committee: *(Directors Cucchi & Serger)*
 1. Review & Approval of 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): Review/Discussion of the walk thru of the fairground facilities and development of a infrastructure priorities list.*
 - 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/Non-Action items)*
 - a. FEMA Center Update –
 - b. Perimeter Fencing Project Update –
 - c. Accounting Program Update –
 - d. Online Ticketing for Fair-time –
 - e. Fair-time Vendor/Entertainment Contracts Update –

10. **OLD & NEW BUSINESS ITEMS:** *(Discussion/Action by Board)*
 - a. 2019 Poultry Show: Review CA State Recommendation and decide on the exhibition of Poultry at the 2019 fair.
 - b. Fair-time Exhibitor RV Layout & Rate Plan
 - c. Fair Promotions: Special Day of Fair & Ticket Pricing & Incentives
 - d. Livestock Exhibitor Fair-time Entertainment Ticket Incentives
 - e. JLA Accounts Receivable: Write-off of uncollectable debt of \$2,129.38
 - f. Fair-time Grandstand Entertainment: Review & Approval of 2019 Grandstand Entertainment.
 - g. Perimeter Fence Project: Review & Approve the cost/sponsorship of building the pre-fab fence material
 - h. Table & Chairs: Review & Approval of purchasing Table & Chairs for interim rental use
 - i. Revenue Protection Insurance: CFSA
 - j. 2019 Worker's Compensation Resolution
 - k. 2019 Delegation of Authority Resolution

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: Tuesday – March 19, 2019 @ Fair Office Board Room
 - d. Agenda items to be included on the next meeting agenda:
 - i.
 - ii.
 - iii.

14. **ADJOURNMENT**