

**10TH DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING
February 21, 2023**

CALL TO ORDER: The 10th District Agricultural Association Board of Directors meeting was called to order at 5:25 PM by President Finley.

ROLL CALL/DIRECTORS ABSENT: All directors were present with the exception of Directors Burrone and Mercier who called. Chris Kutzkey is our newly appointed board member. There are two (2) vacant board positions.

INTRODUCTION OF GUESTS AND STAFF: Also present were Cliff Munson, CEO and Michelle Eiler, AGPA.

PUBLIC COMMENT: None.

CONSENT CALENDAR (Action by Board): Director Hanna made a motion, seconded by Director Allen and carried to accept the consent calendar which included minutes from the January 11, 2023, meeting, contracts and cash disbursements for January.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Monet Allen (2 nd)	X			
Alyssa Burrone				Absent
Brandon Fawaz	X			
Jason Finley	X			
Judd Hanna (1 st)	X			
Chris Kutzkey	X			
Darrin Mercier				Absent
2 positions vacant				

No public comment.

COMMITTEE REPORTS (Informational/Action):

- Junior Livestock Auction Committee – There was no representative at the meeting. Michelle Eiler mentioned that she has been working with a couple of them on getting the new entry program, Showworks and that they had received a quote on new computers. Director Allen was contacted by a past JLAC Board Member, Nadine Hittson who had several questions and concerns regarding JLAC operations. Director Allen invited her to attend this board meeting to get clarification, but she was not present. No public comment.
- Junior Fair Board – Director Allen was the speaker at the last meeting. She explained about the relationship with the Senior Board of Directors, decisions that are made and the process that the board went through to cancel the 2023 annual fair. The publicity of applications and the board needs to get better; find other avenues to get the word out about the board. No public comment.

BUSINESS REPORT & INFORMATION (Action by Board):

- CDFA Agreement #22-1520-000-SG – Vice President Fawaz made a motion, seconded by Director Kutzkey and carried to approve the CDFA Agreement #22-1520-000-SG, for the FY 2022-2023 Allocation.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Monet Allen	X			
Alyssa Burrone				Absent

Brandon Fawaz (1 st)	X			
Jason Finley	X			
Judd Hanna	X			
Chris Kutzkey (2 nd)	X			
Darrin Mercier				Absent
2 positions vacant				

No public comment.

- Billboard Contract with Rain Rock Casino/Karuk Tribe – CEO Munson reported that the contract has been signed by both parties and sent to DGS. No public comment.
- Cal Fire Project Requests – Cal Fire has met with 10th DAA Staff regarding several projects they are interested in doing. Currently they have the funds but are unable to figure out how to apply them to the expenses. These projects are on hold until further information is received from Cal Fire. No public comment.
- CEO Evaluation - CEO Munson will work with President Finley and Director Allen. The evaluation will be brought to the board in March or April depending on schedules. It was discussed that CEO Munson needs a Leave Liability Reduction Plan to reduce his vacation/leave hours as required by the State. Director Allen made a motion, seconded by Director Kutzkey and carried to approve CEO Munson to take off most every Monday through the end of the calendar year plus other scheduled days to reduce his leave liability.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Monet Allen (1 st)	X			
Alyssa Burrone				Absent
Brandon Fawaz	X			
Jason Finley	X			
Judd Hanna	X			
Chris Kutzkey (2 nd)	X			
Darrin Mercier				Absent
2 positions vacant				

No public comment.

- New Policies – CEO Munson attended a CDFA meeting in Sacramento and it was advised to adopt the following policies. Vice-President Fawaz made a motion, seconded by Director Allen and carried to revise/adopt the following policies as stated:
 - Credit Card Authorization: CEO, AGPA and Senior Maintenance Worker have possession of Costco Membership cards, Costco CitiBank and DGS Cal Cards for state authorized purchases. CitiBank has a total limit of \$16, 800 for the account (all cards included). Cal Cards have the following daily limits: CEO \$5,000, AGPA \$1,000 and Senior Maintenance \$1,000.
 - On Site Housing – Outside of fairtime and interim events, there is to be no residing on the 10th DAA property without permission from the Board of Directors. Should approval be granted, it will be issued in writing with details specific to the length of time, what access is available, the location of the housing and other limitations needed on a case-by-case basis.
 - Public and Promotional Expenses – The 10th DAA must justify any expense pertaining to public and promotions (ex. catering, meetings, etc.). Documentation must be attached to the claim showing the food expense, topics discussed, and individuals present.
 - Employee Timecards – It is the policy of the 10th DAA that physical timecards will be used to document employees time worked. Timecards will be completed at the end of each day and submitted on the last day of payroll. Timecards will be reviewed and approved by the immediate supervisor and the CEO. The CEO’s timecard will be approved and signed by the Board President. Sick leave, vacation time, etc. will be accounted for on these forms. Timecards will be kept with each employee’s personnel file.

- Allocation of AB 1499 Revenue Funds (Sales & Use Tax Allocation) – The 10th DAA, as a qualifying fair to receive AB 1499 funds, is responsible for incorporating and complying with the following work conditions for non-management employees.
 - A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and employee.
 - A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and employee, and the first meal period was not waived.
 - Compensation at the rate of regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one work week, and the first eight hours worked on the seventh day of work in any one workweek.
 - Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
 - Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of the work week.
- Management employees are exempt from the above due to the rate of pay is not less than 30 percent more than the state minimum wage; they receive premium wage for all overtime worked.
- Non 10th DAA Gifts Received – The 10th DAA Board of Directors and Staff are not allowed to receive items as a gift from other institutions or organizations on behalf of the 10th DAA/Siskiyou Golden Fairgrounds.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Monet Allen (2 nd)	X			
Alyssa Burrone				Absent
Brandon Fawaz (1 st)	X			
Jason Finley	X			
Judd Hanna	X			
Chris Kutzkey	X			
Darrin Mercier				Absent
2 positions vacant				

No public comment.

2023 FAIR (Information/Action): CEO Munson was asked to find a social media individual that will be onsite for the entire fair and provide instant and live posts.

- Discuss & Approve Grandstand Events – After research and discussion of events for Thursday, CEO Munson reported that there were several band lineups in our price range. Director Hanna made a motion, seconded by Director Kutzkey and carried to contract with Journey and Def Leppard Tribute Bands for Thursday night at 7:00 PM in the Grandstand at no charge to the public.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Monet Allen	X			
Alyssa Burrone				Absent
Brandon Fawaz	X			
Jason Finley	X			
Judd Hanna (1 st)	X			
Chris Kutzkey (2 nd)	X			
Darrin Mercier				Absent
3 positions vacant				

CEO Munson will work on booking the city stage and a main sponsor for the event. Grandstand Lineup: Wednesday – dark; Thursday – Music 7 PM; Friday – Rodeo 6:30 PM; Saturday – Destruction Derby 6:30 PM; Sunday – Monster Trucks 3 PM. Red Scarf Society Concert will move to Wednesday night on the Mall Stage – Luke Bryan Tribute. No public comment.

- Rodeo & Lillard Arena Setup – CEO Munson reported that the Rodeo Committee would like to see the grandstand area more of a multi-use facility. They would like to move the Lillard Arena equipment into the current Rodeo area, middle of the track. The Committee would do the work and donate the sand; hopefully they will have all the measurements and plan together at the next committee meeting. Since there is no racing this year, now would be the time to make this change. No public comment.

CEO REPORT (Information/Action):

- Internet Service Provider – CEO Munson reported that Cal Ore, a local provider, has approached us about doing a partnership and providing us with internet service plus the equipment to bring us up to date. Northland Cable/Vyve Broadband is currently our provider and has been a partner for some time. CEO Munson contacted Vince Renig with Vyve and explained the situation; Vyve should have an answer on what or if they can do anything for us by March 1st.
- Projects – CEO Munson reported that the Floral Building Roof is currently being replaced. The PSPS project had the final inspection and the contractor has a few issues to correct for it to be complete. The Exhibit Restroom upgrade will proceed once we receive all the quotes and information for the project.

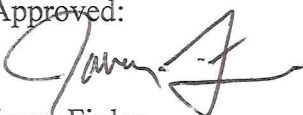
BOARD COMMENTS:

- Everyone welcomed Chris!
- President Finley went to the WFA Convention and got some good ideas out of the trade show for 2024 entertainment. He also mentioned that in conjunction with the Jackson County Expo the fair received the Merrill Award for the 2023 Show and Sale in Central Point, Oregon.

NEXT MEETING DATE: The next meeting is scheduled for Tuesday, March 21, 2023, at 5:30 PM.

ADJOURNMENT: Meeting was adjourned at 6:56 PM.

Approved:



Jason Finley
President

Attest:



Michelle Eiler
Secretary