



13th District Agricultural Association

Yuba-Sutter Fairgrounds

442 Franklin Avenue, Yuba City, CA 95991

Phone: 530-674-1280 * Email: info@ysfair.com * Website: www.ysfair.com



REGULAR MONTHLY BOARD MEETING NOTICE

The Board of Directors of the 13th District Agricultural Association will be holding a regular monthly board meeting by tele-conference only on **Tuesday, April 21, 2020 @ 5:30 p.m.** to consider the attached agenda.

Our number one priority is the health and safety of our guests, employees and users of the fairgrounds. We are actively following the California Department of Public Health, Yuba-Sutter Bi-County Public Health Department, and the Center for Disease Control (CDC) to keep up-to-date on the latest COVID-19 information.

Due to the Yuba-Sutter Bi-County Department of Public Health Order to Shelter in Place and March 16, 2020 California Department of Public Health Gathering Guidance, which restricts all public gatherings, this Board meeting will be conducted via teleconference only, as permitted by Executive Order N-25-20 (March 12, 2020).

The meeting will only be accessible via zoom. The Yuba-Sutter Fairgrounds Administration Board Room will not be open for the meeting. If you have problems accessing the teleconference line, please contact the office at 530-674-1280.

Tele-Conference Meeting Connecting Information

Zoom Meeting: <https://zoom.us/j/8407715884?pwd=WkRlcmNJJUUFwdXFJOEE3VUhRMUQ0Zz09>

Telephone Dial: 1-669-900-6833

Meeting ID #: 840 771 5884

Password #: 1280

BOARD OF DIRECTORS

Erin Cucchi, *Vice President*

Karm Bains, *Board Member*

Kulwant Johl, *Board Member*

Jill LeVake, *Board Member*

Jennifer Matteoli, *Board Member*

Alice Munger, *Board Member*

Joe Serger, *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 13th District Agricultural Association required by the Bagley-Keene Open Meeting Act are accessible on the internet at 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 13th 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.

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 13th 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:
 - 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)
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 Cucchi & CEO Dillabo)**
 - b. Finance Committee: *(Directors Cucchi & Serger)**
 - i. Review & Approval of Current Financial Reports. *(Discussion/Action by Board)*
 - c. Buildings and Grounds Committee: *(Directors Johl & Serger)*
 - d. Entertainment/Public Relations Committee: *(Directors Matteoli & Bains)*
 - e. Sponsorship Committee: *(Directors LeVake & Munger)*
 - f. Junior Livestock Auction Advisory Committee: *(Directors LeVake & Munger)**
 - g. Legislative Committee: *(Directors LeVake & Stresser)*
 - h. Master Plan Committee: *(Directors Cucchi & Bains):*
 - i. Exhibits & Guidebook Committee: *(Directors Cucchi & Serger)*

- j. Policies & Procedures Committee: *(Directors Cucchi & LeVake)*
 - k. Jr. Fair Board Committee: *(Directors Cucchi & Matteoli)*
 - l. Concessions & Vendors Committee: *(Directors Matteoli & Stresser)*
9. **CEO REPORT:** *(Informational/Non-Action items)*
- 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. Have a plan in place if the annual fair is unable to take place.
 - 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. **OLD & NEW BUSINESS ITEMS:** *(Discussion/Action by Board)*
- a. AB 1499 Fair Funding – 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. **MATTERS OF INFORMATION:** *(Informational/Non-Action Items)*
- a. Director's Comments:
 - b. Manager's Comments:
 - c. Next Scheduled Board Meeting: Tuesday, May 20, 2020 at the Fair Office
 - d. Agenda items to be included on the next scheduled meeting agenda:
12. **ADJOURNMENT**