



13th District Agricultural Association / Yuba-Sutter Fairgrounds
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BOARD MEETING MINUTES

Meeting Date: Tuesday – February 4, 2020@ 5:30 p.m.
Meeting Location: Yuba-Sutter Fairgrounds Board Room
442 Franklin Avenue, Yuba City, CA 95991

2019 BOARD MEMBERS: President – Ed Ritchie; Vice President – Erin Cucchi; Board Members - Karm Bains, Kulwant Johl, Jill LeVake, Jennifer Matteoli, and Joe Serger, Andrew Stresser.

FAIR MANAGER/CEO – David Dillabo

1. **CALL TO ORDER:** *Acting President* Cucchi called the meeting to order at 5:30 p.m.
All matters listed 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:** Members present/Declaration of a quorum - Present: *Acting Board President* – Erin Cucchi, Vice-President - Joe Serger, Alice Munger, Karm Bains, Jennifer Matteoli, Jill LeVake, Andrew Stresser; Absent: Kulwant Johl
4. **INTRODUCTION OF STAFF AND GUESTS:** Office Staff: Dave Dillabo & Sherrie Skaggs; Public: William Crooks, Misty Crooks, Kayla Mackaben, Ellie Landers, Brittney Machado, Jim Rugers, Joe Lemenager, Johanna Lassaga, Jodi Janseens, Alexis Smith, Stacey Dutra, Barbi Johnson, Robin Kysum, Niki Contrears, Barbara Perceall, Craig Taylor Melissa Taylor, Staci Howell, Greg Rudtsrom and Jake Wheeler.
5. **PUBLIC COMMENT:** None
6. **CORRESPONDENCE:** CEO Dillabo reported on the following correspondence;
 - i. CDFA – SB 5 Project Award Letter
 - ii. CDFA – State Rules
 - iii. CDFA – Executive Order N-23-20
 - iv. CDFA – SB84 Obligation
 - v. CDFA – DMV Pull Notice Program
 - vi. CDFA – VND Poultry Update
7. **CONSENT AGENDA:**
 - i. Motion: Upon a motion by Director Bains, 2nd by Director Matteoli and passed unanimously with an "Aye" vote by Directors Matteoli, Bains, Serger, Munger, LeVake, Stresser.
 - ii. Meeting Minutes dated November 19, 2019 and the contracts identified below were approved;
 - iii. Paid Bills in the amount of \$ 121,536.22 from November 13th, 2019 thru January 9th, 2020 were approved.
 - iv. Approval of Contracts:
 - a. Standard Agreements: SA 2020-1 thru 2020-33
 - b. Sponsorship Agreements: None
 - c. Inside Commercial Agreements: IN-COM 2020-1 thru 2020-15
 - d. Outside Commercial Agreements: OS-COM 2020-1 thru 2020-6
 - e. Concession Agreements: CON 2020-1 thru 2020-18
 - f. Interim Rental Agreements:

8. COMMITTEE REPORTS:

- a. Finance Committee:
Director Cucchi reviewed the current financial reports with the Board. After review and discussion of the current the financial standing, upon a motion by Director Munger, seconded by Director LeVake and passed unanimously with an "Aye" vote by Directors Matteoli, Munger, Serger, LeVake, Stresser & Bains; the board moved to approve the current financial status of the 13th DAA as summarized below.
 1. Monthly Net Gain: \$13,089.94
 2. Annual Net Gain: \$ 13,089.94
 3. Total Account Balances: \$ 849,114.43
- b. Buildings and Grounds Committee:
- c. Entertainment/Public Relations Committee:
- d. Sponsorship Committee:
- e. Junior Livestock Auction Advisory Committee:
- f. Legislative Committee:
- g. Guidebook Committee:
- h. Master Plan Committee:
- i. Policies & Procedures Committee:
- j. Jr Fair Board Committee:

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

CEO Dillabo provided a report regarding;

- a. SB 5 Infrastructure Project Update – Dillabo reported that the 13th DAA was one of twelve fairs in California to receive an infrastructure improvement project grant thru CDFA. Grant was approved for \$530,450 and will be used for the MXB Building HVAC. The grant will be allocated through the Budget Act of 2018, Control Section 6.10 general fund monies and must be fully completed by March 2022. Project Manager will be the California Construction Authority.
- b. AB 1499 Funds: California Fairs will be eligible to receive 1499 funds in 2020. Potentially estimated at \$250,000 per fair.
- c. N23-20 Executive Order – CA Governor Executive Order specially lists fairgrounds as a potential site for the homeless housing crisis.
- d. Staffing Update – Dillabo reported that the Sr Maintenance Position is still open and will remain open until filled.
- e. Facility Improvements Update – Dillabo reported that the interior of Franklin Hall, Palmer Hall and Expo Hall Buildings have been re-painted.
- f. Interim Rental Update: Dillabo reported that he has received a termination notice of the lease agreement from E Center for the Headstart Program Classrooms and will be vacated from the fairground's property by no later than August 1, 2020.
- g. WFA Convention: Dillabo reported that the office staff attended the WFA Convention that was held in January in Reno.
- h. Online Training Requirements: Dillabo reported that fair staff and board members need to complete their online training requirements through the CDFA Online University.

10. NEW BUSINESS:

- a. **2021 & Future Fair Dates** – Report from sub-committee on research of potentially changing the annual fair dates earlier in the year to May or June. Much discussion took place among the public and board regarding moving the dates of the annual Yuba-Sutter Fair. After discussion and an opportunity for public comment, upon a motion by Director LeVake, seconded by Director Stresser, the board moved to change the annual fair dates of the Yuba-Sutter Fair to the Fourth weekend of June starting with the 2021 annual fair. Motion was passed with an "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser and Nay Votes by Directors Bains and Serger.

b. 2020 Fair Opening & Closing Times:

Dillabo discussed the importance of the opening & closing times as it impacts fair-time labor costs, potential time for revenue opportunities and plays a role in the risk factor of incidents. Dillabo provided the Board proposed opening & closing times and a summary of the surrounding fairs opening and closing times. After review of the research material, discussion among the board and an opportunity for public comment, upon a motion by Director Serger, Seconded by Director Munger, the board moved to approve the proposed times that Dillabo suggested which included; Thursday 12 Noon to 11 pm, Friday 12 Noon to 11 pm, Saturday 12 Noon to 11 pm and Sunday 12 Noon to 10 pm. Motion was passed with a unanimous "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser, Bains and Serger.

c. Consideration of two 4-H Exhibitor's eligibility for the 2020 and future Yuba-Sutter Fairs due to an ethical violation listed on the Exhibitor's Responsibility form.

Dillabo discussed an issue that was brought to the fair office's attention of inconsistent birthdates of two 4-H exhibitors from the Live Oak 4-H Club who exhibited in 2019 and are enrolled in 4-H again in 2020. Dillabo provided the board with the 4-H Enrollment data that was provided by the 4-H Office. The data shows an inconsistency of the birthdates upon their enrollment in 2019 and 2020. Discussion took place among the board and public members. After discussion among the board and an opportunity for public comment, upon a motion by Director Matteoli, Seconded by Director Stresser, the board moved to allow the exhibitors to exhibit at the 2020 fair, but will not be allowed to participate in the 2020 Junior Livestock Auction. Motion was passed with an "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser, Serger, Abstained by Director Bains.

d. Election of 13th DAA Officers

After discussion among the board and an opportunity for public comment, upon a motion by Director Munger, Seconded by Director LeVake, the board moved to elect Director Cucchi as the 2020 Board President and Director Serger as the 2020 Vice President. Motion was passed with a unanimous "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser, Bains and Serger.

e. 2020 Delegation of Authority Resolution:

After discussion and an opportunity for public comment, upon motion by Director Serger seconded by Director Bains and carried unanimously, the CEO, Dave Dillabo is authorized to execute Rental Agreements up to \$15,000, Standard 2 Agreements up to \$25,000, as long as these contracts do not exceed a one-year term, without further authorization from the 13th DAA Board of Directors. Motion was passed with a unanimous "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser, Bains and Serger.

f. 2020 Workers Compensation Resolution:

After discussion and an opportunity for public comment, upon motion of Director Stresser seconded by Director LeVake and carried unanimously, the volunteers and Board of Directors of the 13th District Agricultural Association will be covered by the 13th DAA's Workmen's Compensation Insurance while performing their volunteer work during the 2020 calendar year. Motion was passed with a unanimous "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser, Bains and Serger.

g. Expo Hall – Facility Proposal Rental: Stacy Howell of Playzeum gave a presentation to the board of their interest in a long term lease agreement for the use of the Expo Hall as a location for Playzeum. Following discussion among the board and opportunity for public comment the item was tabled by President Cucchi and an Ad-Hoc Committee consisting of Directors Bains,

Munger, Cucchi and CEO Dillabo was formed to research the opportunity further and report back to the board at a later time with the committee's progress.

h. 2020 Board Meeting Schedule:

Upon review, after discussion of the board and an opportunity for public comment, upon a motion by Director Stresser, Seconded by Director Matteoli, the board moved to schedule all of the 2020 Board meetings on the 4th Tuesday of each month except for April and November which will be held on the 3rd Tuesday due to scheduling conflicts and not to schedule any meeting for July due fair-time preparations.

i. Interim Rental Events Closing Time:

Dillabo discussed the need to develop a policy that would allow the CEO the authority to approve or disapprove time extensions past the normal closing times of rental events. Dillabo provided the board with the City of Yuba City's Code of Ordinances that provides a noise exemption for "organized activities" at the Yuba-Sutter Fairgrounds allowing the rental events to go extend past the normal curfew as long as they are approved by the fairgrounds. After discussion and an opportunity for public comment, upon a motion by Director Bains, Seconded by Director Serger, the board moved to provide the 13th DAA CEO the authority to grant curfew extensions for rental events. Motion was passed with a unanimous "Aye" vote by Directors, Munger, Matteoli, Cucchi, LeVake, Stresser, Bains and Serger.

j. Review of the 2017 Financial Review:

Dillabo provided the board a copy of the completed 2017 Financial Review prepared by the Scinto Group. Upon review, after discussion of the board and an opportunity for public comment, upon a motion by Director Stresser, Seconded by Director Munger, the board moved to accept the 2017 Financial Review as prepared by the Scinto Group.

11. DIRECTOR'S COMMENTS: Please note that pursuant to California State Law, the Board is prohibited from discussing or taking action on any item not listed on the agenda.

12. MATTERS OF INFORMATION:

a. Next meetings October 23, 2019 @ 5:30 pm and November 19, 2019 at the Fairgrounds office.

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

- i. Form 700's
- ii. Facility Walk Thru

13. ADJOURNMENT: Upon a motion by Director Stresser, seconded by Director Bains and carried unanimously with an "Aye" vote by Director Serger, Matteoli, Munger, Cucchi, Bains, LeVake, Stresser; the board moved to adjourn the meeting at 7:39 p.m.

Respectfully submitted by:
David Dillabo, CEO