



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

Meeting Date: Tuesday – April 21, 2020 @ 5:30 p.m.
Meeting Location: Via Tele-Conference Zoom

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: None Introduced

5. PUBLIC COMMENT: None

6. CORRESPONDENCE: CEO Dillabo reported on the following correspondence;

- i. CDFA – F2020-07 – AB 1499 Fair Funding Letter
- ii. CDFA – F2020-09 – Guidance for Junior Livestock Market Animals

7. CONSENT AGENDA:

- i. Motion: Upon a motion by Director Munger, 2nd by Director Serger and passed unanimously with an "Aye" vote by Directors Matteoli, Bains, Serger, Munger, LeVake, Stresser.
- ii. Meeting Minutes dated February 4, 2020 and the contracts identified below were approved;
- iii. Paid Bills in the amount of \$ 152,890.03 from January 10th thru April 20th, 2020 were approved.
- iv. Approval of Contracts:
 - a. Standard Agreements: SA 2020-34 thru 2020-36
 - b. Sponsorship Agreements: None
 - c. Inside Commercial Agreements: IN-COM 2020-16 thru 2020-20
 - d. Outside Commercial Agreements: OS-COM 2020-7 thru 2020-8
 - e. Concession Agreements: CON 2020-19 thru 2020-24
 - f. Interim Rental Agreements:
 1. 2020 Interim Contracts: 2020 Interim Contracts: # 2020-101 thru 2020-121

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: \$-22,774.67
 2. Annual Net Gain: \$ -38,738.75
 3. Total Account Balances: \$ 765,576.02
- 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. COVID-19 Impact Report
 - i. Garden Highway RV Lot Use
 - ii. Interim Rental Revenue Impact
 - iii. Fair-time Sponsorship & Award Sponsor Impact
 - iv. Current Fairground Operations
 1. Office
 2. Maintenance/Facilities
- b. CFSA Updates:
 - i. 2020 Revenue Protection Program –
 - ii. General Liability Information
- c. Form 700's – Deadline Extended to June 1st
- d. SB 5 Infrastructure Project Update –
 - i. Bridge Loan Update
 - ii. Project Timeline
- e. AB1499 Fair Funding Update –
- f. State Fire Marshal's Office –
 - i. Developed Event Set-up Options for each building
 - ii. Annual Fairgrounds Inspection Report Summary
 - iii. Emailed Correspondence with the State Fire Marshal's Office
- g. 2020 Fair Planning Update –
 - i. Contingency Planning:
 1. Have a plan in place for operational changes and duties to promote public safety and awareness if the annual fair occurs.
 2. Fair Planning: Will be dependent on State Guidelines & Mass Gathering Limitations
 - a. Have a plan in place if the annual fair is unable to take place.
 - b. Have a plan in place for an on-site livestock show & sale.
 - c. Have a plan in place for a virtual livestock show & sale.
 3. Potential Financial Impacts of Fair-time
- h. Fair-time Security Request for Proposal Bid –
 - i. Fair-time Security Request for Proposal completed and posted.
 - ii. Due May 1st

10. NEW BUSINESS:

- a. CEO Dillabo discussed the details of the AB 1499 Funding terms and conditions. After discussion and an opportunity for public comment, upon a motion by Director LeVake, seconded by Director Serger, the board member moved AB 1499 Fair Funding with the terms and conditions

set forth in MOU agreement, the Contracting Policies and Procedures as required by BPC Section 19620.15, Required Work Conditions Policy, and Resolution to Determine Eligibility of the 13th DAA to receive Sales Tax Allocations. – Motion to approve CDFA/F&E fair funding contract to receive AB 1499 funds with the acceptance of the term and conditions set forth in the agreements.

1. Board approved resolution signed by CEO and Board President:
 - a. Board's request for a general support allocation.
2. Memorandum of Understanding signed by CEO or Board President:
 - a. Board's approval of the for General Operational Support.
 - b. Board's approval to provide the required work conditions to all non-management employees.
 - c. Board's approval to require lessees provide the required work conditions to all non-management employees.
3. Board approved policies:
 - a. Board's approved policies to ensure workforce requirements are met and incorporated into leases.

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 May 26, 2020 @ 5:30 pm at TBD
 - a. Agenda items to be included on the next meeting agenda:

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 6:35 p.m.

Respectfully submitted by:
David Dillabo, CEO