

# **REGULAR MEETING OF THE PLUMAS-SIERRA COUNTY FAIR BOARD**

**February 24, 2016**

## **ROLL CALL**

Chairperson Chance called the meeting of the Plumas-Sierra County Fair Board of Directors to order at 5:01 p.m. in the Mineral Building at the Plumas-Sierra County Fair Grounds. Directors Butterfield, Chance, Neer, Olson, and Viscarra were present. Director Abbott was absent and excused. Director Johnson was absent and unexcused. Fair Manager John Steffanic is absent. Administrative Assistant Willo Vieira is present.

## **APPROVAL OF THE AGENDA**

Director Olson made a motion to approve the agenda for February 24, 2016. Motion seconded by Director Viscarra, motion carried unanimously.

## **APPROVAL OF THE MINUTES**

### **September 23, 2015**

Motion is made by Director Butterfield to approve the minutes of the September 23, 2015 meeting. Motion seconded by Director Viscarra. Motion carried unanimously.

## **INTRODUCTION OF THE PUBLIC**

Debra Moore, Feather River Publishing

## **PUBLIC COMMENT**

None

## **CORRESPONDENCE**

Thank You notes from Kristen Roberti and Racheal Wehrman were read.

## **MANAGER'S REPORT**

### Fair Funding State Funds-

As a Class II Fair we will be receiving \$45,000 from Fairs and Exhibitions (F&E). We were to be receiving an additional \$36,000 but F&E elected to keep the money to hire more staff at the state level.

### Fair Funding/Training

A portion of the state funding is for training at the Western Fairs Association Conference and the Spring Managers Conference.

### Exhibit Guide

Manager Steffanic gave each director ten exhibit guides each to distribute in their local communities. Their attention was directed to the "New for 2016" section of the Exhibit Guide.

### Volunteer and Project Coordinators

Manager Steffanic has submitted an article to Feather Publishing for the recruitment of volunteers for various fair projects. Director Butterfield will also be recruiting for 4-H parents at Presentation Day.

#### Financial and Insurance Conference-

Manager Steffanic attended the conference sponsored by California Fair Services Authority. An item of concern that was covered were the livestock entered in the fair. The livestock are covered by the Fair when they are in their stalls only. When they are out of their stalls for any reason they are not covered for liability by either the Fair or 4-H. Group insurance can be obtained for \$100 per day. Various options on how to secure the insurance funding were discussed and Manger Steffanic was also directed to discuss the issue with Livestock Sale Committee.

#### Livestock Expenses-

Manager Steffanic presented a financial report for the Livestock program at the Fair. Expenditures for the entire program, including awards, ribbons, judges, and staff came to \$14,000. The program posted \$10,000 in revenue. The Fair Foundation absorbed the \$1,400 overrun in the awards category. We need to scale back, fundraise more or the Fair needs to tighten the budget. Director Butterfield felt that all three items need to be done to raise the money. The Board directed the staff to raise the entry fees for 2017. Director Olson added that the Auburn Fair charges 8% of the auction fee. Director Viscarra did not feel that the Fair should be encumbered by a percentage and felt that the entry fee could be increased by 30% without issue.

#### Vintage Trailer Rally-

The Fair has scheduled a Vintage Trailer Rally for June 10, 11, and 12. We will be having a drive in movie on one evening of the event. More information will be coming.

#### Form 700-

Fair Directors were encouraged to turn their Form 700 information to the County Clerk in a timely manner.

### **COMMITTEE REPORTS**

#### Finance Committee-

Manager Steffanic presented the Midyear County Budget.

#### Livestock Awards Committee-

Director Butterfield and Director Neer reported that they had received positive feedback for the current awards system but did recognize the shortfall in the budget. They are looking to keep the program basically the same but decrease some of the amount paid.

### **DIRECTOR'S REPORTS**

#### **Fair Foundation –**

Director Olson gave the Fair Foundation report. The Foundation is underwriting part of the front gate reconstruction and the Family Project to the schools. They have applied for a 20,000 Lives grant for a smoking tent. They will also be sponsoring the youth still entry fees and Fair U. The Foundation is working on backfilling the Fudge booth space for Fair.

### **OLD BUSINESS**

None

## **NEW BUSINESS**

### A. Evacuation Center Plans

Do we have a plan? Yes, we do. Manager Steffanic has developed an evacuation center plan for the facility. He is working on an evacuation plan for during the Fair.

### B. Smoking Policy

Manager Steffanic presented the nonsmoking area designations in a policy format.

### C. Fair Logo

Manager Steffanic presented a logo idea for the Fair. He commented on the difficulty of coming up with a unique logo that capture the feel of our Fair. He recommends going with the new logo for a couple of years.

### D. Front Gate

The Front Gate is on schedule for replacement in the fall. The current structure might make it through the Fair but it must come down immediately after. The ticket booths will be built into the side pillars of the new structure. Maintenance Supervisor Morrison roughly figures the project to run \$50,000 if nothing is donated. Ken Roper has engineered the plans including the required 20% of project funding that must go to ADA improvements.

### E. Team Roping Contract

Mr. Simon has a great Labor Day roping but Memorial Day was horrible. We will go with a 2 year contract for the events. Manager Steffanic is suggesting a percentage or a lower fee for Memorial Day. Director Olson made a motion to allow Manager Steffanic to negotiate the Memorial Day contract with Mr. Simon. Director Viscarra seconded and the motion was carried.

### F. Junior Livestock Matters

Item covered in Manager Steffanic's report.

### G. Racetrack Sign

American Valley Speedway (AVS) would like to place a large 10'x30' signboard along the back straightaway for sponsor's banners. Manager Steffanic has expressed concerns regarding High Sierra Music Festival conflicts. Director Viscarra expressed concerns about the engineering of the structure. The Board directed Manager Steffanic to obtain a concrete proposal from AVS including formally engineered plans as the Fair may be assuming the liability for the structure.

### H. Extras

- Rent for the Follies has tripled for this year due to the increase in the heating bill for their last event.
- We will be clipping the cleaning deposits for the buildings by \$100 if the heat is left on after an event.

- The duplication of keys is becoming a problem once again.

## **ANNOUNCEMENTS**

None

### **Adjourn**

A motion to adjourn is made by Director Butterfield and seconded by Director Viscarra. Motion is carried unanimously. The Regular meeting of the Plumas-Sierra County Fair Board will be held on June 22, 2016 at 5:00 pm in the Mineral Building at the Plumas-Sierra County Fairgrounds. Meeting adjourned at 6:48 pm.

I, WILLO VIEIRA, DO HEREBY CERTIFY THAT THESE MINUTES OF THE FEBRUARY 24, 2016 MEETING OF THE PLUMAS-SIERRA COUNTY FAIR BOARD OF DIRECTORS ARE ACCURATE AS RECORDED.

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Willo Vieira  
Administrative Assistant

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John Steffanic  
Fair Manager

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Kenny Chance – Chairperson  
Plumas-Sierra County Fair Board