



## **Bonner County Fair Board**

Executive/Special Meeting Minutes

Monday, July 15, 2024

5:30 p.m.

1. **Meeting called to order** - At 5:30 PM by Chairman Tim Mahan
  - a. Members Present: Chairman Tim Mahan, Vice Chair Jody Russell, Quentin Ducken, Tawnya Johnson, Laya Bleckwenn Office Staff: Samm, Taylor, Mark, Chris & Levi
  - b. Absent: Gail Curless and Ben Wood
2. Tawnya made a motion to approve the revised agenda. Quentin seconded the motion. The motion passed.
3. **Executive Session:** Quentin made a motion to enter Executive Session under Idaho Code 74-206- 1-B Personnel. Idaho Code 74-206 (1) (D) Personnel Records Exempt. Jody seconded the motion. Roll Call Vote:
  - a. Tawnya - Yes
  - b. Quentin - Yes
  - c. Jody - Yes
  - d. Tim - Yes
  - e. Laya was not there for roll call vote... entered as session started.
  - f. Laya made a motion to exit the executive session. Quentin seconded the motion. The motion passed. All doors were opened and the public was allowed back in the room.
4. Action Item: Discussion/Decision from Executive - Quentin made a motion to proceed as discussed regarding technology in Executive. Laya Seconded the motion. The motion passed.
5. Action Item: Discussion/Decision Review of Audit - Jody made a motion to have the chairman sign the auditor agreement. Quentin seconded the motion. Roll call vote:
  - a. Tawnya - Yes
  - b. Quentin - Yes
  - c. Jody - Yes

- d. Tim - Yes
  - e. Laya - Yes
6. Action Item: Discussion/Decision Review of Bills and Approval to Pay Bills - Tawnya made a motion to pay the Bills handed out. Quentin seconded the motion. The motion passed.
  7. Action Item: Discussion/Decision Clothing/Staff Reimbursement - Tawnya made a motion to reimburse Cole Ducken for \$165.36 for clothing policy. Laya seconded the motion. Quentin abstained from voting. Motion passed.
  8. Action Item: Discussion/Decision Grounds Update - Chris - Cattle barn is up and ready. MEB is put together and decorating is happening. Did receive the rock to put around as discussed earlier. He will pick up hay later this week.
  9. Action Item: Discussion/Decision Grounds Needs and Approvals
    - a. Quentin made a motion to allow the purchase of an LG Ac unit for the beer tailor up to \$550. Tawnya seconded the motion. Laya abstained from voting. Motion passed.
    - b. Laya made a motion to fix the showers in the women's bathroom for up to \$500. Quentin seconded the motion. The motion passed.
    - c. Laya made a motion to put the sheep/goat scale in the old sheep barn and pour concrete for a cost up to \$120. Quentin seconded the motion . the motion passed.
    - d. Quentin made a motion to approve the purchase of 3 tents up to \$1000 for vet check. Tawnya seconded the motion. The motion passed.
    - e. Jody made a motion to get tables/chairs from All About Weddings for sponsorship dinner for 300 people for \$924. Quentin seconded the motion. The motion passed.
    - f. Quentin made a motion to approve port-a-potties for up to \$3000 for rodeo. Laya seconded the motion. The motion passed.
    - g. Quentin made a motion to approve port-a-potties for the fair up to \$17,000 for best cost effectiveness. Laya seconded the motion. The motion passed.
  10. Action Item: Discussion/Decision Office Update - Mark / Taylor
    - a. Benefit barrel race they will meet with Amanda. Working with Gena on

a state horse contest. ST101 filing with local vendors needs to get redone.

- b. Taylor - Working on getting the fairbook up on the webpage but having a hard time with the size of the file.
11. Action Item: Discussion/Decision Koozies - Laya made a motion to forgo the koozies for this year and use the rest of 2023 if there was any. Tawnya seconded the motion. The motion passed.
12. Action Item: Discussion/Decision Vet Approval - SAVE will provide 2 or 3 vets for \$1000 from 3:30 to 6:30 for check-in. Tawnya made a motion to proceed with SAVE for Vet Checks. Quentin seconded the motion. The motion passed
13. Action Item: Discussion/Decision Process for Fair Livestock Check-In - The inspection will be off site and Mark will work with Gena on all items to get into the fairgrounds after the vet check. There will need to be communication with the superintendents.
14. Action Item: Discussion/Decision Rodeo Reimbursement - None at this time
15. Action Item: Discussion/Decision Added Money - Xtreme Broncs Barrel Race - Wood V-X will sponsor the \$250 for the extra for Barrels.
16. Action Item: Discussion/Decision Odom Distributing Payment - Laya made a motion to approve up to \$5000 either for EFT or check for drop off with Odom. Quentin seconded the motion. The motion passed.
17. Action Item: Discussion/Decision Alcohol Distribution at Fair/Rodeo - Quentin made a motion to approve the beer to be 16oz containers for \$6.00 instead of the 12 oz containers. Laya seconded the motion. The motion passed.
18. Action Item: Discussion/Decision Bulk Water Purchase - Tawnya made a motion to purchase a pallet of water at \$2.80 per case from yokes. Quentin seconded the motion. The motion passed.
19. Action Item: Discussion/Decision Check Issuance & Pick-Up date of Change Orders - Quentin made a motion to pick up the seed money for fair at \$23,850. Tawnya seconded the motion. The motion passed.
20. Action Item: Discussion/Decision Safe for Rodeo and Fair - We can no longer borrow one from North 40. We can't lease a large safe. Laya made a motion to

purchase a used large safe from North Idaho Lock & Key. Quentin seconded the motion. The motion passed. The office will work with North Idaho Lock & Key to ensure the people that have access to the safe follow the policy which would prevent any 1 person from having all numbers to open the safe.

21. Action Item: Discussion/Decision Money Counter for Rodeo and Fair - Umpqua is donating the use of their money counter for the rodeo and fair.
22. Action Item: Discussion/Decision Tickets to concert - Laya made a motion that all sponsors will get a concert ticket for each sponsorship dinner ticket. Quentin seconded the motion. The motion passed.
23. Action Item: Discussion/Decision Sportsman Association Letter and Proposal - We will pursue this in October at the beginning of the fiscal year.
24. **Old Business** - Policy for cash handling will be ready for approval soon, Comptroller and other from the office will be on sight for counting of money and verifications.
25. Laya made a motion to adjourn at 7:33 PM. Quentin seconded the motion. The motion passed.

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