



# REGULAR MEETING NOTICE

33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BOARD OF DIRECTORS MEETING

**TUESDAY November 12, 2019 – 4:00PM**

Board Room – Administration Building

[www.sanbenitocountyfair.com](http://www.sanbenitocountyfair.com)

Bolado Park Event Center

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Notice to Public Friday November 1, 2019

<b>Directors:</b>	Jennifer Coile – President	Anne Hall	Richard Bianchi
	Nick Peters – Vice President	Stan Pura	Vacant Pending Appointment
	Nicole Shelton	Paul Rovella	Vacant Pending Appointment

### Mission Statement

The 33<sup>rd</sup> District Agricultural Association organizes and presents a family oriented annual County Fair which is entertaining, educational and affordable to all members of its community. It manages its facility to provide safe and attractive year-round environment for its community.

### Notes

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the “Public Comment” portion and/or during the discussion of any particular item listed on the agenda. <sup>1 2 3</sup>

# MEETING AGENDA

## 4:00 pm

**CALL TO ORDER** – President Jennifer Coile

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

**PLEDGE OF ALLEGIANCE** – Led by Director Paul Rovella

**ROLL CALL/DIRECTORS ABSENT** – Directors Present, Directors Excused. Welcome new Board Member Richard Bianchi.

**INTRODUCTION OF GUESTS AND STAFF -**

**PRESENTATIONS –**  
CGA Board of Directors

## **PUBLIC COMMENT**

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board’s jurisdiction. Please be informed that public participation under Public Comment will be limited to three (3)

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<sup>1</sup> Persons with disabilities who may require accommodations to attend the meeting are requested to contact the CEO’s office at 831-628-3421

<sup>2</sup> The 33<sup>rd</sup> DAA agendas can also be accessed on the web at <http://www.sanbenitocountyfair.com>

<sup>3</sup> Questions regarding agenda items should be directed to the CEO’s office at 831-628-3421

minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such Public Comment item for business until and unless such item has been properly placed on the agenda at a future meeting.

**CONSENT AGENDA** *(Discussion and Action by Board)*

1. Review and Approval of Minutes of the August 13, 2019 Meeting
2. Review of the Notes from discussion only at September 10, 2019 Meeting
3. Review and Approval Interim Event Contracts for August, September and October 2019
4. Review and Approval of CEO Time sheet for August, September and October 2019

**REPORTS AND INFORMATION** *(All Reports are informational)*

**CEO REPORT**

1. Informational Report Regarding Bolado Park Event Center provided in board packet prior to meeting includes:
  - a. Update on Facility Maintenance Repairs
  - b. Information on Interim Rentals
  - c. General Overview of Facility Operations
  - d. Administrative matters
  - e. Youth Ambassadors Program
  - h. Board Recruitment
  - g. Managers Conference
2. Discussion and direction on items on Manager's Report

**COMMITTEE REPORTS**

1. Finance Committee – Director Rovella
  - a. Receive Finance Committee Report for July, August and September 2019
  - b. Discussion and Approval of Grace and Associates for 2018 Review.
2. Vision/Buildings and Grounds – Directors Hall and Pura
  - a. Report on Grounds meeting – No meeting held August-October
  - b. Update on former Golf Course Property progress
  - c. Next meeting
3. Marketing – Directors Coile
  - a. Final receipts from Sponsorship Program
  - b. Report from wrap up discussion with committee
4. Fair Program – Directors Coile and Shelton
  - a. Committee to provide report on wrap up meetings
  - b. Fair entertainment feedback
  - c. Pre-Fair Dinner report
  - d. Fair items report
  - e. Security
5. Livestock – Directors Peters
  - a. Committee to Provide report on wrap up meeting.
  - b. Next Meeting November 25, 2019 at 6:00pm in the Board room.
6. Heritage Foundation – Directors Rovella and Pura
  - a. Committee to Provide update on Heritage Foundation Meeting

**OLD BUSINESS** *(Discussion and Action by Board)*

1. Policy Manual Updates: Review and approve policy manual for Personnel committee and CEO Evaluation

**NEW BUSINESS** *(Discussion and Action by Board)*

1. Discuss and approve resolution to authorize execution of Standard Agreement between CA Department of Food and Ag and 33<sup>rd</sup> DAA to provide the annual allocation of \$54,145.00 and Training reimbursement of \$3,225.00
2. Discuss and Approve Grace and Associates for 2018 Review.
3. Discuss correspondence and request from SBC Amateur Radio Assn.
4. Discuss correspondence from California Gymkhana Association
5. Set date for Annual Strategic Planning Meeting in January 2020
6. Discuss and Choose 2020 Fair Theme

**CLOSED SESSION:**

- A. Personnel: Review and discuss annual evaluations of CEO Dara Tobias.  
Personnel Matters § 11126(a)(1)

**RESUME OPEN SESSION:** *Report on any action taken during closed session*

**MATTERS OF INFORMATION** *(Informational) No discussion/debate on topics introduced under the Matters of Information will be permitted. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on an agenda item.*

- A. Director Comments:
- B. Manager Comments:
- C. Correspondence:
  - a. Thank you notes from Fair exhibitors
  - b. Various items of note from CDFA
  - c.
- D. Important Dates to Remember:
  - a. Dara out of town to Attend Manager's Conference November 5-7
  - b. Office and Grounds closed November 11<sup>th</sup> to observe Veterans Day
  - c. Heritage Foundation Meeting 11-19 at 6:00pm in the Pinnacle Room
  - d. Livestock Committee Meeting November 25<sup>th</sup> at 6:00pm in the Board room
  - e. Office and Grounds Closed November 27-28 for Thanksgiving
  - f. Dara out of town to Attend IAFE Convention November 29-December 6<sup>th</sup>
  - g. Next Board Meeting Tuesday December 10<sup>th</sup> at 6:00pm in the Board Room
  - h. WFA Convention Registration Deadline December 26, 2019
    - i. WFA Convention is January 19-20, 2020 at the GSR in Reno, NV.
- E. **Next Board Meeting Information – Tuesday December 10, 6:00pm in the Board Room**
  - a. Agenda Items: Items for discussion and/or action to be listed on the next regularly scheduled board meeting agenda
    - i. Report from Pinnacle Gateway Partnership Annual Meeting
    - ii. Annual Standard agreements
    - iii.

**ADJOURNMENT**