

## **December 11, 2018 Fair Board Meeting**

**The meeting was called to order by Jerry Johnson at 5:59 pm.**

**Pledge of Allegiance:** Led by Jerry Johnson.

**Roll Call:** Board members present-Ken Renner, Linda Rider, Zach Bane, Elise Burton, Jerry Johnson, Dave Fair, and Joe Doellefeld. Also in attendance were Teresa Balderrama, Brittany Teverbaugh, Shannon Reed, Cory Jasmin, Alexcia Jordan and Jeremiah Jenkins.

**Changes to the Agenda:** Elise asked to move the 2019 Budget discussion to the Executive Session and action will take place after the conclusion of Executive Session.

**Hearing of Delegates:** No Commissioners present.

**Approval of November minutes:** Alexcia made one typo correction to the minutes. Linda Rider suggested the future minutes need to show more detail in the area of parliamentary procedure to include motions, seconds and results of voting for these motions. Jerry Johnson entertained the motion to approve the minutes; Ken Renner made the motion to approve the minutes with correction Alexcia made, Linda Rider second the motion, motion carried.

**Reading of Correspondence:** The Passing of the Crown invitation from the Queen Coordinator was shared.

**Discussion of Claims and Financial Statements:** Elise reviewed bank statements, paid and unpaid invoices. No issues were found. Jerry mentioned credit card statements still showed previous employees names on accounts. Alexcia and Shannon will work to correct. Jerry entertained the motion to pay the bills, Elise moved to pay all usual and customary bills, Ken Renner seconded the motion, motion carried.

**Manager's Report:** Alexcia gave the floor to Allan Dykstra, Facility Manager, to explain the problematic water leakage brought to the Fairgrounds attention by the city and measures taken thus far to correct. Allan reported he believes the major leak is under the Concessions building and explained the efforts needed to complete the job will cost approximately \$4,000.00. Allan also reported Brad Klika with Primetime Excavation has been a tremendous help in locating the leakage. The plan is to abandon the old line and add valves to run adjacent to the leaking pipes. In addition, the asphalt would be cut one time and we would use a reliable paving company to get it repaired. Frost free hydrants will be used moving forward throughout the fairgrounds. Alexcia submitted her monthly report. Please see attached report.

### **Old Business**

- Pro-West Rodeo Decision Alexcia announced the Pro-West Rodeo would like to come back again in 2019 and will go out to bid the following year. Jerry entertained the motion to continue to host the Pro-West Rodeo, Dave Fair moved to have them back for 2019, Zach Bane seconded the motion, motion carried.
- Convention Report - Alexcia gave a report on the IAFE convention in San Antonio. The Fairgrounds won multiple awards (awards on display) and workshops concerning teamwork were especially educational. Alexcia joined a non-fair committee which encourages year round activity. Alexcia also graduated from the Institute of Fair Management while at the Convention.
- Tractor Bid Progress - The Tractor bid progress has been slow, receiving only two bids- one from Pape in Sandpoint and the other from Jordan in Post Falls. Ken Renner made a motion to extend the bid date to December 31, 2018 and an amendment will be sent to the existing bidders, Elise seconded the motion, motion carried.

### **New Business**

- Board Travel Reimbursement - Jerry explained he had read the current Board Travel Reimbursement policy which states if the budget is available; the Board members are to be reimbursed. Linda Rider read the current policy, a

discussion was held by all board members, and the conclusion was convention travel is educational and helpful in making decisions for the fairgrounds. Elise moved to change the policy to fund Fair Board educational travel 100% providing the budget is available. Joe Doellefeld seconded the motion, motion carried.

- Phase III RV Park Approval -Alexcia listed the various item in Phase III of the RV Park to include a playground and dog run. A discussion concerning pricing of the park and matching in kind, Foundation donations or other monies occurred. Joe Doellefeld move to submit the grant for the Phase III RV Park, Linda Rider seconded the motion, motion carried.

### **Committee Reports**

- Budget and Finance – Expense education and credit card payments high this month due to conventions. Cash position is good. Capital expenditures low-get all invoices in before the end of the year.
- Development and Planning – Dave Fair stated he would like to put together a team to go over the master plan and have the resolution currently in place with the county attached to the plan. Joe Doellefeld and Linda Rider agreed to help him with the plan.
- Facilities – Zach Bane referred to earlier water leak discussion.
- Rodeo – Zach recently returned from the PRCA convention in Las Vegas. He reported new ideas concerning a tiered system for contestants. He also reported working with his group’s 5 year plan making good progress.
- Equipment – No report
- Livestock and 4-H – Teresa Balderrama announced the Pen the Ponies event for February 8<sup>th</sup> at 6 pm. 4-H enrollment is occurring and she had been working with Mikaela on the exhibitor book. 6 of the horse stalls for Building 26 have been sold.
- Marketing and Sponsorship – Brittany Teverbaugh reported sponsorship letters will be going out followed by scheduled meeting with each sponsor. Facebook event pages will go out in January. Website revamps to come out in January to make browsing easier. Brittany also passed around posters- first of a series. She also mentioned working on volunteer recruitment and PNW group planning to open a second merchandise booth near Box Office.
- Fair & Special Event – Summer service day set for June 29, 2019. On-line registration will be made available.

Elise Burton made the motion to move to Executive Session Idaho Code 74-206 (1) (a). Ken Renner seconded the motion, roll call vote was taken to enter into Executive Session, entered at 8:45 pm.

Motion to move out of Executive Session and vote at 9:25 pm was made by Joe Doellefeld and seconded by Ken Renner, motion carried.

Dave Fair made a motion to accept the 2019 Budget as presented, Elise Burton seconded, motion carried with no opposition.

Discussion to evaluate Alexcia Jordan as General Manager. Dave Fair made a motion to renew Alexcia’s contract for a two-year term, to expire in December of 2020 increase reviews to every 6 months as well as give a one-time bonus payable on the December 17 payroll of \$1,000. Elise Burton seconded, all voted to approve the motion as presented.

Joe Doellefeld motioned to adjourn, Ken Renner seconded, motion carried to adjourn at 9:27 pm.