

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

**SEPTEMBER 28, 2011**

## **ROLL CALL**

Chairperson Hughes calls the meeting of the Plumas-Sierra County Fair Board of Directors to order at 5:12 p.m. in the Mineral Building at the Plumas-Sierra County Fair Grounds. Directors Butterfield, Chance, Hughes, Joyce, Olson, and Viscarra were are present. Directors Abbott, Goss, and Neer are absent and excused. Fair Manager John Steffanic is present. Administrative Assistant Willo Vieira is present.

## **APPROVAL OF THE AGENDA**

Director Olson makes a makes a motion to combine Agenda Items 10A and 10 B. Director Butterfield seconds the motion. Motion is carried unanimously. Director Viscarra makes a motion to approve the amended agenda for September 28, 2011. Motion seconded by Director Chance, motion carried unanimously.

## **APPROVAL OF THE MINUTES**

August 31, 2011

After discussion a motion was made by Director Butterfield to approve the minutes of the August 31, 2011 meeting with the change of striking the words "had visited and" from paragraph seven of the Manager's Report. Motion seconded by Director Olson. Motion carried unanimously.

## **INTRODUCTION OF THE PUBLIC**

Judi Madden of American Valley Speedway and Madden Plumbing and Heating; Mona Hill of Feather River Publishing; Jon Kennedy, Supervisor District 5; Norma Wood, A.L.I.V.E. program; Shawn Montgomery, Plumas County Auditor; Sandi Thomas, Plumas County Lead Accountant; Kathy Tedford, Fair Fiscal Technician.

## **PUBLIC COMMENT**

Ms. Norma Wood, A.L.I.V.E. program, expressed concern over the tardiness of the premium checks, the W-9 requirement, and the lack of Honorable Mention or Participation ribbons for the handicapped divisions.

## **AUDITOR OF PLUMAS COUNTY**

Ms. Shawn Montgomery introduced Ms. Sandy Thomas, Lead Accountant. An audit of outside accounts, including the Fair Premium Account, raised some concerns regarding high award check amounts and no W-9s. People may be getting other money from the county from other departments so they get up to the \$600.00 reporting limit and the Auditor's computer system cannot flag this amount during the year. In December a decision was made that anything over \$50.00 should have a W-9. She did not realize that this might be an issue. Every vendor needs a W-9 to receive payment from the county and so this policy was also being applied to awards. Ms. Montgomery did not hear of any problems until contacted by the public. She then requested to be able to speak with the Fair Board to see what the needs and concerns were regarding this topic. Upon researching the situation and checking with other industry sources she found that the odds of an exhibitor exceeding the \$600.00 limit are pretty low but the County must report a vendor to the IRS if they exceed that dollar amount. She would be comfortable with the limit for W-9s set at \$300.00. Ms. Montgomery said that

she is working to get the problem resolved so the checks can be issued on the Sunday of the Fair.

Manager Steffanic said the W-9s on the entry blanks were the result of e-mail exchanges between the Fair and the Auditor at the end of last year's Fair. Ms. Tedford, Fair Fiscal Technician, was asked in October to get clarification from the Auditor. His inclination was that people were not going like the idea of the W-9 form and did not expect the push back from the general public that was received. Manager Steffanic expressed concern over the number of entries dropping off for next year due to the current W-9 requirements.

The current decision from the Auditor is that W-9 forms will be required from any exhibitor receiving \$300.00 or more in premium awards and that the Fair can issue premium checks up to \$299.00.

In regards to the late payment of vendors Ms. Montgomery explained, the county could not issue checks to some of the vendors as the final County budget was not approved at that time to allow the moving of funds between line items. In the Fair's defense, the fair needs most of its money in the first two months of the fiscal year when the County is working under an interim budget and the interim budget for the Fair had not been well thought out this year at the County level.

### **CORRESPONDENCE**

No correspondence for this meeting.

### **MANAGER'S REPORT**

Manager Steffanic announced that an article regarding Fair U ran in the IAFE magazine and received a small mention in WFA's Fair Dealer. He will also be attending the Fall Managers Conference and attending the WFA Convention in January.

#### Financial Report

Manager Steffanic presented the current budget figures for the fiscal year. He also explained the meanings of the various headings on the County Pentamation financial print outs. Manager Steffanic reminded the Directors that the Ground Rentals line is overstated by \$24,000.00. The Fair will need to make up this amount or go before the Board of Supervisors for help in making it up. Responding to queries from the board regarding the wage line items, Manager Steffanic felt that the payment of overtime time wages was a money saver and that it is used very wisely. He is concerned that there might not be enough funds in other wages. Director Viscarra questioned if there would be any allowances in the amount paid for liability and workman's comp due to the reduced work hours. She was assured that there probably would be a savings. Manager Steffanic also explained that the Transfers In & Out line helped cover the cost of IT and the Transfer of Revenue was from the Road Department for the loan of Ms. Tedford to them as a .1 employee.

#### Fair Planning

Manager Steffanic said he plans to bring back the juggler and the kid's area. Dr. Solar also desires to come back to the Fair next year and has even contact Les Schwaab as a possible

sponsor. Manager Steffanic is trying to get either a multi-species animal race or the pedal tractor races.

In hopes of attracting more commercial exhibitors, Manager Steffanic has been visiting many fairs and actively recruiting vendors. Fair U is being scheduled in the spring in an effort to bring more exhibitors to the fair.

### **COMMITTEE REPORTS**

No committee reports were given.

### **DIRECTOR'S REPORTS**

Director Olson –

Director Olson announced that she had attended the Gold Country Fair in Auburn.

Director Chance –

Director Chance inquired on the collection of interim camping fees and expressed a willingness to help collect fees or get a head count during events.

Director Butterfield-

Director Butterfield attended the Carcass Contest. She said that it was very informative. She also inquired as to what was being done for the Clean Stall Award and Rate of Gain winners.

Director Hughes-

Director Hughes followed up with the slaughter inspector from the California Division of Food and Agriculture.

Supervisor Kennedy warned the Fair Board that the TOT tax would soon required of the Fair and Event Facility.

### **OLD BUSINESS**

#### A. Committee Assignments

This item was table until the next meeting.

### **NEW BUSINESS**

#### A. Slaughtering of Animals on the Fairgrounds

After reviewing the background of agenda item and Director Viscarra's concern over the need to provide for the emergency euthanasia of animals, Director Chance made a motion for no slaughtering of animals for food consumption on the Fairgrounds. Director Butterfield seconded the motion and it passed unanimously.

#### B. Boarding of Animals on the Fairgrounds

A brief discussion on the problems and benefits of boarding animals on the Fairgrounds was followed by Director Viscarra making a motion to abandon the practice of boarding

animals on the Fairgrounds. Motion was seconded by Director Chance and passed unanimously.

**C. Fair Office Hours**

Manager Steffanic recommended that the Fair Office hours be adjusted to allow for the staff to work four nine hour days due to the reduction in staff hours. This would require that the Fair Office be closed on Mondays at least through the winter months. Fair staff may still be on grounds on Mondays the office would be officially closed to the public. The other option would be flexible hours of operation. Manager Steffanic presented this as an advisory item as the Board of Supervisors would make the final decision on this matter. Supervisor Kennedy felt that consistency would be appreciated by the other Supervisors. The Fair Board recommended that the Fair Office be closed on Mondays.

**D. Fair Camping Rates**

Fair Staff was directed to research the rates of comparable fairs and facilities. The item was tabled until the next meeting.

**E. Fair Theme for 2012**

Chairperson Hughes presented possible ideas for the theme and a list of other possible themes. The Board is directed to bring back their top five picks for the next meeting. Item tabled.

**ANNOUNCEMENTS**

No announcements.

**Adjourn**

A motion to adjourn is made by Director Viscarra and seconded by Director Butterfield. Motion is carried unanimously. The Regular meeting of the Plumas-Sierra County Fair Board will be held on October 26, 2011 at 5:00 pm in the Mineral Building at the Plumas-Sierra County Fairgrounds. Meeting adjourned at 7:22 pm.

I, WILLO VIEIRA, DO HEREBY CERTIFY THAT THESE MINUTES OF THE SEPTEMBER 28, 2011 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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Howard Hughes, Chairperson  
Plumas-Sierra County Fair Board