

**Sonoma County Fair  
APPROVED Minutes of the  
Budget & Finance Committee Meeting  
May 25, 2021. 4:45 PM**

**Held by Zoom Meeting In Accordance with Executive Order N-29-20**

**DIRECTORS PRESENT:** Rob Muelrath, Chair, Teejay Lowe, Vice Chair, Neysa Hinton, Kevin Howe

**DIRECTORS ABSENT:** Lisa Wittke Schaffner

The meeting was called to order by Chair Muelrath at 4:48 p.m.

**APPROVAL OF THE AGENDA:** Director Lowe moved to approve the agenda; Director Howe seconded the motion; the motion passed unanimously.

**PUBLIC COMMENTS:** None

**DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT FINANCIAL STATEMENTS THROUGH APRIL 2021:**

CFO Margetts discussed the Draft, April 2021 financial statements. Director Lowe moved to accept the Draft April 2021 financial statements, Director Howe seconded the motion; the motion passed unanimously.

**REVIEW DETAIL OF US BANK CREDIT CARD CHARGES PAID THROUGH MARCH 2021:** CFO Margetts reviewed the purchasing activity for March 2021, on the US Bank credit cards. No action taken.

**REVIEW OF APRIL 2021 HARVEST FAIR FINANCIAL STATEMENTS:** CFO Margetts discussed the April 2021 Harvest Fair Association Financials. No action taken.

**DISCUSSION AND POSSIBLE ACTION REGARDING REVISED 2021 BUDGET:** CEO Bartling and CFO Margetts presented and discussed changes to the 2021 budget, due to the probable lifting of COVID restrictions. Director Lowe moved to approve the revised 2021 budget, Director Howe seconded the motion; the motion passed unanimously.

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2021 PURCHASE ORDERS IN EXCESS OF \$25,000:** None. No action taken.

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MULTI YEAR CONTRACT WITH UNITED SITE SERVICES (06/01/21 - 05/31/24) FOR PORTABLE TOILET SERVICES. APPROXIMATE CONTRACT AWARD - \$140,000:** Building Superintendent Sanders discussed the request for proposal for portable toilet services and requested the committee approve the award of the contract to United Site Services. Director Lowe moved to approve the contract award to United Site Services, Director Howe seconded the motion; the motion passed unanimously.

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MULTI YEAR CONTRACT WITH NORTH BAY PETROLEUM (06/01/21 - 05/31/24) FOR FUEL SERVICES. APPROXIMATE CONTRACT AWARD - \$320,000:** Building Superintendent Sanders discussed the request for proposal for fuel services and requested the committee approve the award of the contract to North Bay Petroleum. After

committee discussion, the item was tabled, pending a request for further information from Building Superintendent Sanders.

**REQUEST FOR FUTURE AGENDA ITEMS:** None. No Action Taken

There being no further business, Director Lowe moved to adjourn the meeting at 5:22 p.m. Director Hinton seconded the motion; the motion passed unanimously.

\*Records are on file in the Administration Office.