



Bonner County Fair Board

Meeting Minutes

Monday, May 13, 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 PM
 - a. Members present: Chairman Tim Mahan, Vice Chair Jody Russell, Ben Wood, Tawnya Johnson, Laya Bleckwenn, Quentin Ducken; Fair Manager Mark Knapp
 - b. Members Absent: Gail Curlless
 - c. Welcome to Quentin Ducken to the fairboard
2. **Public Comment:** *time limit of 3 minutes - None
3. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
 - a. Meeting April 8, 2024 - Laya made a motion to accept the minutes as written. Tawnya seconded the motion. The motion passed.
 - b. Workshop/Executive Meeting April 15, 2024 - Laya made a motion to accept the minutes as written. Ben seconded the motion. The motion passed.
 - c. Executive Meeting April 22, 2024 - Ben made a motion to accept the minutes as written. Laya seconded the motion. The motion passed.
 - d. Executive/Special Meeting April 29, 2024 - Tawnya made a motion to accept the minutes as written. Laya seconded the motion. The motion passed.
 - e. Special Meeting/Executive Meeting May 6, 2024 - Laya made a motion to accept the minutes as written. Ben seconded the motion. The motion passed.
4. **Financial Report: Treasurer Samantha Schmidt**
 - a. Checking/Savings balances - Laya made a motion to accept the balances. Tawnya seconded the motion. The motion passed.
 - i. Fair Account \$196,015.39
 - ii. Fairgrounds Checking \$ 7,803.99
 - iii. Umpqua \$102,724.98
 - iv. TOTAL \$306,544.36
 - b. Profit/Loss for April - Handed out. They are working on getting sports invoiced and Jody is working on sponsorships.
 - c. Current Financial update - passed out checking details
 - d. Any Update on Audit - Samm - No update at this point
 - e. Update on Budget to BOCC/PA/Treasurer - No Update at this point
 - i. Action Item: Discussion/Decision on Budget - None at this time
5. **Approval of Bills**
 - a. Action Item: Discussion/Decision Regarding Fairground/Rodeo Bills - Laya made a motion to approve and pay bills. Tawnya seconded the motion. The motion passed.

6. Agency Updates

- a. 4H Update - Gena Gibson - Passed out an update
- b. Rodeo Update - Levi Irish-
 - i. Slow the months of April and May and they had no meeting in May.
 - ii. The rodeo needs approval from the county to use the county's insurance for the rodeo queen to participate in events. This is for liability only. Mark will email Christian and work on this.
 - iii. Sent an email this morning about the spring workday. 2 dead trees need to be removed from the stock area behind the outdoor arena. This is a safety issue. They will also work on the calf pens to load up the alley as there are boards that need to be replaced. Tommy Groff - Manager from Laclede - said IFG mill will donate the lumber
 - iv. Action Item Discussion/Decision Rodeo - Ben made a motion to allow rodeo to remove the trees. Quentin seconded the motion.
- c. Facility Update - Chris - Mark gave the update as Chris is out until next week. Working with him on the asset inventory that must be completed for risk management. Working on getting boats out, mower fixed, soccer out, and got the toilet in the campground fixed. The water hydrant in front has been locked again.
- d. Office Update - Mark - Admin assistant II has been posted. New employee starts tomorrow for the Events Coordinator Position. Camp host position is posted but no active pursuant. Waiting on PA for cleaning contract. Mark is meeting with Alexia Jordan on Friday. Met with the extension office last Friday, things went great. He still needs office support.

7. Correspondence-

- a. None

8. New Business

- a. Action Item: Discussion/Decision Rabbit Barn proposal from 4-H - Gena sent an email with some information on this, but no plan. Laya made a motion to have the rabbit leaders come up with their plan and bring it to the fairboard for approval. Ben seconded the motion. The Motion passed.
- b. Action Item: Discussion/Decision Parade of Champions/Awards - Lisa Hollet is willing to coordinate the parade of Champions at the fair. Laya made a motion to have Quentin do the award program. Tawnya seconded the motion. The motion passed.
- c. Action Item: Discussion/Decision Service Contract - Laya made a motion to accept the cleaning contract. Tawnya seconded the motion. The motion passed. Ben made a motion to allocate \$35,000 for outdoor security project lighting with the idea of getting money back from BPA. Laya seconded the motion. The motion passed.
- d. Action Item: Discussion/Decision Fair Royalty Scholarships - Anita Palmer - Aurla was the queen for a year. She should receive her \$500 scholarship. She will send the information to the board to get this sent.
- e. Action Item: Discussion/Decision Fair Royalty Contract - The date they are due will be July 1st, interview will be held July 8th. Ben made a motion to update the royalty contract as presented. Quentin seconded the motion. The motion passed.

- f. Action Item: Discussion/Decision Adjusting office hours - Mark - Jody made a motion to allow Mark to adjust the office for closures as needed by notifying the fairboard, putting it on the website, and door. Quentin seconded the motion. The motion passed. Laya abstained from the vote.
- g. Action Item: Discussion/Decision Fair Stall Rental for 4-H & Open Class - The stall deposits need to be changed to prevent the deposit from sitting in the office as we can't have undeposited checks. Laya made a motion to do away with the deposits and set a flat fee for all stalls and rentals. Ben seconded the motion. The motion passed.
- h. Action Item: Discussion/Decision - Date to announce our scholarship winners (Invite them to our meeting) Tawnya made a motion to have a meeting on May 20, 2024 at 5:30 to present the Scholarship Winners. Ben seconded the motion. The motion passed.

9. Old Business

- a. Action Item: Discussion/Decision Update on fair events for each night/contracts
 - i. Ranch Sorting - Laya will help with the event.
 - ii. Octane Addiction - Contract is good to go. Jody will help with this event and get with Nick from Power Sports.
 - iii. Extreme Broncs - Still looking for sheep for the mutton busting. Contract is ready to go. Levi and Chris will help with this and get it finalized.
 - iv. Concert - Laya is working on this currently. Most places are very vague on pricing and what they need. If she can't get anything else, she will have to go with someone local. Kristina said to check with Jessie Lee as a possibility. Laya will follow up.
 - v. Demo Derby - Mark will follow up with Wade on this. Contracts need to be done ahead of time. Ben will help out with the Demo Derby.
- b. Action Item: Discussion/Decision Dump Station/Water - needs to have a meeting set up A lot of discussion on how to proceed at this point. -Ben made a motion to proceed with fixing the water and dump station for now. Laya seconded the motion. The motion passed. Ben made a motion to turn the water back on. Tawnya seconded the motion. The motion passed. Tim will work on getting all involved to set up a meeting.
- c. Action Item: Discussion/Decision Action Item: Discussion/Decision Phone Transfer to the Fairgrounds account-Jody made a motion to put the phone on our credit card not on IT @ the Sheriff's office. Ben seconded the motion. The motion passed.
- d. Action Item: Discussion/Decision Rabbit Barn Freezer - No additional information was received from the rabbit people. The FB does not believe we should take on another item of responsibility.
- e. Action Item: Discussion/Decision Swine/Sheep wash rack - Much was discussed on this item between the fairboard. There was no decision made at this point. Ben & Quentin will work together and make some contact with contractors for drawings and estimates.
- f. Action Item: Discussion/Decision Camp Host & Camp Host Contract -

Mark is working on this with the PA office.

- g. Action Item: Discussion/Decision Buckles, Bracelets and Jackets from Sponsorship Banquet - Jody will look into this and see where we are at this time.
 - h. Action Item: Discussion/Decision Sponsorships - Jody is working on following up with sponsors to get all information and sponsor money collected and the ads together.
10. **Executive Session:** Laya made a motion to enter into executive session under Idaho Code 74-206- 1-B Personnel; Idaho Code 74-206 (1) (D) Records Exempt. Tawnya Seconded. Roll Call Vote
- a. Tawnya - Yes
 - b. Laya - Yes
 - c. Ben - Yes
 - d. Quentin - Yes
 - e. Tim - Yes
 - f. Jody - Yes
11. Action Item: Discussion/Decision from executive session - None at this time
12. Meeting adjourned at 9:30PM

Next meeting, June 10, 2024 at 5:30 PM