

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

442 Franklin Avenue, Yuba City, CA 95991

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## BOARD MEETING NOTICE

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, August 22, 2023 @ 5:30 p.m.**

### **BOARD OF DIRECTORS**

Jill LeVake, *President*

Andrew Stresser, *Vice President*

Karm Bains, *Board Member*

Erin Cucchi, *Board Member*

Kulwant Johl, *Board Member*

Jennifer Matteoli, *Board Member*

Alice Munger, *Board Member*

Joe Serger, *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.

### **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 LeVake*

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)*

- a. CDFA – Memo – Report of STD 445
- b. CDFA – Prop 12 Guidance Sheet
- c. CDFA 2023-01 - Bagley Keene Exemption
- d. CDFA – May 3 Collaboration Meeting Minutes

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: See attached
- b. Review & Approval of Paid Bills: See attached
- c. Review & Approval of Contracts: See attached
  - i. Interim Rental Agreements:
  - ii. Vendor Agreements:
  - iii. 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.
  - a. Executive Committee: *(Directors LeVake, Stresser & CEO Dillabo)*
  - b. Finance Committee: *(Directors LeVake & Serger)\**
    - i. Review & Approval of Current Financial Reports. *(Discussion/Action by Board)*
      - i. Financial Report Summary Report
      - ii. Balance Sheet Report
      - iii. Profit & Loss Report
      - iv. Trial Balance Report

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

- ii. Completed and submitted annual financial report STD 445 to the state. Lists all bank accounts and current balance as of June 30, 2023.
- iii. Submitted 2021 STOP Report.
- 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 & Serger)*
- 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:** *(Informational/Non-Action items)*

- a. Current Report: President – Joe Lemenager
  - 2023 YSF Jr. Livestock Auction Update
  - Buyer’s Appreciation Dinner Review

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

- a. Current Operations Report:
  - 2023 Annual Fair in Review
  - 2024 Fair Planning
- b. Interim Updates:
  - Holiday Craft Fair – November 11-12, 2023
- c. Facility Updates:
  - I. Major Construction Projects:
    - MXB HVAC Project Update:
  - II. Facility Upgrade Projects
    - Picnic Area Stage & Shade Cloth Cover Frame - Completed
    - Main Stage Roof Top – Completed
    - Perimeter Fencing Project – Franklin Avenue Fencing

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

d. Fair Industry Updates:

- Received request from CDFA Legal Office to email all Board Meeting Notices & Agendas and Board Packets to Brandi Gragg, CDFA Legal Attorney.

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

a. Board of Director Officer Elections: (Term 7-1-23 thru 6-30-2024)

- President – Director Jill LeVake

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

- Vice President – Director Andrew Stresser

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

b. Weigh-in policy: Discuss new local rule of whether an exhibitor can or cannot weigh-in their entered backup animal for any reason including but not limited to their first animal does not make weight or is sifted due to the health check.

- Potential Drafted Rule: Exhibitors are only allowed to bring one animal across the scales for the official weigh-in.

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

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

- a. Director's Comments:
- b. Manager's Comments:
- c. Next Scheduled Board Meeting: September 26, 2023 (AKA ...Sherrie's Birthday!)
- d. Agenda items to be included on the next scheduled meeting agenda:

13. **ADJOURNMENT**