



## Bonner County Fair Board

Meeting Minutes

Tuesday, October 15, 2024 @ 5:30 p.m.

Bonner County Fairgrounds  
4203 N Boyer Road, Sandpoint

1. **Meeting called to order** by Vice Chair Jody Russell @ 5:35 PM
  - a. Members Present: Vice Chair Jody Russell, Laya Bleckwenn, Tawnya Johnson, Quinten Ducken, Gail Curless
  - b. Members Absent: Chairman Tim Mahan, and Ben Wood
2. **Executive Session:** Tawnya 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. Quentin Seconded the motion. Roll Call Vote:
  - a. Laya Bleckwenn - Yes
  - b. Tawnya Johnson - Yes
  - c. Gail Curless - Yes
  - d. Quentin Ducken - Yes
  - e. Jody Russell - Yes
3. Came out of executive session at 6:35 PM. Doors were opened and the public invited in for the meeting.
  - a. Action Item: Discussion/Decision from executive session None
4. **Public Comment:** \*time limit of 3 minutes - None
5. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
  - a. Meeting September 9, 2024 - Quentin made a motion to table these until the November meeting. Gail seconded the motion. The motion passed.
  - b. Executive Meeting September 16, 2024 - Laya made a motion to approve the minutes. Quentin seconded the motion. The motion passed.
6. **Financial Report: Treasurer Samantha Schmidt**
  - a. Checking/Savings balances
    - i. Sweep Account \$186,628.00
    - ii. Mountain West Acct \$191,874.15
    - iii. Umpqua \$ - 5,609.06
    - iv. TOTAL \$372,893.09
  - b. Profit/Loss for September - was distributed to all members
  - c. Current Financial update - Given to us by Samm
  - d. Bank Statements reconciliation for August - Has been done and matches the county - All board members have received the copy of reconciliation.
  - e. Action Item: Discussion/Decision: Approval of All Financial Report from Treasurer - Quentin made a motion to approve the Financial Report from the Treasurer. Gail seconded the motion. The motion passed.
  - f. Action Item: Discussion/Decision: Approval of Fairgrounds FY24 P&L and permission to publish. - Quentin made a motion to table this until the November meeting. Laya seconded the motion. The motion passed.
  - g. Action Item: Discussion/Decision: Opening of Account at Umpqua.

Designate Signors. - Laya made a motion to open a new account at Umpqua with our own EIN number. Quentin seconded the motion. The motion passed. Quentin made a motion to keep the signers the same as Tim Mahan, Mark Knapp, and Jody Russell. Tawnya seconded the motion. The motion passed

- h. Action Item: Discussion/Decision: Approval or/and signing of engagement letter for Zwygart & Associates. Quentin made a motion to table this until November so Samm can find out more. Tawnya seconded the motion. The motion passed.

## **7. Approval of Bills**

- a. Action Item: Discussion/Decision Regarding Fairground/Rodeo Bills - Gail made a motion to pay the bills before the board. Laya seconded the motion. The motion passed.
- b. Action Item: Discussion/Decision Fairground and/or Rodeo-related reimbursements - None

## **8. Agency Updates**

- a. 4H Update - Gena Gibson - See Copy provided by Gena
- b. Rodeo Update - Levi Irish
  - i. Action Item Discussion/Decision: 2025 Rodeo Photographer contract - Photography by Gini - Laya made a motion to approve the contract. Quentin seconded the motion. The motion passed.
  - ii. Action Item Discussion/Decision: 2025 Rodeo Clown Act contract - Dennis Halstead - Quentin made a motion to approve the contract. Laya seconded the motion. The motion passed.
- c. Facility Update - Chris
  - i. Chris explained several projects to get complete prior to winter. Going to begin the process to get bids for the grandstands projects. Quentin made a motion to allow Chris to proceed with this project. Gail seconded the motion. The motion passed.
  - ii. Action Item: Discussion/Decision Grounds related needs /purchases
    - 1. Pole Saw - Tawnya made a motion to purchase a pole saw up to \$650. Quentin seconded the motion. The motion passed.
    - 2. Air Compressor - Quentin made a motion to purchase an Air Compressor up to \$900. Gail seconded the motion. The motion passed.
    - 3. Aqua Plumbing - Gail made a motion to allow Chris to work with Aqua plumbing to fix the cracked toilet. Quentin second the motion. The motion passed.
    - 4. Lighting Project - Gail made a motion to accept the new bids for the lighting project with more lighting and more incentives. Quentin seconded the motion. The motion passed.
- d. Office Update - Mark
  - i. Storm damage assessment and he has been working with risk management.
  - ii. Rental house residents are aware that we need to update the

- contract.
- iii. Office fireplace is shut off due to gas leak - will be looked at
- iv. Winter Camping has started as of today
- v. Working on Sponsorship program and something to bring the board
- vi. Camp host has moved out for the season. In future, this person should provide their own phone.
- vii. Working with Chris on the RFP Process for the bleachers.
- viii. Department heads for the county will be required to meet with BOCC monthly, so Mark will be attending these meetings
- ix. Office closed November 12th so they can work the weekend for the Christmas Craft Fair.
- x. Action Item: Discussion/Decision Office related needs/purchases
- e. Fair recap - Already happened - Should have been removed from agenda

## **9. Correspondence**

- a. Letter From Bob Howard - Jody read a letter from Bob Howard thanking the Maintenance and Mark for their help and presence during a possible fire evacuation.
- b. Doris Walker to address board - Doris Walker offered to help with the fairbook and showed how she would save the fair board \$4000. This is on the agenda.
- c. Elizabeth Peters to address the board - New Fair staff did a great job. She liked the entries on Saturday as it gave superintendents the opportunity to set up their area. Asked to please add a lego Department with new size allotments. Need "other Jewelry" class and Paracord class. A list was provided to the fair board.
- d. Letter from Community Hospice
- e. Request for apology letter to Kat Hunt relating from Fair

## **10. New Business**

- a. Action Item: Discussion/Decision: NWBHA 04 - Dannette provided a P & L from their last event. She will begin to work on dates and payment for next year.
- b. Action Item: Discussion/Decision: Approval of Contracts
  - i. Winter Camping- Mather - Laya made a motion to approve the contract. Quentin seconded the motion. The motion passed.
  - ii. Winter Camping- Blue - Quentin made a motion to approve the contract. Gail seconded the motion. The motion passed.
  - iii. Winter Camping-Plattner - Laya made a motion to approve the contract. Gail seconded the motion. The motion passed.
  - iv. Winter Camping-Reynolds - Gail made a motion to approve the contract. Quentin seconded the motion. The motion passed.
  - v. Facility Use- Preparedness Expo - Quentin made a motion to approve the contract. Gail seconded the motion. The motion passed.
  - vi. Facility Use- Sandpoint Volleyball- Quentin made a motion to approve the contract. Laya seconded the motion. The motion passed.

- vii. Facility Use- SLL Softball - Quentin made a motion to approve the contract. Gail seconded the motion. The motion passed.
- viii. Facility Use-Sasquatch Baseball - Quentin made a motion to approve the contract. Laya seconded the motion. The motion passed.
- ix. Facility Use- Duck Unlimited -Laya made a motion to approve the contract. Quentin seconded the motion. The motion passed.
- x. Facility Use-SARS Ski Swap - Quentin made a motion to approve the contract. Tawnya seconded the motion. The motion passed.
- c. Action Item: Discussion/Decision: RMAF Convention - Laya made a motion to allow 1 or more fairboard members to attend. Gail seconded the motion. The motion passed. Need to let Mark know ASAP
- d. Action Item: Discussion/Decision: Dan Elliott - Tractor Club-Building proposal - Already approved to do the entire project.
- e. Action Item: Discussion/Decision: Sandpoint HS Parking Payment - Quentin made a motion to pay the SHS for their half of parking \$4901.82. Gail seconded the motion. The motion passed.
- f. Action Item: Discussion /Decision: Parking Fees, Passes, Process for 2025 Fair - Mark proposes that we go to one pass, 1 rate that is good for all week. Use of parking passes we currently have in the next year or so, and not use the color system in the future. The price would be \$7.00. Quentin made a motion to allow Mark to move forward with this for 2025. Laya seconded the motion. The motion passed.
- g. Action Item: Discussion /Decision: Judges, Superintendents food vouchers for 2025 Fair - Per Diem. - Gail made a motion to pay the judges and superintendents: Static superintendents \$10, Livestock Superintendents \$25.00, and Judges \$25 per day. Laya seconded the motion. Quentin abstained from voting. Motion passed.
- h. Action Item: Discussion /Decision: Premium payment process for 2025 - for 2025 no payments will be mailed. There will be a set deadline to pick up your check from the office. Quentin made a motion to approve this for 2025. Gail seconded the motion. The motion passed.
- i. Action Item: Discussion/Decision: Credit Cards for Home Depot account - Quentin made a motion to get a card for Chris at Home Depot. Gail seconded the motion. The motion passed.
- j. Action Item: Discussion /Decision: Utility Bills for Fairgrounds. - Mark presented the bills that the county has been paying for us. One of which was the Extension offices bill. He is working with the BOCC and the matter of the water bill and what this will do to the fairgrounds if they are required to take on this debt. He will report back to us.
- k. Action Item: Discussion/Decision: Proposal for “Operational” monthly Fair Board Meeting. - The Fair board already has approved to have weekly meetings on Mondays if needed. We will plan operational monthly meetings when necessary based on this prior approval.
- l. Action Item: Discussion/Decision: Action Item: Discussion/Decision: CCF Awards - Quentin made a motion to allow the Event Coordinator to proceed with whatever awards needed for the Christmas fair. Gail

seconded motion. The motion passed.

- m. Action Item: Discussion/Decision: Sponsor Dinner Date - Laya made a motion to have the Sponsor Dinner January 18, 2025. Quentin seconded the motion. The motion passed.
- n. Action Item: Discussion /Decision: Sponsor Auction Date - Laya made a motion to have the Sponsorship Auction March 15, 2025. Gail seconded the motion. The motion passed.
- o. Action Item: Discussion /Decision: 2024 Sponsor Awards - Laya made a motion to proceed with the award plaques started in 2023. Gail seconded the motion. The motion passed.
- p. Action Item: Discussion /Decision: Cleaning Contract - Mark spoke with the current contractor and discussed some of the displeasure there was with their work compared to what was in their contract. He will ensure it is done properly going forward and will work with Mark.
- q. Action Item: Discussion /Decision: Manure Pile / IDEQ - Pilch has not removed the manure as they have in the past. We need to get it removed as it is causing dust and discomfort to the apartments.
- r. Action Item: Discussion /Decision: Circus Luminescence Booking - Quentin made a motion to approve Circus Luminescence for \$7000 and 2 rooms for 5 days for 2025. Gail seconded the motion. The motion passed.

#### **11. Old Business**

- a. Action Item: Discussion/Decision: 2025 Fair Theme - Laya made a motion to approve "Truck Loads of Fun" for the Theme. Quentin seconded the motion. The motion passed.
- b. Action Item: Discussion/Decision: 2025 Nightly Events - Tawnya made a motion to allow Mark to work on the events and contracts. Quentin seconded the motion. The motion passed. Mark will get the events more solid and bring them back to the board.
- c. Action Item: Discussion /Decision: Fair Book Proposal - Laya made a motion to move forward with Doris Walker's proposal. Gail seconded the motion. The motion passed. Doris and Taylor will begin working on the new fairbook
- d. Action Item: Discussion /Decision: ShoWorks - Quentin made a motion to purchase the standard edition for \$4000.00. Tawnya seconded the motion. The motion passed.
- e. Action Item: Discussion /Decision: FY2025 Levy Funds Request - Mark will make these requests when the board is ready.

#### **12. Other Business for future Items - None**

13. Gail made a motion to adjourn. Quentin seconded the motion. Meeting adjourned at 9:40 PM

**Next regular meeting, November 12, 2024 at 5:30 PM**