

**10-A DISTRICT AGRICULTURAL ASSOCIATION – TULELAKE-BUTTE VALLEY FAIR**  
**Board of Director Meeting Minutes - Draft**  
**July 6, 2016**

The Fair Court introduced themselves to the board. Liliana Tapia is Miss Butte Valley and Gabriela Gonzalez is Miss Tulelake. The court will be representing the fair at other fairs and in parades throughout the Basin.

1. **PROPOSED:** Minutes of the 10-A DAA Board of Directors meeting held on Wednesday June 1, 2016 at the Tulelake-Butte Valley Fair Office
2. **PRESENT:** Directors Byrne, Luscombe, Criss, Ratliff, Misso, Hernandez, Criss, Herman and Struble; Staff Members Present: Nancy Sites
3. **CALL TO ORDER:** President Luscombe called the meeting to order at 6:05 p.m.
4. **CONSENT AGENDA** *Upon the motion to approve consent agenda pulling contract number 21-PER-R16 from approval of refunds for discussion. Motion passed unanimously.*

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff (abstain)		
Director Byrne (Motion)	X	
Director Hernandez (second)	X	
Director Misso	X	
Director Struble	X	
Director Herman	X	

**BOARD MEETING AGENDA**

- a) **Approval of Meeting Minutes as written:**
  - a) Regular Board Meeting Minutes dated June 1, 2016
- b) **Approval of Paid Bills/Bills to Pay: \$ \$32,687.73**

Type	Num	Date	Name	Original Amount
Liability Check		06/28/2016	<b>Delta Dental of California</b> 22602 · Dental Insurance Withheld	-31.36
Liability Check		06/28/2016	<b>EDD.</b> 22400 · CA State Income Tax Withheld 22609 · CA State Disability Withheld	-11.56
Check		07/06/2016	<b>Pyro Spectaculars North, Inc.</b> 572052 · Freedom Festival	-5,250.00
Check		07/06/2016	<b>Jock's Supermarket</b> 52000 · MAINTENANCE & EXPENSE	-12.00
Check		07/06/2016	<b>J.W. Kerns, Inc.</b> 53000 · Maint. of Bldgs. & Grounds	-99.60
Check		07/06/2016	<b>Merrill Lumber</b> 52000 · MAINTENANCE & EXPENSE	-25.81
Check		07/06/2016	<b>American Express</b> 50800 · Telephone & Postage 572052 · Freedom Festival 51100 · Credit Card Fees	-298.82
Check		07/06/2016	<b>U.S. Bank</b>	-634.30

			53000 · Maint. of Bldgs. & Grounds	
			53000 · Maint. of Bldgs. & Grounds	
			50700 · Office Supplies & Expense	
Check		07/06/2016	<b>Waste Management of Oregon</b>	-181.51
			53100 · Trash Removal, Clean up (cont.)	
Check		07/06/2016	<b>Cascade Ice LLC</b>	-1,637.50
			57900 · Concession Ice	
Check		07/06/2016	<b>Basin Glass &amp; Aluminum</b>	-13.00
			52800 · Light, Heat, Water & Power	
Check		07/06/2016	<b>Go Superior Now LLC</b>	-73.25
			53000 · Maint. of Bldgs. & Grounds	
Check		07/06/2016	<b>John Deere Financial</b>	-1,174.37
			52000 · MAINTENANCE & EXPENSE	
Check		07/06/2016	<b>City of Tulelake</b>	-950.53
			52800 · Light, Heat, Water & Power	
Check	2101	06/02/2016	<b>Gayle Ratliff.</b>	-187.93
			50700 · Office Supplies & Expense	
Check	2102	06/09/2016	<b>Union Operating Engineers State Union #12</b>	-55.00
			22604 · Union Dues Withheld	
Check	2103	06/09/2016	<b>CFSA</b>	-250.00
			21100 · SEL Insurance Fees Payable	
Check	2104	06/09/2016	<b>Dorris Lion's Club-BVCP</b>	-125.00
			576055 · Benefit Dinners	
Check	2105	06/09/2016	<b>Ed Staub &amp; Sons</b>	-798.53
			52800 · Light, Heat, Water & Power	
Check	2106	06/09/2016	<b>inContact, Inc.</b>	-45.71
			50800 · Telephone & Postage	
Check	2107	06/09/2016	<b>Siskiyou County Community Development</b>	-72.00
			53000 · Maint. of Bldgs. & Grounds	
Check	2108	06/09/2016	<b>Mello School Calendar Co.</b>	-160.00
			54400 · Advertising	
Check	2109	06/09/2016	<b>Rotary Club of Tulelake</b>	-200.00
			50900 · Dues & Subscriptions	
Check	2110	06/09/2016	<b>The Ag Mag</b>	-636.00
			54400 · Advertising	
Check	2111	06/09/2016	<b>Cal Ore Telephone</b>	-220.18
			50800 · Telephone & Postage	
Check	2112	06/09/2016	<b>Waste Management of Oregon</b>	-829.03
			53100 · Trash Removal, Clean up (cont.)	
Check	2113	06/09/2016	<b>US Postal Service</b>	-110.00
			50900 · Dues & Subscriptions	
Check	2114	06/09/2016	<b>John Deere Financial</b>	-104.69
			52900 · Maintenance of Equipment	
Check	2115	06/09/2016	<b>U.S. Bank</b>	-435.00
			53000 · Maint. of Bldgs. & Grounds	
Check	2116	06/09/2016	<b>American Express</b>	-64.13

			50701 · Computer Maintenance (Computer Maintenance and Security)	
Check	2117	06/09/2016	<b>U.S. Postal Service</b>	<b>-168.70</b>
			50800 · Telephone & Postage	
Check	2125	06/15/2016	<b>City of Tulelake</b>	<b>-100.00</b>
			52800 · Light, Heat, Water & Power	
Check	2126	06/15/2016	<b>Showtime Awards</b>	<b>-2,576.30</b>
			58400 · Sponsored Trophies, Medals...	
Check	2127	06/15/2016	<b>Department of General Services</b>	<b>-168.48</b>
			51102 · Other Administration expense	
Check	2128	06/15/2016	<b>CFSA.</b>	<b>-1,568.15</b>
			22200 · PST Taxes Withheld	
			52230 · Worker's Compensation Ins.	
			51000 · Insurance (General Liability)	
			52210 · Employee Benefits	
Check	2134	06/30/2016	<b>Martech Systems, Inc.</b>	<b>-45.45</b>
			21200 · Accounts Payable	
Check	2135	06/30/2016	<b>Pepsi-Cola Bottling Co.</b>	<b>-150.00</b>
			Casino Night	
Check	2136	06/30/2016	<b>Michelle Eiler</b>	<b>-205.20</b>
			51102 · Other Administration expense	
Check	2137	06/30/2016	<b>Pacific Power</b>	<b>-3,002.93</b>
			52800 · Light, Heat, Water & Power	
Check	2138	06/30/2016	<b>D D &amp; C Inc./North Siskiyou Dairy</b>	<b>-5,471.52</b>
			53000 · Maint. of Bldgs. & Grounds	
Check	2139	06/30/2016	<b>Verizon Wireless</b>	<b>-121.63</b>
			50800 · Telephone & Postage	
Liability Check	2141	06/30/2016	<b>Oregon Department of Revenue</b>	<b>-416.00</b>
			22401 · OR State Income Tax Withheld	
Check	2143	07/02/2016	<b>Union Operating Engineers State Union #12</b>	<b>-55.00</b>
			22604 · Union Dues Withheld	
Liability Check	AW7116	07/01/2016	<b>EFTPS</b>	<b>-1,623.09</b>
			22500 · Fed. Tax Withheld	
			22100 · Social Security Tax Withheld	
			22101 · Medicare Tax Withheld	
Liability Check	AW7216	07/02/2016	<b>EFTPS</b>	<b>-1,921.47</b>
			22500 · Fed. Tax Withheld	
			22100 · Social Security Tax Withheld	
			22101 · Medicare Tax Withheld	
Liability Check	AW63016	06/30/2016	<b>EFTPS</b>	<b>-407.00</b>
			22500 · Fed. Tax Withheld	
			22100 · Social Security Tax Withheld	
			22101 · Medicare Tax Withheld	
				<b><u>-32,687.73</u></b>

- c) **Approval of Financial Reports:** *(See attached financial reports)*
  - a) Trial Balance Report as of July 6, 2016
  - b) Budget Comparison to Current Financials as of July 6, 2016
  - c) Balance Sheet Previous Year Comparison as of July 6, 2016
  - d) Profit & Loss Previous Year Comparison as of July 6, 2016
- d) **Approval of Refunds:**
  - i. 20-PAE-R16 - Paez Wedding - \$1000.00
  - ii. 21-PER-R16 - Perez Quincenera - \$1000.00
  - iii. 22-CRU-R16 - Cruz Graduation Party - \$1000.00
  - iv. 15-WHA-R16 - Stakeholder Meeting - \$250.00

Director Struble moved to withhold \$250 from refund 21-PER-R16. Director Byrne seconded. There was some discussion about the damage done to some of the fair property on the weekend of June 18<sup>th</sup>. We did have many different events going on that weekend. President Luscombe called for a vote on the motion, motion passed unanimously.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff	X	
Director Byrne (second)	X	
Director Hernandez	X	
Director Misso	X	
Director Struble (motion)	X	
Director Herman	X	

- e) **Approval of Contracts:** See Below for list of Contracts
  - a) **Commercial Vendor Contracts:**
    - 81-HAP-V16 Happy Trails \$300
    - 82-ALI-V16 Alioune Dioum \$450
    - 83-KAT-V16 Kathyrine Parks \$300
    - 84-AVO-V16 Avon \$300
  - b) **Interim Rental Contracts: None**
  - c) **Standard Contracts:**
    - 30STD210-16 Shane Thornton (Black Cadillac Kings) \$750
    - 31STD210-16 Nephilim Band \$600
    - 32STD210-16 Mood Swing \$250/day
    - 33STD210-16 GMB, Inc. (Train) \$4500
    - 34STD210 Fogline \$400

**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.*

**6. GENERAL CORRESPONDENCE:**

Lava Beds Butte Valley RCD Request

They have requested to have an event at the fairgrounds on August 17<sup>th</sup>. They requested to use the arts and crafts building but that building is already being set up for fair so their other option is the commercial building. They will also be serving wine and beer with dinner and asked for the alcohol deposit to be waived and for a discount on the building price. It was suggested that we waive the deposit but make sure they group knows they will be responsible if any damage occurs.

Director Ratliff moved to wave the deposit fee and give them the commercial building for the Arts and Crafts building price since Arts and Crafts isn't available. Director Misso seconded. Motion passed unanimously.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff (motion)	X	
Director Byrne (abstained)		
Director Hernandez	X	
Director Misso (second)	X	
Director Struble	X	
Director Herman	X	

City of Tulelake Water Use Memo – A memo on water conservation was included in the packet for the board of directors information.

**7. COMMITTEE REPORTS:**

1. Finance Committee: Director Ratliff suggested that Nancy contact Monica, the fair's CPA to check in with her.
2. Entertainment Committee: Director Struble asked about having a Team Branding & Team Penning in the arena during the fair. The arena is in need of some repair and we would probably need some sand brought in for better footing but the board would definitely like to see the arena used more. She knows of someone that is interested in coordinating an event like this so she will let them know we would be interested in hearing their proposal.
3. Future Vision Committee: No Report
4. Livestock Committee: Swine, Sheep, Goat Weigh In is July 9<sup>th</sup> and 10<sup>th</sup> in Dorris and Tulelake
5. Fundraiser Committee: Theme for November Fundraiser – Nancy has sent the contract back for the Dorris Community Center. It will be a harvest dinner theme with a live auction, silent auction and DJ.
6. JFB Committee: Director Luscombe and Struble reported that they will be going over their bylaws at their meeting on July 27<sup>th</sup> in Dorris. It was suggested that we also ask for their GPA's on their applications as most other organizations ask for that information. Nancy will find the Jr. Fairboard Bylaws that should be on her computer and email them to the board for review.
7. Parade: We need to reserve 4 basin fertilizer trucks for the parade.
8. Friends of Fair: They are working on getting someone to clean up the museum and Nancy also suggested they have a committee to discuss some repairs to the museum that need to be completed.
9. Fair Court: The court was in the Butte Valley 4<sup>th</sup> of July parade and will be attending many fairs and other events throughout the area to promote the fair.
10. Vendor:
11. Other:

**8. CEO REPORT:**

Freedom Festival Report – The freedom festival went pretty well on the 4<sup>th</sup>. There was good attendance for the destruction derby but we were disappointed in the number of cars. Only five people entered but they all did do two heats so it was still a pretty good show for the crowd. The next time we do it we would start the destruction derby later so that there isn't such a big break between that and the fireworks. The fireworks went great and spectators were really happy with them.

Klamath County Fair – Todd said that we can borrow their sheep panels or anything else we need of theirs after their fair is over. Basin Fertilizer said they would haul them for us. We can also have a booth at the Klamath County Fair if we would like to and if we can find enough people to help us staff it.

Sponsors – There are still many sponsors that sponsored in 2015 that need to be contacted. Nancy is working on contacting them to see if they would like to sponsor again in 2016

Vendors – We only have a few vendor spaces left to fill. Sheena is working on getting all of the payments and contract back from returning and new vendors.

Farmer & Rancher Dinner – The schedule for the farmer rancher dinner was discussed. The board suggested we change it to this order: Honorees presentation, Dinner and then the sale. They would also like to see if we can make the sound better in that building, it is really hard to hear during that event.

Distribute Carnival Posters – There are carnival posters available for board members to distribute. Advanced sale tickets are also being distributed.

Union Contract – 2016-2018 – The union that Dave Kandra is a member of negotiated wage increases for the next three years

Bagley Keene Training – July 13<sup>th</sup> - Dave Dillabo will be here on July 13<sup>th</sup> for a board and employee training on public meetings and board/employee/CEO duties and responsibilities.

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

- 1. Vendor policy changes regarding “day contract “addition / prices –

Director Herman moved that we wait on the day vendors and revisit it for the 2017 fair. Director Hernandez seconded. Motion passed unanimously.

Director Herman has spoken with many of the vendors and they wouldn’t be able to pay more than \$50-\$75 for the day to have a space. Nancy did find that there is a day insurance policy they can purchase through CFSA for the day that is only around \$20 if they need it.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff	X	
Director Byrne	X	
Director Hernandez (second)	X	
Director Misso	X	
Director Struble	X	
Director Herman (motion)	X	

- 2. Sunday at fair; Recognizing 9/11 Ideas

We are still considering ideas for how to honor September 11, 2016 during the fair. Director Byrne found a link that has many ideas for how to celebrate that she will pass long to Nancy. Director Struble said she would order patriotic materials if we could give her a budget.

- 3. Parade Grand Marshall

The board would like to honor the Macy family during the fair in memory of Delfina Macy. Nancy will talk with them about it and how they would like us to proceed.

Director Hernandez moved to ask the Macy family how we could honor the family and ask Jerry LeQuieu if he would like to be the grand marshal of the parade. Director Ratliff seconded.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff (second)	X	
Director Byrne	X	
Director Hernandez (motion)	X	
Director Misso	X	
Director Struble	X	
Director Herman	X	

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

1. CFSA Fair Elector Resolution

Director Byrne moved to name Nancy Sites as the appointing elector for CFSA. Director Hernandez seconded. Motion passed unanimously.

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff	X	
Director Byrne (moved)	X	
Director Hernandez (seconded)	X	
Director Misso	X	
Director Struble	X	
Director Herman	X	

2. VFW American Legion Malin Request

Nancy will talk to them about partnering on something for September 11<sup>th</sup>.

3. Schedule for Fair Court and Jr. Fair Board for radio commercials/interviews

4. Pre-Sale Tickets – Carnival & Grandstand – Nancy is ordering and distributing these tickets.

II. **MATTERS OF INFORMATION:**

a) Director’s Comments:

Director Hernandez reported that the governor’s office called him to see how the board was doing and the new CEO. He told them he thought things were going fine.

Director Ratliff wanted to remind Nancy that we need to post meeting notices for our meetings each morning during fair.

Director Byrne said the governor’s office called her as well.

Director Struble reported that the state called her as well and asked very similar questions. She would like to bring past Tulelake Butte Valley Fair Queen Court’s together during the fair so she is working on that.

Director Herman asked about having the daily raffle prizes for people that donate admission and would like to purchase tickets like we did in 2015 and if we should do it again. Nancy will look at records from last year and we will determine if we need to do that again. He reported on the Stateline Spectacular, it went great despite the rain that we received the night before. It was one of the biggest ones ever.

Director Criss: Nothing

Director Misso: The state also called her to ask about how the board is getting along.

b) Manager’s Comments:

c) Next Scheduled Board Meeting:

1) August 3<sup>rd</sup>, 2016 @ 6pm at Butte Valley High School

a) Items to be added to the next meeting’s agenda:

1) . Daily Raffle Prizes

2) .

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

Board Member	Approved	Not Approved
Director Luscombe	X	
Director Criss	X	
Director Ratliff	X	
Director Byrne (moved)	X	
Director Hernandez (seconded)	X	
Director Misso	X	
Director Struble	X	
Director Herman	X	