



MINUTES

**33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING and
ANNUAL STRATEGIC PLANNING MEETING
Tuesday February 11, 2020 – 6:00pm
Board Room – Administration Building
Bolado Park Event Center
9000 Airline Hwy, Tres Pinos, CA
831-628-3421**

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

Mission Statement

The 33rd 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. ^{1 2 3}

MINUTES

President Jennifer Coile began the meeting with discussion at 5:05pm.

PLEDGE OF ALLEGIANCE – Lead by Director Nick Peters

ROLL CALL/DIRECTORS ABSENT – Directors Present: Nick Peters, Jennifer Coile, Richard Bianchi, Nicole Shelton, Paul Rovella and Stan Pura.
CEO Dara Tobias was present

There were no members of the public present

CALL TO ORDER – Meeting called to order at 6:05pm

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

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

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

CONSENT AGENDA:

Director Hall requested to pull #6, WGAS Motorsports for discussion, and then moved to approve the remaining Consent agenda items 1-5 and 7. Director Bianchi seconded the motion. All were in favor.

- 1. Review and Approval of the Minutes from the January 14, 2020 Board Meeting.
 - 2. Review and Approval Interim Event Contracts for January 2020
 - 3. Review and Approval of CEO Time sheet for January 2020
 - 4. Review and Approval of 2020 Fair Contract – Twinkle Time and Friends
 - 5. Review and Approval of 2020 Fair Contract – Michael Mesmer
 - 7. Review and Approval of 2020 Fair Contract – Desert Chickens and Fables
- All were in favor.

Motion Record to Approve the 2-11-2020 Consent Agenda items as listed above.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

Item #6 Review and Approval of 2020 Fair Contract – WGAS Motorsports

After discussion Director Shelton moved to approve option C for as proposed by WGAS and Director Hall seconded the motion. All were in Favor.

Motion Record to Approve the item #6 on the Consent Agenda, 2020 Fair Contract WGAS			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

MANAGER/CEO’s REPORT – Dara Tobias provided the attached written report on activity during the month. Board discussed items on the report.

COMMITTEE REPORTS

Finance Committee: Director Rovella reviewed Financials for December 2019. Discussed the 2nd draft of the Budget with favor and requested one adjustment to reduce the Fair Entertainment Expense to reflect the change in the cost of the event from the Motorsports promoter.

Marketing Committee: Director Shelton reported on collaboration with Director Coile to receive information to go forward as the new Board representative to the Marketing committee. We reviewed and discussed the first draft of the Fair theme logo and made suggestions to customize it to more fit our Vision.

Buildings and Grounds Committee: Working with Heritage to maintain water systems including replacing a large valve and increasing the line size to the livestock barns for better water pressure. Appointment is made for mid-March to seal and coat the roof of The Oaks and The Youth Hall. North End restroom repair will begin soon.

Fair Programs Committee: Contracts approved in consent agenda. Will continue to improve on Senior Day. Would like to move overflow parking lot to the GCP with entry in the gate on the flat strait section of Airline. Will confirm times and schedules soon.

Next Horse Department Meeting February 26, 2020 at 6:00pm

Next Livestock Department Meeting March 24, 2020 at 6:30pm

Next Stills Department Meeting April 16, 2020 at 6:00pm

Heritage Foundation: No Report

CLOSED SESSION: No report, no action taken.

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

1. Policy Manual Review – Tabled
2. CHP MOU - Removed, no further discussion
3. Review policy addition/change for process of CEO Evaluation. Director Hall moved to approve the policy addition and director Peters seconded the motion. All were in favor.

Motion to Add policy for CEO Evaluation.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

4. Returning contracts approved in consent agenda

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

1. Review and Approve 2020 Operating Budget. Director Coile move to approve the 2020 Operating Budget with the change to reflect lower expense with change in motorsports package and seconded by Director Peters. All were in favor.

Approve 2020 Operating Budget			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

2. Review and Approve December 2019 Financial Reports. Motion to approve by Director Shelton and second by Director Hall. All were in Favor.

Motion to approve December 2019 Financial Statements			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

3. Review and Approve Updated Free speech policy. Motion to approve by Director Hall and second by Director Peters. All were in Favor.

Motion to approve new Free Speech policy			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

Meeting adjourned at 7:45pm

MATTERS OF INFORMATION:

DIRECTOR COMMENTS –

CORRESPONDENCE –

Suggested dates to request meeting with Saddle Horse Contract committee

AGENDA ITEMS FOR NEXT MEETING: NEXT MEETING: Tuesday April 14, 2020

February 11, 2020

CEO Report on Facilities, Maintenance and Administration

Grounds, Maintenance and Equipment: We have been working on clean up and painting and plumbing this month. The tall fence from the grandstand to the lower picnic restrooms has a facelift. We have shored up some of the weaker places and replaced some boards and painted it with the approved green. We have some sanding pads for our floor machine which worked very well to sand the upper level of the Pavilion and it is being painted now. One of the main valves that is able to close off the water to the south end of the property is dug up and Carriger Plumbing is going to be here to replace it. Several light ballasts on the patio lights gave up and have been replaced. The phone lines are finally quiet, it took 3 technicians and finally someone who found and fixed the cracked lines in the fields behind us that were collecting water. We have removed the short temporary fencing between the driving range and the 9th hole and begun to clean some of the dead trees at the GCP. We will need to find the best way to move/grind/burn the bigger stumps that the CalFire Saws couldn't cut. While the crews were here they cleaned the fence line along the back lane. This will give us a clearer view and be more secure during events. The cleaned dead/dying limbs and pruned trees in front of the grandstand, North Picnic area and along the back lane as needed. Repairs will begin on the North End restrooms soon, we will get an update at the next Buildings and Grounds meeting. The Ramp and deck on the Pinnacle Room needs to be replaced. We will take the boards off and evaluate the condition of the metal supports underneath and will possibly reach out to someone to help complete the repairs. The animal barns are next on the list to clean and repair, starting with Barns A-C which are used during Farm Day.

Rentals: The next two weekends are quiet, giving us a chance to paint the floor in the pavilion as mentioned. We are still working on filling the late spring and summer months. We have two new Jaripeos and looking toward the 2nd Tacos y Chavelas event in August becoming Annual. We are taking the Rally Camping back and we are listed on their page for camping but the page is only partially updated.

Camping: We are full in our monthly spaces and using our daily/weekly spaces regularly. We will continue Monthly camping until May 29, 2020.

Buildings and Grounds Committee: We did not have a meeting in February. Next meeting is scheduled for March 2nd.

2020 WFA Convention: Susan Ross, Susan Calleri, Jennifer Coile and I attended the convention. Jennifer has notes on the CEO/Board training and all Board Members should have received information to log in and complete the Ethics training which is due with the Form 700 this year. I attended sessions related to Security, Board Governance, Emergency Evacuation Plans, Preventing and if not, handling lawsuits. Each of the others attended sessions that are more relevant to their role. As usual it is also an opportunity to reconnect, ask questions and

generally continue learning about the industry. I made a connection with a janitorial company at the trade show and have asked him for a quote for our Fair. And, I still want to have someone build us an axe throwing cage....

Heritage Foundation: I missed the January Heritage Foundation Meeting while I was at convention. I have included in correspondence the quote and information from the sealing and coating they are going to do to repair the leaking roof on the Oaks and the Youth Hall. I will attend their next meeting on March 18 at 6:00pm.

Saddle Horse Association: They have gotten their phone line transferred to their office so we are now independent other than the kitchen, restroom and large copier for large jobs. We will maintain the same agreement with them to pay a fee for their use. We will work with Kris to determine the dates they need use of the Board Room for the preparation and execution of their show in June. We still need to meet to review items in their contract they would like to discuss.

Fairgrounds, Shelter and Fire Evacuations: We finally received the survey from CDFA on Monday January 27th and were expected to submit the answers by Wednesday at the end of Business. Jennifer and Paul helped review and advise on the answers and we were able to get them submitted. I have enclosed a copy in correspondence for you and I have not heard anything back from CDFA. I will continue to go forward with SBC OES and other local authorities to develop some understanding of how and if we will all work together given a true disaster or emergency.

CHP: I was not able to get any other information from other Fairs in our area regarding this MOU. I will continue to reach out to see what other grounds have in place if anything.

Fair Planning: We will begin our Department Chairs meeting with the Horse Department in February and March to begin planning for the new year. I am still waiting for a draft of Artwork, just reached out to Steve again and we will move on to a new artist if needed. I am looking still for a parking/admissions manager and have some questions out for discussion. I would like the entertainment and schedule to be similar for one more year to try to capture the magic of increased attendance last year. Will meet with the Fair Programs committee to continue planning.

My Year at a Glance: I will be attending the IAFE Summit and be out of the office and out of town from May 1-May 6th. In June my son is graduating from High School and I'll be traveling with him for his Graduation trip and be out of town and out of the office from June 12-24th.

Reminders:

- ▶ **Heritage Foundation Meeting February 18, 2020 at 6:00pm in the Pinnacle Room**
- ▶ **Horse Department Meeting February 26, 2020 at 6:00pm in the Board Room.**
- ▶ **Next Board Meeting – March 10th 6:00pm**
- ▶ **2020 Fair Dates – October 1-4, 2020**