

# 13<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION YUBA-SUTTER FAIRGROUNDS

442 Franklin Avenue, Yuba City, CA 95991

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## BOARD MEETING NOTICE 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 Room of the Administration Office Building at the Yuba-Sutter Fairgrounds to consider the attached agenda on the date and time listed below.

**Tuesday, April 25, 2023 @ 5:30 p.m.**

### **BOARD OF DIRECTORS**

Jennifer Matteoli, *President*

Jill LeVake, *Vice President*

Kulwant Johl, *Board Member*

Joe Serger, *Board Member*

Erin Cucchi, *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 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 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 and agenda of this 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 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 Matteoli*

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:

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)

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

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

I. The Board may take approval action on properly noticed committee reports.

The Board may take approval action on properly noticed committee reports.

a. Executive Committee: *(Director Matteoli, Director Serger & CEO Dillabo)*

b. Finance Committee: *(Directors Matteoli & Serger)\**

i. Review & Approval of Current Financial Reports. *(Discussion/Action by Board)*

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

- c. Buildings and Grounds Committee: *(Directors Johl & Serger)*
- d. Entertainment/Public Relations Committee: *(Directors Matteoli & Bains)*
- e. Sponsorship Committee: *(Directors LeVake & Munger)*
- f. Legislative Committee: *(Directors LeVake & Stresser)*
- g. Master Plan Committee: *(Directors Cucchi & Bains)*
- h. Exhibits Committee: *(Directors Cucchi & LeVake)*
- i. Policies & Procedures Committee: *(Directors Cucchi & LeVake)*
- j. Jr. Fair Board Committee: *(Directors Cucchi & Matteoli)*
- k. Concessions & Vendors Committee: *(Directors Matteoli & Stresser)*
- l. Emergency Operations Committee: *(Directors Cucchi & LeVake)*

9. **HERITAGE FOUNDATION REPORT:**

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

- a. Form 700's
- b. Current Operational Report:
- c. Interim Updates:
- d. Fair Industry Updates:
- e. 2023 Fair Planning:
- f. Facility Updates:
- l. Construction Projects:
  - MXB Project Update
  - Picnic Stage Area Shade Cover
  - Main Stage Update
  - Franklin Avenue Fencing Project

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

- a. Policy Manual Update - Discuss & Approve 13<sup>th</sup> DAA Policies

**a) Employee Vacation/Annual Leave & Liability Reduction Plan**

- Should an employee's vacation/annual leave liability become greater than the state maximum of 640 hours, a reduction plan must be created and approved. The reduction plan must consist of how and when the employee plans to use the excess hours. The CEO will approve the employees plans and the Board of Directors will approve the CEO's plan. Employees should have 640 hours or less accrued at year end.

**b) Compensated Time Off (CTO) Policy**

- CTO Rollover Policy: The 13<sup>th</sup> DAA Board of Directors authorizes up to but not exceeding 40 hours of CTO carry-over for full-time employees at year end.
- CTO Reduction Plan Policy: Should an employee's CTO liability become greater than a maximum of 40 hours, a reduction plan must be created and approved. The reduction plan must consist of how and when the employee plans to use the excess hours. The CEO will approve the employees plans. Employees should have 40 hours or less accrued at year end.

**c) On-Site Housing**

- Outside of fair-time and interim events, there is to be no residing on the 13th DAA Property without permission from the Board of Directors. Should approval be granted, it will be issued in writing with details specific to the length of time, what access is available, the location of housing and other limitations needed on a case by case basis.

**d) Public & Promotional Expenses**

- The 13th DAA must justify any expense pertaining to public and promotions (ex. catering, meetings). Documentation must be attached to the claim showing the food expense, topics discussed, and individuals present.

**e) Employee Timecards**

- It is the policy of the 13th DAA that physical timecards will be used to document employee time worked. Timecards will be completed at the end of each day and submitted on the last day of payroll. Timecards will be reviewed and approved by the immediate supervisor and the CEO. The CEO's time sheet will be approved and signed by the Board President Sick leave, Vacation time, etc. will be accounted for from these forms. Timecards will be kept in a secure location in each employee's personnel file.

**f) Allocation of AB 1499 Revenue Funds (Sales & Use Tax Allocation)**

- The 13th DAA, as a qualifying fair to receive AB 1499 funds, is responsible for incorporating and complying with the following work conditions for non-management employees.
  - A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and employee.
  - A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
  - Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
  - Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
  - Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of the work week.

Management employees are exempt from the above due to the rate of pay is not less than 30 percent more than the state minimum wage; they receive premium wage for all overtime hours worked.

**g) Non 13<sup>th</sup> DAA Gifts Received**

- The 13th DAA Board of Directors and Staff are not allowed to receive items as a gift from other institutions or organizations on behalf of the 13th DAA/Yuba-Sutter Fairgrounds.

**h) Partnerships**

- It is the goal of the 13<sup>th</sup> District Agricultural Association to garner community participation and seek financial assistance for producing the annual fair and other interim events by actively pursuing fair/event partners. These partnerships may be in the form of cash or trade for services and/or equipment/materials. The CEO is the partnership coordinator.

**i) Concealed Weapons**

- The 13<sup>th</sup> District Agricultural Association, which sponsors the Yuba-Sutter Fair and interim events on the Yuba-Sutter Fairgrounds, in collaboration with the California Highway Patrol Yuba City Office, follow California Law in regards to concealed weapons on the fairgrounds during public events. Patrons with a valid ID and current concealed weapons permit are welcome to carry on the Yuba-Sutter Fairgrounds.

**j) Laser Pointers**

- All laser pointers or laser products are ban from being sold or brought onto the fairgrounds.

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

- a. Director's Comments:
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: Fair-time Board Meeting – May 30, 2023
- d. Agenda items to be included on the next scheduled meeting agenda:

12. **ADJOURNMENT**