

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**  
**Board of Director Meeting Minutes - Approved**  
**August 4<sup>th</sup>, 2016**

1. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held on Wednesday July 6, 2016 at the Tulelake-Butte Valley Fair Office
2. **PRESENT:** Directors Luscombe, Ratliff, Misso, Hernandez, Herman, Fine and Struble; Staff Members Present: Nancy Sites; Member of the public: Tara Porterfield and Mandi Rodgers
3. **CALL TO ORDER:** President Luscombe called the meeting to order at 6:24 p.m.
4. **CONSENT AGENDA** *Upon the motion by director Ratliff to approve consent agenda, seconded by Director Herman. Motion passed unanimously.*

| Board Member              | Approved | Not Approved | Abstained or Can't vote yet |
|---------------------------|----------|--------------|-----------------------------|
| Director Luscombe         | X        |              |                             |
| Director Ratliff (motion) | X        |              |                             |
| Director Fine             |          |              | X                           |
| Director Hernandez        | X        |              |                             |
| Director Misso            | X        |              |                             |
| Director Struble          | X        |              |                             |
| Director Herman (second)  | X        |              |                             |

**BOARD MEETING AGENDA**

- a) **Approval of Meeting Minutes as written:**
  - a) Regular Board Meeting Minutes dated July 6<sup>th</sup> 2016
- b) **Approval of Paid Bills/Bills to Pay: \$51,061.73**

| Type            | Num  | Date       | Name                                    | Account   | Original Amount |
|-----------------|------|------------|---|---|-----------------|
| Liability Check | EFTS | 07/08/2016 | PERS                                    | 11500 · Operating Checking/Payroll<br>52210 · Employee Benefits<br>22300 · PERS Withheld                              | -1,412.70       |
| Liability Check | EFTS | 07/14/2016 | CalPERS - HCF 0822                      | 11500 · Operating Checking/Payroll<br>52210 · Employee Benefits<br>22601 · Health Insurance Withheld                  | -1,689.38       |
| Liability Check | EFTS | 07/14/2016 | PERS                                    | 11500 · Operating Checking/Payroll<br>52210 · Employee Benefits<br>22300 · PERS Withheld                              | -1,412.70       |
| Liability Check | EFTS | 07/14/2016 | CalPERS - HCF 0822                      | 11500 · Operating Checking/Payroll<br>52210 · Employee Benefits<br>22601 · Health Insurance Withheld                  | -1,689.38       |
| Check           | EFTS | 07/14/2016 | California Public Employees' Retirement | 11500 · Operating Checking/Payroll<br>6560 · Payroll Expenses   | -15.82          |
| Liability Check | EFTS | 07/25/2016 | PERS                                    | 11500 · Operating Checking/Payroll<br>50310 · Employee Benefits<br>52210 · Employee Benefits<br>22300 · PERS Withheld | -3,221.36       |
| Liability       | EFTS | 07/25/2016 | PERS                                    | 11500 · Operating Checking/Payroll  | -3,221.36       |

Check

|       |      |            |   |   |           |
|-------|------|------------|---|---|-----------|
|       |      |            |   | 50310 · Employee Benefits               |           |
|       |      |            |   | 52210 · Employee Benefits               |           |
|       |      |            |   | 22300 · PERS Withheld                   |           |
| Check | 2143 | 07/02/2016 | Union Operating Engineers State Union #12 | 11500 · Operating Checking/Payroll      | -55.00    |
|       |      |            |   | 22604 · Union Dues Withheld             |           |
| Check | 2144 | 07/06/2016 | Pyro Spectaculars North, Inc.             | 11500 · Operating Checking/Payroll      | -5,250.00 |
|       |      |            |   | 572052 · Freedom Festival               |           |
| Check | 2146 | 07/06/2016 | J.W. Kerns, Inc.                          | 11500 · Operating Checking/Payroll      | -99.60    |
|       |      |            |   | 53000 · Maint. of Bldgs. & Grounds      |           |
| Check | 2147 | 07/06/2016 | Merrill Lumber                            | 11500 · Operating Checking/Payroll      | -25.81    |
|       |      |            |   | 52000 · MAINTENANCE & EXPENSE           |           |
| Check | 2148 | 07/06/2016 | American Express                          | 11500 · Operating Checking/Payroll      | -298.82   |
|       |      |            |   | 50800 · Telephone & Postage             |           |
|       |      |            |   | 572052 · Freedom Festival               |           |
|       |      |            |   | 51100 · Credit Card Fees                |           |
| Check | 2149 | 07/06/2016 | U.S. Bank                                 | 11500 · Operating Checking/Payroll      | -634.30   |
|       |      |            |   | 53000 · Maint. of Bldgs. & Grounds      |           |
|       |      |            |   | 53000 · Maint. of Bldgs. & Grounds      |           |
|       |      |            |   | 50700 · Office Supplies & Expense       |           |
| Check | 2150 | 07/06/2016 | Waste Management of Oregon                | 11500 · Operating Checking/Payroll      | -181.51   |
|       |      |            |   | 53100 · Trash Removal, Clean up (cont.) |           |
| Check | 2151 | 07/06/2016 | Cascade Ice LLC                           | 11500 · Operating Checking/Payroll      | -1,637.50 |
|       |      |            |   | 57900 · Concession Ice                  |           |
| Check | 2152 | 07/06/2016 | Basin Glass & Aluminum                    | 11500 · Operating Checking/Payroll      | -13.00    |
|       |      |            |   | 52800 · Light, Heat, Water & Power      |           |
| Check | 2153 | 07/06/2016 | Go Superior Now LLC                       | 11500 · Operating Checking/Payroll      | -73.25    |
|       |      |            |   | 53000 · Maint. of Bldgs. & Grounds      |           |
| Check | 2154 | 07/06/2016 | John Deere Financial                      | 11500 · Operating Checking/Payroll      | -1,174.37 |
|       |      |            |   | 52000 · MAINTENANCE & EXPENSE           |           |
| Check | 2155 | 07/06/20   | City of Tulelake                          | 11500 · Operating Checking/Payroll      | -950.53   |
|       |      |            |   | 52800 · Light, Heat, Water & Power      |           |
| Check | 2156 | 07/06/2016 | Jock's Supermarket                        | 11500 · Operating Checking/Payroll      | -12.99    |
|       |      |            |   | 52000 · MAINTENANCE & EXPENSE           |           |
| Check | 2158 | 07/08/2016 | John Diaz                                 | 11500 · Operating Checking/Payroll      | -500.00   |
|       |      |            |   | 572052 · Freedom Festival               |           |
| Check | 2159 | 07/08/2016 | Trevor Lemos                              | 11500 · Operating Checking/Payroll      | -250.00   |
|       |      |            |   | 572052 · Freedom Festival               |           |
| Check | 2160 | 07/08/2016 | Ron Simon                                 | 11500 · Operating Checking/Payroll      | -1,500.00 |
|       |      |            |   | 572052 · Freedom Festival               |           |
| Check | 2161 | 07/08/2016 | Salvador Paez                             | 11500 · Operating Checking/Payroll      | -660.00   |
|       |      |            |   | 24100 · Guarantee Deposits              |           |
| Check | 2162 | 07/08/2016 | Sandra Perez                              | 11500 · Operating Checking/Payroll      | -750.00   |
|       |      |            |   | 24100 · Guarantee Deposits              |           |

|                 |      |            |                              |   |           |
|-----------------|------|------------|------------------------------|---|-----------|
| Check           | 2163 | 07/08/2016 | Edith Cruz                   | 11500 · Operating Checking/Payroll<br>24100 · Guarantee Deposits  | -1,000.00 |
| Check           | 2164 | 07/08/2016 | Lava Beds National Monument  | 11500 · Operating Checking/Payroll<br>24100 · Guarantee Deposits  | -250.00   |
| Check           | 2165 | 07/11/2016 | CalPERS                      | 11500 · Operating Checking/Payroll<br>22611 · BU 12 CERBT   | -101.10   |
| Check           | 2166 | 07/12/2016 | CFSA                         | 11500 · Operating Checking/Payroll<br>572052 · Freedom Festival<br>52230 · Worker's Compensation Ins.<br>53200 · Property Insurance<br>51000 · Insurance (General Liability)<br>52210 · Employee Benefits | -9,502.22 |
| Check           | 2167 | 07/12/2016 | Trevor Lemos                 | 11500 · Operating Checking/Payroll<br>572052 · Freedom Festival   | -150.00   |
| Check           | 2168 | 07/12/2016 | Eric Smith                   | 11500 · Operating Checking/Payroll<br>471051 · Freedom Festival   | -75.00    |
| Check           | 2169 | 07/12/2016 | Koleman Eades                | 11500 · Operating Checking/Payroll<br>471051 · Freedom Festival   | -50.00    |
| Liability Check | 2170 | 07/14/2016 | Oregon Department of Revenue | 11500 · Operating Checking/Payroll<br>22401 · OR State Income Tax Withheld  | -429.00   |
| Check           | 2171 | 07/14/2016 | CFSA<br>CFSA                 | 11500 · Operating Checking/Payroll<br>21100 · SEL Insurance Fees Payable  | -155.00   |
| Liability Check | 2172 | 07/14/2016 | CFSA                         | 11500 · Operating Checking/Payroll<br>22200 · PST Taxes Withheld<br>22200 · PST Taxes Withheld  | -387.93   |
| Check           | 2173 | 07/14/2016 | Ed Staub & Sons              | 11500 · Operating Checking/Payroll<br>52900 · Maintenance of Equipment  | -952.71   |
| Check           | 2174 | 07/14/2016 | AlSCO, Inc.                  | 11500 · Operating Checking/Payroll<br>53000 · Maint. of Bldgs. & Grounds  | -99.98    |
| Check           | 2175 | 07/14/2016 | inContact, Inc.              | 11500 · Operating Checking/Payroll<br>50800 · Telephone & Postage   | -50.43    |
| Check           | 2176 | 07/14/2016 | Admit One Products           | 11500 · Operating Checking/Payroll<br>57802 · Parking Supplies  | -403.38   |
| Check           | 2177 | 07/14/2016 | Delta Dental of California   | 11500 · Operating Checking/Payroll<br>22602 · Dental Insurance Withheld   | -125.45   |
| Check           | 2184 | 07/19/2016 | Tyler Scheider               | 11500 · Operating Checking/Payroll<br>471051 · Freedom Festival   | -1,000.00 |
| Check           | 2185 | 07/25/2016 | Mt Shasta Spring Water Co.   | 11500 · Operating Checking/Payroll<br>52800 · Light, Heat, Water & Power  | -22.50    |
| Check           | 2186 | 07/25/2016 | Pacific Power                | 11500 · Operating Checking/Payroll<br>52800 · Light, Heat, Water & Power  | -2,639.92 |
| Check           | 2187 | 07/25/2016 | Verizon Wireless             | 11500 · Operating Checking/Payroll<br>50800 · Telephone & Postage   | -208.70   |
| Check           | 2188 | 07/25/2016 | Ed Staub & Sons              | 11500 · Operating Checking/Payroll  | -512.10   |

|                 |        |            |                                 |  |            |
|-----------------|--------|------------|---------------------------------|--|------------|
| Check           | 2189   | 07/25/2016 | Siskiyou Fire Equipment         | 52900 · Maintenance of Equipment<br>11500 · Operating Checking/Payroll                             | -636.00    |
| Check           | 2190   | 07/25/2016 | Lava Beds Natural History Assn. | 53000 · Maint. of Bldgs. & Grounds<br>11500 · Operating Checking/Payroll                           | -1,785.90  |
| Check           | 2197   | 07/29/2016 | United States Treasury          | 572051 · Gift Shop<br>11500 · Operating Checking/Payroll   | -1,873.56  |
| Liability Check | AW7216 | 07/02/2016 | EFTPS                           | 50320 · Payroll Taxes<br>52220 · Payroll Taxes<br>11500 · Operating Checking/Payroll               | -1,921.47  |
|                 |        |            |                                 | 22500 · Fed. Tax Withheld<br>22100 · Social Security Tax Withheld<br>22101 · Medicare Tax Withheld | -51,061.73 |

- c) **Approval of Financial Reports:** *(See attached financial reports)*
  - a) Trial Balance Report as of August 4th, 2016
  - b) Budget Comparison to Current Financials as of August 4, 2016
  - c) Balance Sheet Previous Year Comparison as of August 4, 2016
  - d) Profit & Loss Previous Year Comparison as of August 4, 2016
- d) **Approval of Refunds:**
  - 19-FRE-R16 Frey Memorial - \$1000.00
  - 14-VIL-R16 Villasenor Wedding - \$1000.00
- e) **Approval of Contracts:** See Below for list of Contracts
  - a) **Commercial Vendor Contracts:**
    - 85-ECO-V16 Eco Solar \$300
    - 86-ELE-V16 Elect Al Switzer \$250
    - 86-PER-V16 Personalized Creations \$300
    - 87-MOU-V16 Mt. Valleys Heath Centetrs \$250
    - 88-HEA-V16 Heat Tech Industries \$450
    - 89-LUL-V16 LuLaRoe Jacci Wallace \$485
  - b) **Interim Rental Contracts: None**
  - c) **Standard Contracts:**
    - 35STD210-16 Just Friends \$300
    - 36STD210-16 Bill Palmer \$200
    - 37STD210-16 Bonni Hay \$50
    - 38STD210-16 Second Breath of Redemption \$150
    - 39STD210-16 Erin Barker \$100

**5. PUBLIC COMMENT:**

- a) *Speakers are limited to five (5) minutes. This time is for items not on the current agenda. No debate by the Board shall be permitted on such public comment. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on a docket item. Public comments on items listed elsewhere on the agenda will be heard as that item is being considered.*

Tara Porterfield asked about the carcass contest or ultra sound carcass contest for the market beef exhibitors. Last year the ultra sound tech did not show up to grade them so they were evaluated after butcher by Mark Estes from Prather Ranch. If we would like to have him do that again we should contact him.

**6. GENERAL CORRESPONDENCE:**

Letter from USDA Regarding use of the fairgrounds August 25<sup>th</sup>.

Nancy let the board know that August 25<sup>th</sup> was too close to fair for the use of any of our buildings for a meeting so there was not any discussion.

**7. COMMITTEE REPORTS:**

1. Finance Committee: Gayle has a call into Monica about the questionnaire that we are supposed to complete and return to her.
2. Entertainment Committee: No report
3. Future Vision Committee: No Report
4. Livestock Committee: No report
5. Fundraiser Committee: Fundraiser is November 12 in Butte Valley
6. JFB Committee: They will meet August 12th
7. Friends of Fair: No report
8. Fair Court: The court went to Siskiyou Golden Fair to represent us; they went shopping for some new outfits for events and fair.
9. Vendor: All of the vendor spaces are almost sold for fair
10. Parade: We need to know what ribbons to order for the parade.
11. Other:

**8. CEO REPORT:**

- ❖ Sponsorship Update – sponsors are continuing to show support, we have many returning and some new ones as well
- ❖ Sheep Ear Tags – There are two market lambs that have lost their ear tags. We will retag them after the meeting
- ❖ Fair Merchandise – Logos – Manny from the Del Mar Fair has been working on our merchandise order and adjusting our logo to make it work.
- ❖ Board Member Job Duties During Fair – We need to make a list of fair board member duties during the fair. There are many new members that need to know where they can help out.
- ❖ Home Ec. Re-paint – The maintenance crew is working on re-painting the home ec building
- ❖ Schedule of Events – The schedule of events is almost completed, Greg from the soundman has been very helpful in helping to fill the stages at minimal cost
- ❖ Klamath County Fair Booth Schedule – We have a booth at the Klamath County fair to promote our fair, we need fair board and Jr. fair board members to sign up to work.
- ❖ Mobile Zip Line – The mobile zip line has confirmed that they are coming.
- ❖ Farmer Rancher Day/Dinner - Menu, Caterer – It was suggested that I look around for different caterers for farmer and rancher day. We do have many sponsors that are specific to this day and dinner.

**9. OLD BUSINESS: Consideration/Action on the following items;**

1. Daily Raffle Prizes – Nancy is working on getting daily raffle prizes, she spoke with the people that worked the donation booths last year and they said it did seem to help. There is a budget line item for prizes that she will work off of for this.
2. Sunday at fair; Recognizing 9/11 Ideas – Heidi Cottingham of the VFW in Malin has volunteered to have people at the gates to greet people and hand out goodies. Director Struble has offered to order the “goodies”.  
Director Hernandez moved to authorize a \$200 budget for Director Struble to spend on Sept. 11<sup>th</sup> “goodies”. Director Ratliff seconded. Motion passed.

| Board Member               | Approved | Not Approved | Abstained or not able to vote |
|----------------------------|----------|--------------|-------------------------------|
| Director Luscombe          | X        |              |                               |
| Director Ratliff (second)  | X        |              |                               |
| Director Fine              |          |              |                               |
| Director Hernandez (moved) | X        |              |                               |
| Director Misso             | X        |              |                               |
| Director Struble           |          |              | X                             |
| Director Herman            | X        |              |                               |

- 3. Parade Grand Marshall – Nancy will ask Jerry LeQieu if he would like to be the Grand Marshall of the parade. The Macy family would like to do some kind of memorial for Delfina during the sheep show. Nancy will ask Dave to finish the bench for them so we have it that day.

**10. NEW BUSINESS:** Consideration/Action on the following items;

1. Market Goat Minimum Weights

Mandi Rogers attended the meeting to discuss the minimum weights for the market goats. Our minimum weight is 10 to 15 pounds above many other fairs and judging from the first weigh in there may be at least ½ of our market goat exhibitors that will not make weight. Since we are above average on the weights she asked the board to consider lowering the minimum weight to 65 pounds for 2016. There was some discussion about how this needed to have been discussed in the Livestock Committee meeting after the 2015 fair and it was overlooked at that time. There will be another livestock committee meeting after the fair but at this late date it would be too late to change the minimum weight on the goats or any market animals. *Director Herman moved to keep the minimum market goat weight the same for 2016 and discuss lowering it for the 2017 fair at the next livestock committee meeting after the fair. Director Hernandez seconded. Motion passed, 4 approved, 1 against and 2 abstained or not able to vote.*

| Board Member                  | Approved | Not Approved | Abstained or not able to vote |
|-------------------------------|----------|--------------|-------------------------------|
| Director Luscombe             | X        |              |                               |
| Director Ratliff              |          | X            |                               |
| Director Fine                 |          |              | X                             |
| Director Hernandez (Seconded) | X        |              |                               |
| Director Misso                | X        |              |                               |
| Director Struble              |          |              | X                             |
| Director Herman               | X        |              |                               |

**II. MATTERS OF INFORMATION:**

a) Director’s Comments:

Director Fine: Would like a list of things she can help with during the fair. She is getting her oath of office notarized and in to the Governor’s office.

Director Herman: no comments

Director Ratliff: Wanted to mention to Director Fine that she will need to recues from discussion that has to do with the livestock department since she has children showing in that department.

Director Hernandez: no comments

Director Struble: would also like a list of places she can help during the fair.

Director Luscombe: we need more heardsmanship judges and a spreadsheet for during fair, we also need to look at all of the heardsmanship categories to see if all of them are needed.

Director Misso: Would like a list of activities she can help with during the fair.

b) Next Scheduled Board Meeting:

- 1) Tuesday August 30, 2016@ 6:00pm at Tulelake Butte Valley Fairgrounds

**12. ADJOURNMENT: MOTION:** Director Hernandez, **SECONDED:** Director Herman, **PASSED:** unanimously at 8:50pm.

| Board Member               | Approved | Not Approved |
|----------------------------|----------|--------------|
| Director Luscombe          | X        |              |
| Director Fine              | X        |              |
| Director Ratliff           | X        |              |
| Director Hernandez (moved) | X        |              |
| Director Misso             | X        |              |
| Director Struble           | X        |              |
| Director Herman            | X        |              |