Bonner County Fair Board
Regular Meeting Minutes
9/14/2026, 2026 @ 5:30 p.m.
Bonner County Fairgrounds
4203 N Boyer Road, Sandpoint, ID

1. **Meeting called to order**- Chairman Ben Wood called the meeting to order at 5:30 pm.
   a. Members Present: Chairman Ben Wood, Vice Chairman Glenn Baumann, Treasurer Zach Spohn, Sarah Mitchell, Audra Savage, and Nathan Carroll (Teams meeting link)
   b. Fair Staff Present: Fair Manager Staci McBrayer, Events Coordinator Carli Giard, Bookkeeper Jennifer Wyman
   c. Staci asked to amend the agenda:
      i. Change number 2 (consent agenda) part B to say 8.31.2026
      ii. Change number 2 (consent agenda) part C to only one venue

Glenn made a motion to accept the order of the agenda as amended. Sarah seconded. Motion passed.

2. **Consent Agenda - Action Item** – Glenn made a motion to approve the consent agenda. Nathan seconded. Motion passed.
   a. 8.10.2026 Operations Meeting Minutes – 7i has a spelling error it should say extensively
   b. ~~8.10.2026~~ 8.31.2026 Special Meeting Minutes
   c. Preparedness Expo Venue Rental Contract
   d. Bonner County Food Bank Venue Rental Contract
   e. Copper & Co Fall Market Venue Rental Contract

3. **Financial Review & Updates**
   a. Bank Account Balances - $479,711.54
   b. Budget Updates – n/a
   c. Action Item: Discussion/Decision Regarding Fair/Fairgrounds/Rodeo Bills & Reimbursements – Glenn made a motion to pay the bills. Sarah seconded. Motion passed.
   d. Action Item: Discussion/Decision: Approval of Financial Statements – n/a

4. **Correspondence** -
   a. Donnie Landis: Thank you for all your hard work and dedication. We had a great time up there and was overwhelmed with the help that was available. You guys are truly one of the more efficient committees we have worked with. It was a pleasure.
   b. By Design Chiropractic: Thank you to everyone at the Bonner County fair for having us at their fair. We truly appreciate the opportunity to be a part of such a great community event. Thank you all for the work you put into making the fair possible. We look forward to participating in future fairs. With appreciation, Dr. Matt and By Design Chiropractic.

c. Mike Flannigan's Family: Dear Bonner County Fair Board, we are deeply touched by the tribute of naming the arena after our beloved husband and father, Mike Flannigan. Thank you for supporting this great honor. Thanks, Colleen, Gil and thank you for making this possible Riley and Liz, From the Flannigan Family.

5. Public Comment: * LIMIT TO 3 MINUTES* - none

6. Agency Updates

a. 4-H Update – Gena updated
   i. 4H Leaders Council meeting is September 21st at 6pm
   ii. 26-27 4H enrollment will open early October and be done through zsuites
   iii. Idaho State Shooting Sports Competition is October 2nd and 3rd in Mosin, and we are sending 11 members to compete in archery and rifle
   iv. Horse Leaders Council meeting will be Tuesday, October 6th at 5:30 pm
   v. Market Animal Livestock Committee meeting is October 14th

b. Rodeo Update – Frank Ringer was reelected vice president of the Rodeo Committee and will be serving another 2 years.

c. Fair Update –
   i. As of 8/31, you sweep account has earned $5,006.21 in interest since being opened in April
   ii. A water theft incident was address on August 28th when a woman pulled into the campground with no reservation and began filling her camper with water. When I addressed her, she decided paying for a camp spot was better than being served with a theft citation.
   iii. County IT replaced 4 laptops in our office, the camp host laptop, and one desktop in the shop
   iv. Water Truck failed to hold a charge in the batteries after the lights got left on. Compass looked at it, diagnosed one of 2 batteries as bad, installed a lockable battery cut off switch to prevent further dead battery issues and installed quick dump air valves for the rear spray head so the water shuts off immediately without having to bleed all the air through the switch valve at the front of the truck. Compass donated the labor as an in-kind sponsor and we paid for parts ($889.32 parts, $510 in kind labor.)
   v. Top Notch Electric fixed an electrical issue we had at the Ed Brown Bandstand during fair. That location is where the bounce houses plug in, so an immediate fix was necessary. They told us they could fix it cheap or fix it right but estimated that would cost $1500. I used emergency repair power and told them to fix it right. Replace conduit that was broken in the ground with new pvc conduit at proper depth and only charged us $995.
   vi. Christmas Craft Fair applications are out. Returning vendors application day is October 6 and new vendors is October 7. Craft Fair is Nov 21 & 22

vii. After a 6-hour pressure washing by staff to get the "goat" smell out of the Holly Barn with Scott Wood's generous donation of a commercial pressure washer, Wresting has moved into the Holly Barn.
viii. After 3.5 days of cleaning the beef barn, it is ready for Sandpoint Marine move in on Oct 1
ix. We have received our yearly complaint about our shavings pile. Idaho Department of Environmental Quality reached out to us last Friday stating they have received a complaint about the shavings blowing around and large amounts of flies. We will water the pile to keep the shavings from getting air born. Additionally, we were warned that dust on the roads was part of the complaint. We used the water truck to wet down roads for arena cross in response. All this being said, stay tuned for future changes to how we manage shavings removal post fair to include potentially renting a larger loader and placing spent shavings into rolls off dumpsters to have them removed from the property.
x. NWBHA Barrel Race was Sept 5
xi. Arena Cross was this past weekend. They had relatively low-ticket sales.
xii. Emerald Empire Arabian Horse Show Sept 19-20 in the indoor arena
xiii. Preparedness Expo Sept 26 in the MEB
xiv. Soccer moves into the indoor arena on Oct 1
xv. Food Bank Fundraiser Oct 10 in the MEB
xvi. Water shut off Oct 1 (not campground)

7. New Business:

a. Action Item: Discussion/Decision - Ally Balch Fair Vendor Booth Refund Request – No show
b. Action Item: Discussion/Decision – Fair Recap –
i. Fair Attendance 10 am to 8 pm 13,113
ii. Wed – 2797
iii. Thru – 3423
iv. Fri – 3441
v. Sat - 3452
vi. Parking Passes sold 2477 at the gate
vii. Demo Derby Tickets: 2597
viii. Ranch Broncs: 1116
ix. Rodeo Sponsorships $50,250
x. Fair Cash Sponsorships $97,950
xi. In Kind Sponsorships $18,140 (does not include CAT, Pape, or Sandpoint Motorsport's donation of Loader, light plants, skid steers, or UTVs)
xii. Total Sponsorships $166,340
xiii. Showorks had 548 entries compared to last year's 143

xiv. Demo Derby had an incident where a rock was launched into the grandstands during the truck portion of the event and hit a lady above her eye. EMS addressed the situation with the attendee. Event contractor Levi Falk and myself have had a conversation, and he is going to require mud flaps as part of the vehicle build in the future to help prevent a future occurrence.

xv. Saturday of Fair, our High School volunteers showed up with 1 adult and 3 kids when I required 3 adults and 7 kids. As a result, I had to pull in people to man the gates to include security because I could not in good conscience allow a teenager to stand out there by themselves loaded with cash. Future meetings will address how the parking is handled at the next fair.

c. Action Item: Discussion/Decision – Winter Camping Application Approval Process – Staci said she was asking the Board to allow the Fair Manager to approve winter campers instead of bringing winter camping applications to the Fair board for approval. Glenn made a motion to allow the Fair Manager to approve the off-season campers. Sarah Seconded. Motion passed.
d. Action Item: Discussion/Decision – Christmas Craft Fair Budget & Marketing – Discussion was made on last year's budget compared to this year. Staci said we spent $2,000 on reindeer last year and they are more expensive this year, so we are looking to change direction and go with a Highland Cows photo booth for 4 hours for $1,000. We also got a $1,500 sponsorship from Co-op. Looking for a $2,500 budget. Glenn made a motion to approve a $2,500 budget for Christmas Craft Fair expenses. Sarah seconded. Motion passed. Staci asked to add to next meeting to have a bar at the Christmas Craft Fair. Glenn made a motion to allow the fair manager to come back to us with a request for a bar at the Christmas fair. Audra seconded. Motion passed.
e. Action Item: Discussion/Decision – Rodeo Committee Request to Pay Sandpoint High School Wrestling $600 for trash pickup services provided at Rodeo – Glenn made a motion to approve paying Sandpoint High School Wrestling $600 for trash pickup. Sarah seconded. Motion passed.
f. Action Item: Discussion/Decision – RMAF Conference Nov 11-13 Layton, Utah – Staci asked the Fair board to send herself and Carli to the event. Registration is before October 16th and is $300. They also have a CPR/AED certification course on Wednesday morning for $65. There would also be costs for flights, 2 hotel rooms, and per diem. Looking at a budget of about $2,500 for 2 people. There was also discussion of letting board members go if they like and paying for their related expenses. Glenn made a motion to approve sending Staci and Carli to the rocky Mountain Association of fairs and including their hotel rooms, flights, the related expenses, and CPR class and AED class. Zach seconded. Motion passed. Glenn made a motion to approve sending one or two board members to RMAF. Sarah seconded. Motion passed.
g. Action Item: Discussion/Decision – Eliminating “Soft Opening” on Tuesday at 2027 Fair – Last year we were asked to make Tuesday a soft opening, meaning we don’t require our vendors to be in place. This was due to a possible low turnout.

Staci would like to make Tuesday an official day of the fair to have an event that night and charge for parking. Glenn made a motion to eliminate the soft opening title on Tuesday and make it an official fair day. Sarah seconded. Motion passed.

h. Action Item: Discussion/Decision – Oct. 12 Fair Board Meeting Date Change (falls on Columbus Day) - Discussion was made on changing the meeting date. Glenn made a motion to move the October 12th meeting to October 13th. Sarah seconded. Motion passed.

8. Old Business

a. Action Item: Discussion/Decision – Update Bartender Services Agreement – Staci asked to extend payout during fair time on the contract. Glenn made a motion to amend the Bartender Service Agreement in Section 4C to within 15 business days following the completion of the event. Sarah seconded. Motion passed.

b. Action Item: Discussion/Decision – 2027 Audit Engagement Letter – Zach had a discussion with Jordan on the possibility to reduce our billable hours. Jordan highlighted a couple spots where we could possibly reduce the hours. With an estimate of $11,300. Zach made a motion to sign the engagement letter with Zweigart, John and associates CPAs for the financial statement audit this year. Glenn seconded. Motion passed.

c. Action Item: Discussion/Decision – Rental House Asbestos & Lead Testing – Staci said Waste management does not require lead testing for the rental house demolition, but they do require asbestos testing. There are 3 quotes. North Idaho Flood and Fire $450 for 2 samples, and $75 for each additional. White water Inspections is $899 for up to 1,000 square feet and lab costs of $19.95 each. They said they would probably take 20 samples at a total of $1,298. IRS Environmental gave a total of $2,500 for time and material. Glenn made a motion to go with North Idaho Flood and Fire for $450 for asbestos testing. Sarah seconded. Motion passed.

d. Action Item: Discussion/Decision – Projects
    i. MEB Doors – Need to move forward. The quote from 2 years ago with parts and labor to replace all of them is $33,000. Justin is getting quotes to move forward. Also looking to put a digital look on one of the doors.
    ii. Parking Lot – Started this project with a load of gravel.

9. Other Business – Staci did get the 3rd quote for emergency power plan to get it on the BOCC's calendar to get that approved before the end of the fiscal year. To use the money.

10. Executive Session: Fair Board may meet to discuss the following items under Idaho Code 74-206- 1-B Personnel. Glenn made a motion to go into executive session to discuss the following items under Idaho Code 74-206-1-B Personnel and Idaho Code § 74-206-1-D to consider records that are exempt from public disclosure. Sarah seconded. Roll call vote; Ben-yes, Glenn-yes, Sarah-yes,

Zach-yes, Audra-yes, Nathan-yes. Motion passed. No decision was made as a result of executive session.

11. **Adjournment** – 7:04 pm