



# 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

The Board of Directors of the 13<sup>th</sup> District Agricultural Association will be holding a regular monthly board meeting in the Board Meeting Room at the Yuba-Sutter Fairgrounds AND also available by tele-conference on **Wednesday, June 10, 2020 @ 5:30 p.m.** to consider the attached agenda.

The meeting will be accessible to the public and board members via zoom. If you have problems accessing the teleconference line, please contact the office at 530-674-1280.

### Tele-Conference Meeting Connecting Information

Zoom Meeting: <https://us02web.zoom.us/j/8407715884?pwd=WkRlcmNJUUFWdXFJOEE3VUhRMUQ0Zz09>

Telephone Dial: 1-669-900-6833

Meeting ID #: 840 771 5884

Password #: 1280

### BOARD OF DIRECTORS

Erin Cucchi, *President*

Joe Serger, *Vice President*

Kulwant Johl, *Board Member*

Jill LeVake, *Board Member*

Jennifer Matteoli, *Board Member*

Alice Munger, *Board Member*

Karm Bains, *Board Member*

Andrew Stresser, *Board Member*

### 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 atleast 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 may attend the meeting and provide comment at the meeting location noticed above. Any item not so noticed will not be considered or discussed. The Board president reserves the right to limit the time for public comment to a maximum of three (3) minutes per speaker, or less depending on the number of speakers, in order to proceed with the agenda. Public comment must be related to fair authority and jurisdiction.
- The meeting notice, agenda, Board packet and minutes of this emergency meeting, including roll call vote and a list of persons who the Chief Executive Officer notified of this meeting, shall be posted for a minimum of 10 days at the Fair Office and on the Fair's website as soon as possible following this emergency meeting. (Gov. Code § 11125.5).

### 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

*Any item not so noticed on this agenda will not be considered or discussed.*

1. **CALL TO ORDER:** *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)*

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: May 26, 2020 Meeting Minutes

b. Review & Approval of Paid Bills: None

c. Review & Approval of Contracts: None

i. Interim Rental Agreements:

ii. Standard Agreements: (Includes vendor, exhibit, sponsorship, judging and service agreements)

8. **COMMITTEE REPORTS:** *(Discussion/Action by Board)*

I. None

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

a. COVID-19 Impact Report

b. Fair Industry Updates:

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

a. Determination of holding or canceling the 2020 annual fair scheduled for August 6-9.

i. Determination of the 2020 Fair Livestock Program:

ii. Determination of the 2020 Fair Scholarship Program:

iii. Determination of the Still Exhibits Program:

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

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

- a. Director's Comments:
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: To be determined
- d. Agenda items to be included on the next scheduled meeting agenda:

12. **ADJOURNMENT**



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## BOARD MEETING MINUTES

Meeting Date: Tuesday – May 26, 2020@ 5:30 p.m.

Meeting Location: Franklin Hall – Yuba Sutter Fairgrounds and also available via Tele-Conference Zoom

**2020 BOARD MEMBERS:** President – Erin Cucchi; Vice President – Joe Serger; Board Members - Karm Bains, Kulwant Johl, Jill LeVake, Jennifer Matteoli, Alice Munger and Andrew Stresser.

**FAIR MANAGER/CEO** – David Dillabo

**1. CALL TO ORDER:** 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: Board President – Erin Cucchi, Vice-President - Joe Serger, Alice Munger, Karm Bains, Jennifer Matteoli, Jill LeVake, Andrew Stresser, Kulwant Johl; Absent: None

**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 – F2020-03 – Guidance for Non-Essential Events during COVID-19
- ii. SUMMARY- The Fairs & Expositions Branch has received several requests from fair managers seeking approval to host non-essential events at DAA fairgrounds. If you plan to have or host a nonessential event you must obtain approval from your local authorities prior to the event. Local authorities usually reference local public health and/or law enforcement; however, you'll need to check with your local county/city. No additional state approval is needed at this time.

**7. CONSENT AGENDA:**

- i. Motion: Upon a motion by Director Bains, 2<sup>nd</sup> by Director Johl and passed unanimously with an "Aye" vote by Directors Matteoli, Bains, Serger, Munger, LeVake, Johl, Stresser.
- ii. Meeting Minutes dated April 21, 2020 and the contracts identified below were approved;
- iii. Paid Bills in the amount of \$ 16,252.69 from April 21<sup>st</sup> thru May 22, 2020 were approved.
- iv. Approval of Contracts:
  - a. Standard Agreements: SA 2020-34 thru 2020-36
  - b. Sponsorship Agreements: None
  - c. Inside Commercial Agreements: None
  - d. Outside Commercial Agreements: None
  - e. Concession Agreements: None
  - f. Interim Rental Agreements:
    1. 2020/21 Interim Contracts: None

**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 13<sup>th</sup> DAA as summarized below.

1. Monthly Net Gain: \$ 115,816.68
  2. Annual Net Gain: \$ 73,750.09
  3. Total Account Balances: \$ 898,423.13
- b. Executive Committee: Directors Cucchi and Serger reported on an executive committee meeting held with Yuba & Sutter County Public Health Departments to discuss the planning of the 2020 annual fair and livestock show events. The meeting was very productive and resulted with the Dr. Luu recommending not to hold the annual fair, but would allow the Livestock Show to take place with certain restrictions. It was recommended to hold the Junior Livestock Auction thru an online virtual platform due to the potential mass gathering amount of buyers and public.

**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
    3. Cost-Savings Measures:
      - a. Reduced Garbage Services down to once a week – Saved \$350 per month
      - b. Electrical Savings Usage Practices Applied – Reduced Electrical bill down to \$2,000 from \$3,500 the month before.
- b. Form 700's – Deadline Extended to June 1<sup>st</sup>
- c. SB 5 Infrastructure Project Update –
  - i. Bridge Loan Update
  - ii. Project Timeline
- d. AB1499 Fair Funding Update –
- e. Cal-Fire Use Agreement – Entered into a 3 Year Use agreement to utilize the fairgrounds as a base fire camp for emergency purposes. Agreement provided to board for review.
- f. Sutter County Sherriff's Possee – Working with the Possee and County for potential use of the fairgrounds arena for the possee for the next 18 months.
- g. Yuba & Sutter County Agreement Extensions and re-negotiations of contracts for the COVID-19 Homeless Quarantine site RV Trailers. \$35 per site/per night while non-activated, \$50 per site/per night while activated
- h. Lead Efficiency Consulting - Energy Grant Agreement – Installation of LED Lights for Franklin Hall, Livestock Goat Barn, Livestock Arena Lights, Flood Lights throughout the fairgrounds.
  - i. Total Cost Paid by YS Fair: \$2,943.00 One-time Payment
  - ii. Total Project Cost Paid through PG&E Incentive Grant: \$19,787
  - iii. Estimated Total electrical Savings of \$100,575 over a 5 year period.

**10. NEW BUSINESS:**

- a. Determination of holding or postponing the 2020 annual fair scheduled for August 6-9.
  - a. The board discussed the recommendations by the Local Public Health Officer that were reported from the executive committee meeting in regards to holding the annual fair. As well, CEO Dillabo reported that Governor Newsom announced just prior to the board meeting that Theme Parks will now be considered as part of Phase 3 in the re-opening plan.

There is some question as to whether fairgrounds would be classified as a theme park and be allowed to occur as part of the Phase 3 plan. The board and staff discussed the opportunity and approval by the Local Health Department to continue to hold the Jr. Livestock Show in the absence of the annual fair.

After discussion and an opportunity for public comment, upon a motion by Director Serger, Seconded by Director Bains, the board moved to postpone the determination of holding the 2020 annual fair to allow the staff to research the Phase 3 Re-opening plan and continue to plan to hold the Jr. Livestock Show following the guidance of the Yuba-Sutter Local Health Department. Motion was passed with a unanimous "Aye" vote by Directors, Munger, Matteoli, LeVake, Stresser, Bains, Johl and Serger. A task force committee will be formed to help with organizing the Livestock Show.

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.
  - a. Director Cucchi: Recommended Live Streaming the Jr. Livestock Shows to allow public to view the shows.
  
12. **MATTERS OF INFORMATION:**
  - a. Next meetings June 15 2020 @ 5:30 pm at TBD
  - a. Agenda items to be included on the next meeting agenda:
    - i. Determination of the 2020 Annual Fair
  
13. **ADJOURNMENT:** Upon a motion by Director Munger, 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 6:45 p.m.

Respectfully submitted by:  
David Dillabo, CEO