Bonner County Fair Board
Operations Meeting Minutes
9.28.2026, 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 5:36 pm.
   a. Members Present: Chairman Ben Wood, Vice Chairman Glenn Baumann, Sarah Mitchell, Tawnya Johnson, Zach Spohn (Online: Nathan Carroll, Absent: Audra Savage)
   b. Fair Staff Present: Fair Manager Staci McBrayer, Events Coordinator Carli Giard, Bookkeeper Jennifer Wyman
   c. Staci asked to amend the agenda:
      i. Add Action Item: Discussion/Decision: MEB Door Quotes (Old Business 7b)
      ii. Add Action Item: Discussion/Decision: Ranch Sorting Payout (Old Business 7c)
      iii. Add Action Item: Discussion/Decision: Power Plant Quotes/Transfer Switch (Old Business 7d)

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

2. **Consent Agenda - Action Item** – Glenn made a motion to approve the consent agenda. Zach seconded. Motion passed.
   a. 9.14.2026 Meeting Minutes
   b. SARS Ski Swap 11.13.2026 – Facility Rental Contract

3. **Financial Review & Updates**
   a. Bank Account Balances - $557,648.74
   b. Budget Updates -
      i. Balance Sheet as of August 31, 2026: Totaling $652,067.17
      ii. Profit and Loss October 2025 – August 2026: Total Net Income $194,511.54
      iii. Budget Report October 1, 2025 – September 28, 2026: $196,496.22
      iv. Fair Week Budget report October 1, 2025 – September 28th, 2026: $67,872.60
      v. Rodeo Budget Report October 1, 2025 – September 28, 2026: $36,184.41
      vi. Rodeo Afterparty Budget Report October 1, 2025 – September 28, 2026: $-2,382.08
      vii. Christmas Craft Fair Budget Report October 1, 2025 – September 28, 2026: $8,922.84
      viii. Over budget on the budgeted amount, Under budget on total expenses

c. Action Item: Discussion/Decision Regarding Fair/Fairgrounds/Rodeo Bills & Reimbursements
    i. Glenn made a motion to pay the bills. Sarah seconded. Motion passed.
d. Action Item: Discussion/Decision: Approval of Financial Statements
    i. Zach made it aware that these are the August Financial statements.
    ii. Glenn made a motion to approve the financial statements. Sarah seconded. Motion passed.

4. Correspondence - None

5. Public Comment: * LIMIT TO 3 MINUTES*

6. New Business:

a. Action Item: Discussion/Decision – Joleen Bass Missing Cooler Reimbursement – Joleen stated that during rodeo after party a cooler was needed. She offered to lend her cooler for the 2 days. It has now gone missing. It was a big white arctic cooler. Staci asked when Joleen went looking for her cooler. Staci asked how long the fairgrounds should be responsible for lent material. Nathan made a motion to reimburse Joleen $159 for the cooler. Tawnya seconded. Motion passed.
b. Action Item: Discussion/Decision – Private Party Towing Agreement – North Idaho Towing – In the state of Idaho you have to post signs on private property for towing. This would only be during events. Not the RV campground. Looking to move forward with contract. You need 8 corrugated signs to post. Glenn made a motion to move forward with North Idaho Towing agreement with 8 corrugated signs to bee post on the grounds. Sarah seconded. Motion passed.
c. Action Item: Discussion/Decision – MEB sports contract rates – Matt from Sasquatch Baseball. They are looking to rent the MEB and the south wing. They are looking to do a payment of $2,500. BOCC has asked for the fairgrounds to raise rates. To run their events, it would be a $12,000 contract. They are asking for 76 days for 4 hours a day. Matt offered to get exact days and times they will be using the MEB and south wing. Matt is willing to work with the fair board on solutions. Glenn made a motion to table this discussion and bring back at a later date. Sarah seconded. Motion passed.
d. Action Item: Discussion/Decision – Fair Parking Payout Sandpoint High School – Staci stated that there was a cap limit of $4,500 payout. On Saturday she showed up with one adult and 2 children to work gates. Staci had to pull security and Arla Palmer to work gates. They also broke one of the square machines. Staci has a suggested payout of $3,854.06. Glenn made a motion to pay the high school $3,854.06. Zach seconded. Motion passed. VFW is interested in working with ROTC and to put up parking lines for the same amount.
e. Action Item: Discussion/Decision – Alcohol Costs and Price Setting Christmas Craft Fair Bar – We have $250 cans left of VIP beer left. That will be used. Odom total is $500.80. Cost of wine and champagne is $54. Glenn made a motion to leave to ordering of Christmas craft fair alcohol purchase to the managers discretion. Sarah seconded. Motion passed.

f. Action Item: Discussion/Decision – 4-H Facility Use Agreements – Gena asked to use a facility use agreement instead of a contract for their none charged events. The form has been approved through legal. Staci is asking the board if they would like them to be just approved through her and not come to the board anymore. Board decided against it. Sarah made a motion to approve all 4H events for 2027. Glenn seconded. Motion passed.
g. Action Item: Discussion/Decision – Accounts Receivable -
    i. Presented was a past receivable for 2024 – 2025. Discussion was made on how to remove an invoice. Zach brought up contacting Jordan from Zygart's and ask how to remove them without having to amend the audit from last year. It was noted that the left over is a small amount. Glenn made a motion to refer Peyton Jackson to the prosecutor's office, and to write off all others as bad debt that were $100 or less. With the understanding that we are tracking. Zach seconded. Motion passed.
    ii. Nathan brought up making a policy for bad debt. Glenn made a motion to create an account receivable policy whereby the board will be notified of 90 – day past due account receivable. Nathan seconded. Motion passed.

7. Old Business

a. Action Item: Discussion/Decision - Asbestos Testing – Staci stated that we would need 10 tests. It's a $450 with 2 tests, and each additional test costs $75. For a total of $1,050. Glenn made a motion to approve North Idaho Fire and Flood in the amount of $1,050 for asbestos testing. Sarah seconded. Motion passed.
b. Action Item: Discussion/Decision - MEB Doors Quotes – Priest River Glass originally quoted in April of 2025. The new quote has gone up by $3,500 to $29,818.84 for materials. Sandpoint Building Supply quoted $24,657.72. Staci has purchased 6 Doorknobs to keep the line item open. These quotes are for doors and jams.
c. Action Item: Discussion/Decision - Ranch Sorting Payout – The ranch sorting volunteers in 2025 handled their own sponsorships. What was left over they paid out to their winners. We lost $594.75 on ranch sorting last year because EMS was not included on their budget. This year entry fees were raised to novice $75, open $100, and youth $35. Total for entry fees was $4,270 and sponsorships was $1,350. Expenses were $2,500 for buckles and cattle, and $849.75 for EMS. Leaving $2,270.25 for payouts. Glenn made a motion to push this out to our next meeting on the 13th. Zach seconded. Motion passed. Zach seconded. Motion passed.
d. Action Item: Discussion/Decision - Power Plant Quotes/Transfer Switch – There are 3 quotes. Staci will attend the BOCC meeting to ask for funding. The top bid is from Burnett at $16,2000. Glenn made a motion to proceed with Burnett Electric bid and putting in the request to the BOCC. Sarah seconded. Motion passed.

8. Other Business

9. **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 Personal and Idaho code 74-206 1-B To consider records that are exempt from public disclosure. Zach seconded. Roll call vote; Ben – yes, Glenn – yes, Tawnya – yes, Nate – yes, Zach – yes, Sarah –yes. Motion passed. No decision was made as a result of executive sesion.

10. **Adjournment** – 8:26pm