



Bonner County Fair Board

Meeting Minutes

Monday, June 10, 2024 @ 5:30 p.m.

Bonner County Fairgrounds
4203 N Boyer Road, Sandpoint

1. **Meeting called to order** Called to order by Chairman Tim Mahan
 - a. Members Present: Chairman Tim Mahan, Vice Chair Jody Russell, Ben Wood, Tawnya Johnson, Quentin Ducken, and Gail Curless
 - b. Absent Members: Laya Bleckwenn
 - c. Office Staff: Manager - Mark Knapp, Event Coordinator - Taylor Hill, Chris Larson - Maintenance
2. **Public Comment:** *time limit of 3 minutes
 - a. Jennifer Wood - interested in the 2025 fair dates
3. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
 - a. Meeting May 13, 2024 - Ben made a motion to accept the minutes as written. Gail seconded the motion. The motion passed.
 - b. Special/Executive Meeting May 20, 2024 - Ben made a motion to accept the minutes as written. Quentin seconded the motion. The motion passed.
 - c. Special/Executive Meeting May 29, 2024 - Gail made a motion to accept the minutes as written. Tawnya seconded the motion. The motion passed.
4. **Financial Report: Treasurer Samantha Schmidt**
 - a. Checking/Savings balances:
 - i. Fair account: \$189,661.60
 - ii. Sweep Account: \$ - 1489.14
 - iii. Umpqua \$150,832.20
 - iv. TOTAL \$339,004.66
 - b. Profit/Loss for May - Was handed out to the Fairboard
 - c. Current Financial update - Mountain West is all in the one account now. Samm has reconciled with the county on the Umpqua account.
 - d. Any Update on Audit - Samm - The auditor has access to QB online. There have been no questions to this point.

5. Approval of Bills

- a. Action Item: Discussion/Decision Regarding Fairground/Rodeo Bills - Ben made a motion to pay all the bills. Tawnya seconded the motion. The motion passed.
- b. Ben made a motion to reimburse Jeanette Bendinelli for fair camping. Quentin seconded the motion. The motion passed.

6. Agency Updates

- a. 4H Update - Gena Gibson - Gena handed out a page of updates.
- b. Rodeo Update - Frank Ringer - online app for the Queen to be in the 4th of July parade will need to be reimbursed. June 16th is the workday for the outdoor arena. All Fliers and brochures for rodeo will be done through their own board as they have purchased the program to do this. It will take some of the extras off the fair office. North 40 will need 6 dinner tickets and rodeo tickets as part of their sponsorship.
 - i. Action Item Discussion/Decision Rodeo (If needed by Rodeo) - None
- c. Facility Update - Chris - He will need to get a lift to fix the lights in the indoor arena, take down the old insulation and work on the speakers. Renaissance Faire went well. They need to get on the weeds. Wade Burnett is coming to look at the lighting. For the upcoming motocross event we will need \$1000 for the bar for seed money. Take out the North Fence to work on the parking.
- d. Office Update - Mark
 - i. Still going through applications for the open position. The fairbook is getting closer and Taylor has been in contact with the printers.

7. Correspondence-

- a. None

8. New Business

- a. Action Item: Discussion/Decision Grand Marshal - Ben made a motion to table the items A-D until the June 24th meeting to give time to think about people to nominate. Quentin seconded the motion. The motion passed.
- b. Action Item: Discussion/Decision Volunteer of the Year

- c. Action Item: Discussion/Decision Superintendent of the Year (for 2023)
- d. Action Item: Discussion/Decision Superintendent of the Year - Static Exhibits (for 2023)
- e. Action Item: Discussion/Decision Key Form Approval -This was changed to take off deposits and include a payment option. Ben made a motion to approve the form. Gail seconded the motion. The motion passed.
- f. Action Item: Discussion/Decision Hours for Fairgrounds - the minutes from September 2023 had our hours of operation on the fairgrounds as 7:30 to 4:30. This is again code. This will need to be changed. Ben made a motion to adjust this time to 5:00PM. Gail seconded the motion. The motion passed.
- g. Action Item: Discussion/Decision 2025 Fair Date - August 12-16 for 2025 for possible fair dates. This was checked with Bonners Ferry and Kootenai County to ensure we are working around them as well. Gail made a motion to proceed with the fair dates of August 12th-16th for 2025. Tawnya seconded the motion. The motion passed.
- h. Action Item: Discussion/Decision Amendment to Cleaning Services Contract - The contract has gone through legal and some changes were made per their request. Ben made a motion to proceed with the cleaning service contract with the changes from legal. Quentin seconded the motion. The motion passed.
- i. Action Item: Discussion/Decision Alcohol sales at livestock auction - Gena asked to discuss the drinking of alcohol during the sale from last year. The beer garden is not in the arena, it is outside of this area. We can't dictate to adults whether to drink or not if they are attending the auction as a buyer. Ben made a motion to not change the sale of alcohol during the fair with mornings open Friday and Saturday. Gail seconded the motion. The motion passed.
- j. Action Item: Discussion/Decision Contract for Demo Derby - Ben made a motion to accept the Demo Derby contract with the changes. Gail seconded the motion. The motion passed.
- k. Action Item: Discussion/Decision Ranch Sorting Contracts and

Reimbursement - Ben made a motion to reimburse Racheal Reed \$295.84 and to pay the stock contract of \$1200 for this event. Tawnya seconded the motion. The motion passed. It was reminded that the sponsorship money collected for this event is separate and does not count towards the sponsorship money of the fair and rodeo.

- l. Action Item: Discussion/Decision - RingCentral Billing - This was voted on at a prior meeting
- m. Action Item: Discussion/Decision Community service work - Mark will be meeting with the Sheriff tomorrow to discuss getting service work. Ben made a motion to allow Mark to use his discretion on inmate and community service work. Quentin seconded the motion. The motion passed.
- n. Action Item: Discussion/Decision Post Office Box Migration -Quentin made a motion to allow Mark to work with the postal service to move all our mail to the physical box. Gail seconded the motion. The motion passed.
- o. Action Item: Discussion/Decision Cell Phones & Accessories - Ben made a motion to move from Verizon to First Net for a savings and to ensure phone usage. Quentin seconded the motion. The motion passed. We will need to purchase some supplies to get the boosters and splitters. Tawnya made a motion to spend up to \$1200 on the 7 boosters. Gail seconded the motion. The motion passed.
- p. Action Item: Discussion/Decision Radio Advertisement - Dylan from the radio reached out to the office about advertising on the radio. Said it would be similar to last year. Ben made a motion to have Taylor get more information with exact costs for moving forward. Quentin seconded the motion. The motion passed.
- q. Action Item: Discussion/Decision Staff Clothing Reimbursement - Ben made a motion to reimburse Cole \$111.29 for clothing (this Item of staff clothing was approved prior). Tawnya seconded the motion. the motion passed. Quentin abstained from voting.
- r. Action Item: Discussion/Decision Rodeo Contracts - These have been

approved just need to be signed.

- s. Action Item: Discussion/Decision Fair Parking - Paying does provide security for parents that people are somewhat being monitored as they come and go. Jody will work with SHS as in the past to see if we have enough interest to keep the \$3.00 entrance per car.
- t. Action Item: Discussion/Decision Sponsor Plaque Delivery - Delivery needs to happen ASAP as these are from 2023. Taylor will work on this as they need to begin to see a person they can make a connection to going forward.
- u. Action Item: Discussion/Decision North 40 Patriot Night - They would like 6 rodeo tickets and 6 dinner tickets.
- v. Action Item: Discussion/Decision Flag Shirt Rental Contract - Ben made a motion to approve the flag shirt usage contract as long as it is approved by legal. Gail seconded the motion. The motion passed.
- w. Action Item: Discussion/Decision Sound Systems - Ben was approached by someone that used to work with sound systems and he is willing to help with the outdoor and indoor arena systems. We need to make sure these are functional by horse camp and the indoor arena by the fair. Jody made a motion to spend up to \$2000 to get the systems up and going. Gail 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 - Was discussed earlier
 - ii. Octane Addiction - Contract is signed
 - iii. Extreme Broncs - Waiting on the contract and insurance. Sheep contract is waiting for signature
 - iv. Concert - VIP is talking with the agent
 - v. Demo Derby - Updated earlier
- b. Action Item: Discussion/Decision Dump Station/Water - needs to have a meeting set up - Tim is still working on this with several options
- c. Action Item: Discussion/Decision Swine/Sheep wash rack (Selkirk Design)

- Quentin made a motion to move forward with Selkirk Design on the Wash Rack. Tawnya seconded the motion. The motion passed.

- d. Action Item: Discussion/Decision Vendor/Food Vendor Update - Taylor is working on this and will have it ready for a later meeting
- e. Action Item: Discussion/Decision Fairbook Update - Still working on the book by adding sponsors, scholarship recipients, and some blank spaces. She met with 4-H and is all good there.
- f. Action Item: Discussion/Decision Fair/Rodeo Poster Update - Working on getting all the logos on the posters to print
- g. Action Item: Discussion/Decision Update on Ribbons for Fair, 4-H - Ordered but not here as of yet.
- h. Action Item: Discussion/Decision Update on Buckles, plaques, etc for Fair - ordering as needed.
- i. Action Item: Discussion/Decision Sponsorships - Jody - Working on this with Taylor. Following up on all the loose ends and sponsors that we are still waiting on their money! Still expect about \$10,000 at least or maybe more.

10. Other Business for future Items

- a. Mark is working on the fee schedule for 2025 to set flat rates and flat rates for the utilities. This will be agendized in the future.

11. Executive Session - Ben made a motion to enter into Executive Session under Idaho Code 74-206- 1-B Personnel. Idaho Code 74-206 (1) (D) Personnel Records Exempt. Tawnya seconded the motion. Roll Call Vote:

- a. Tawnya - Yes
- b. Ben - Yes
- c. Quentin - Yes
- d. Gail - Yes
- e. Jody - Yes
- f. Tim - Yes

12. Action Item: Discussion/Decision from executive session - None to be made

Next meeting, July 8, 2024 at 5:30 PM