



## Bonner County Fair Board

Meeting Minutes

Monday, July 8, 2024 @ 5:30 p.m.

Bonner County Fairgrounds  
4203 N Boyer Road, Sandpoint

1. **Meeting called to order** By Chairman Tim Mahan at 5:30
  - a. Members present: Chairman Tim Mahan, Vice Chair Jody Russell, Tawnya Johnson, Quentin Ducken
  - b. Members absent: Ben Wood, Gail Curless, and Laya Bleckwenn
2. **Executive Session:** Tawnya made a motion to enter Executive Session under Idaho Code 74-206- 1-B Personnel; Idaho Code 74-206 (1) (D) Records Exempt. Quentin seconded the motion. Roll Call Vote:
  - a. Quentin - Yes
  - b. Tawnya - Yes
  - c. Tim - Yes
  - d. Jody - Yes
  - e. Quentin made a motion to exit the executive session at 6PM. Tawnya seconded the motion. The motion passed. All guests were invited back in and doors opened.
3. Action Item: Discussion/Decision from executive session - None
4. **Public Comment:** \*time limit of 3 minutes
  - a. Ron Korn - Here at the meeting to introduce himself as the Republican Party elect for District 3 for county commissioner.
5. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
  - a. Meeting June 10, 2024 - Quentin made a motion to accept the minutes. Tawnya seconded the motion. The motion passed.
  - b. Special/Executive Meeting June 24, 2024 - Quentin made a motion to accept the minutes. Tawnya seconded the motion. The motion passed.
  - c. Special/Executive Meeting July 1, 2024 - Tawnya made a motion to accept the minutes with the change in #5 to Workshop. Quentin seconded the motion. The motion passed.
6. **Financial Report: Treasurer Samantha Schmidt**
  - a. Checking/Savings balances - Were not in the packet for this month, but are on the bank statements.
  - b. Profit/Loss for June - were distributed to all members
  - c. Current Financial update
  - d. Bank Statements for May & June - These were distributed to all members. Quentin made a motion to accept the bank statements and reconciliations. Tawnya seconded the motion. The Motion passed
  - e. Any Update on Audit - Samm - Tawnya made a motion to table this until the July 15th executive session for more board members to be present.
  - f. Action Item: Discussion/Decision Closing of Accounts- Quentin made a motion to close the Mountain West Bank account for Royalty and Rodeo

accounts. Tawnya seconded the motion. The motion passed.

- g. Action Item: Discussion/Decision Approval of the Financial Report - Tawnya made a motion to approve the financial report. Quentin seconded the motion. Roll Call Vote:
  - i. Tawnya - Yes
  - ii. Quentin - Yes
  - iii. Tim - Yes
  - iv. Jody -Yes

## **7. Approval of Bills**

- a. Action Item: Discussion/Decision Regarding Fairground/Rodeo Bills - Tawnya made a motion to pay the bills on the bills sheet. Quentin seconded the motion. The motion passed. Quentin made a motion to pay Cleaning contract \$2,810, Mileage for royalty \$43.29, Miller International for Rodeo \$428.39, Quen Pad \$95.35. Tawnya seconded the motion. The motion passed.
- b. Action Item: Discussion/Decision Fairground-related reimbursements:
  - i. Tawnya Made a motion to table the reimbursement for Cole Ducken until the next meeting. Quentin seconded the motion. The motion passed.
  - ii. Quentin made a motion to reimburse the camp host \$18.41 for fixing a hose at the campground. Tawnya seconded the motion. The motion passed.
  - iii. Quentin made a motion to apy the reimbursement for camping and the vendor overpayment. Tawnya seconded the motion. The motion passed.

## **8. Agency Updates**

- a. 4H Update - Gena Gibson - see hand out
- b. Rodeo Update - Levi Irish-
  - i. The rodeo committee will be meeting July 24th for their last meeting. The gates will open at 6PM instead of 6:30 to start getting people through the doors and give vendors more time. The committee has questions of how to access the debit card for their accounts. The rodeo committee will help with Extreme Broncs.
  - ii. Action Item Discussion/Decision Rodeo (If needed by Rodeo) - None
- c. Facility Update - Chris
  - i. BPA has a lighting quote and is waiting to hear approval. The vandalism that was done last year will be fixed and repaired by the parents of the minor. Need to work on the indoor arena and will have to rent a scissor lift.
- d. Office Update - Mark
  - i. New employee started today. Contracts and waivers must all go through legal, so Mark has been working with PA's office to approve all contracts for fair and rodeo. Fairgrounds staff is needing to watch hours and may not be able to do all the extras that are asked of them for events going forward. This will need to be discussed in a later meeting.

## **9. Correspondence-**

- a. A. Walker - Thank you for the scholarship
- b. A. Palmer - Thank you for the scholarship
- c. Sandpoint Soccer - explaining Sandpoint Soccer Gala

## **10. New Business**

- a. Action Item: Discussion/Decision Fee Schedule - Jody Made a motion to move forward with an increase for the Fairgrounds and RV Campground use/rental, as discussed in July 1st special board meeting and workshop. Also, giving the fair manager approval to prepare for a public hearing relating to these increases per Idaho Code 63-1311A and set the public hearing date for Wednesday, September 4, 2024 at 5:30PM. Tawnya seconded the motion. Roll Call Vote:
  - i. Tawnya - Yes
  - ii. Quentin - Yes
  - iii. Tim - Yes
  - iv. Jody - Yes
- b. Action Item: Discussion/Decision Banner size for Items sold at Auction - The banners will depend on the size of the buildings, but the indoor arena and cattle barn will be at least 10x10.
- c. Action Item: Discussion/Decision Banners for Sponsors - Sizes/Who Orders - Jody and Tylor will work on this to get all of them ordered.
- d. Action Item: Discussion/Decision Date of August Meeting - Tawnya made a motion to have the August meeting on August 5, 2024. Quentin seconded the motion. The motion passed.
- e. Action Item: Discussion/Decision Superintendent Luncheon - Luncheon is on August 6th. The office will speak with Steve at Super 1 for donation for the Superintendent meeting.
- f. Action Item: Discussion/Decision Fairground Staff Stipend - Jody made a motion to approve fairground staff Mark Knapp, Taylor Hill and Koni Kincaid to receive a vehicle stipend of \$200, \$75, and \$25 respectively. Paid to them on or about the first of every month, and for June 2024 as soon as the fair Treasurer can prepare and issue payment. Quentin seconded the motion. The motion passed.
- g. Action Item: Discussion/Decision Fair Royalty Applicant - This will be discussed in Executive and interview set up
- h. Action Item: Discussion/Decision Koozies & Cups for Fair - Koozie are \$1 each. Quentin made a motion to continue to look into these and purchase 250 if we keep them at \$1 each. Tawnya seconded the motion. The motion passed.
- i. Action Item: Discussion/Decision 4H Work Project (Painting)- Gena explained the painting they would like to do on the south wing and the south door entry. Jody made a motion to allow them to repaint the door and walls with colors approved by the office. Quentin seconded the motion. The motion passed.
- j. Action Item: Discussion/Decision Food Vouchers for Volunteers - They will receive \$5 vouchers that will be printed from the office.
- k. Action Item: Discussion/Decision Sponsor Packet Info - Taylor - Tawnya

made a motion to approve Taylor moving forward with ordering sponsorship invitation for dinners. Quentin seconded the motion. The motion passed.

- l. Action Item: Discussion/Decision Grounds Needs -
  - i. Quentin made a motion to approve the rental of the scan devices for the events of \$425-\$850 from Saffire. Tawnya seconded the motion. The motion passed.
  - ii. Quentin made a motion to proceed with ordering the seed money for the rodeo and fair. Tawnya seconded the motion. The motion passed.
  - iii. Quentin made a motion to approve \$300 for the receptacle on Southwest end of Cattle barn. Tawnya seconded the motion. The motion passed.
  - iv. Quentin made a motion to approve the purchase of 12 yards of  $\frac{3}{4}$ + rock for \$300 which includes hauling. Tawnya seconded the motion. The motion passed.
  - v. Quentin made a motion to pay Odom \$4000 for the purchase of alcohol for the rodeo. Jody seconded the motion. The motion passed.
  - vi. Need to look at new picnic tables. Chris had some ideas, but this will be tabled until February.
- m. Action Item: Discussion/Decision Accounting practices for Fair - Deposits will be taken to the bank each day that the bank is open. On days the bank is not open, the drops will happen on the following Monday. Mark is working with PA's office and Comptroller to finalize all policies and procedures of money handling by fair and rodeo.

## **11. Old Business**

- a. Action Item: Discussion/Decision Update on fair events for each night/contracts -
  - i. Ranch Sorting - Mark Powers has this handled
  - ii. Octane Addiction - all contracts are signed and event is ready
  - iii. Extreme Broncs - Jody made a motion to pay \$18,000 now and pay the \$9,000 at the close of the event. Quentin seconded the motion. The motion passed.
    1. Quentin made a motion to hire Eddie Fox as our barrel man for \$500 with a hotel room. Tawnya seconded the motion. The motion passed.
    2. Quentin made a motion to pay Al Parsons as the announcer for fair events for \$3640. Tawnya seconded the motion. The motion passed.
  - iv. Concert
  - v. Demo Derby - Waiting on the signed contract
- b. Action Item: Discussion/Decision Tractor Club Addition Proposal - We have to go to the BOCC to get approval to add onto the tractor barn. Tree removal can begin as this is a safety issue for the barn and equipment. Quentin made a motion to approve the 50x16 add on lean to with the tree removal. Tawnya seconded the motion. The motion passed.

- c. Action Item: Discussion/Decision Swine/Sheep wash rack (Selkirk Design)  
- No update at this time
- d. Action Item: Discussion/Decision Vendor/Food Vendor Update - Current placement of all vendors was distributed. Still some spaces available.
- e. Action Item: Discussion/Decision Fairbook Update - The book is at the printer as of now. Will have it in 2 weeks.
- f. Action Item: Discussion/Decision Fair/Rodeo Poster Update - Ready to print. Taylor will begin to print these and get them into businesses.
- g. Action Item: Discussion/Decision Update on Buckles, plaques, etc for Fair  
- All of these are ordered or have already arrived.
- h. Action Item: Discussion/Decision Sponsorships - Jody - gave an update on current standing with sponsorships. We are still expecting some money to come in.
- i. Action Item: Discussion/Decision EMS for Fair - Mark - has contacted them for events that they must be here on grounds and is working with them to have a presence during the fair.
- j. Action Item: Discussion/Decision Veterinarian for Fair Check-In - Mark will contact SAVE

**12. Other Business for future Items - None**

**Next meeting, August 5, 2024 at 5:30 PM**