



# MINUTES

**33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BOARD OF DIRECTORS MEETING and  
ANNUAL STRATEGIC PLANNING MEETING  
Tuesday March 10, 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 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>

# MINUTES

President Paul Rovella began with discussion at 6:02pm.

**PLEDGE OF ALLEGIANCE** – Lead by Director Jennifer Coile

**ROLL CALL/DIRECTORS ABSENT** – Directors Present: Nick Peters, Jennifer Coile, Richard Bianchi, Paul Rovella  
Director Shelton arrived at 6:10 and Directors Pura and Hall were absent with prior notice.  
CEO Dara Tobias was present

Rob Nino was present to provide information on New Business item #4.

**CALL TO ORDER** – Meeting called to order with a quorum at 6:10pm

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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.33rddaa.gov/agendas>.

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

**New Business Item #4**

President Rovella moved item #4 to the front of the Agenda so Rob Nino could present his suggestion for rental and maintenance of the property formerly housing the Golf Course (GCP). Mr. Nino proposes a monthly rent for use of the club house property and includes basic cleaning and upkeep of the club house and immediate area surrounding it. This will include a review of the plumbing system and leach lines to determine repair costs and if it is within his budget. President Rovella would work with Mr. Nino to draft an agreement. Director Shelton moved to enter into an agreement with Rob Nino to lease the GCP Club House on a month to month basis with evaluation in 2 months, in exchange for repairs up to \$5000 and covering the utilities and providing proof of liability insurance to the 33<sup>rd</sup> DAA. Director Coile seconded the motion and all were in favor.

Motion Record to Approve a Lease of the Golf Course Property to Rob Nino.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall			
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

**CONSENT AGENDA:**

Director Bianchi moved to approve the Consent agenda items 1-3. Director Peters seconded the motion. All were in favor.

1. Review and Approval of the Minutes from the February 11, 2020 Board Meeting.
2. Review and Approval Interim Event Contracts for February 2020
3. Review and Approval of CEO Time sheet for February 2020

All were in favor.

Motion Record to Approve the 3-10-2020 Consent Agenda items as listed above.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall			
Nick Peters	x		
Stan Pura			
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 January 2020. Approval of January financials was not listed in the action items so action will be tabled to April meeting.

**Marketing Committee:** Draft of the Fair theme logo was presented and Director Shelton will continue to work with committee to improve it.

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

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

**Saddle Horse Show Assn. Contract Committee:** Will meet March 18 at 4:00 to discuss items in current multiple year contract.

**CLOSED SESSION:** Personnel: Review and discuss annual evaluations of CEO Dara Tobias.

Personnel Matters § 11126(a)(1)

Director Peters moved to approve CEO Review and Director Bianchi Seconded the motion All were in favor.

Motion Record to Approve the 2020 CEO Performance Review			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall			
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

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

1. No Action

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

1. Discuss and approve option for Members of the Board of Directors of the 33<sup>rd</sup> DAA and any volunteers donating time for the District to be covered by Worker’s Compensation Insurance while performing Volunteer Work for the year 2020. Director Coile moved to approve Worker’s Compensation coverage for Volunteers while performing work for the 2020 year. Seconded by Director Shelton and all were in favor.

Approve Workers Compensation for Volunteer Workers for 2020			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall			
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

2. PG&E Proposal to convert GCP to Electric from gas.  
After discussion and lack of a motion to convert from electric to gas we will not keep the service as it currently is.
3. Discuss and approve proposal from TEAM (Total Event Access Management) for managing parking lots and parking during Fair. No action taken. Directed CEO to gather further cost estimate for payroll and answers to other questions.
5. Dara reported on her attendance at the San Benito County Board of Supervisors meeting this morning. San Benito County, as the designate local authority in Executive order N-23-20, is not planning to use the 33<sup>rd</sup> DAA property as any kind of shelter for homeless residents. Due to the remote location, lack of public transportation, distance to all needed services and many other reasons, San Benito County has drafted a letter to the Governors office stating their position that there is no benefit to their services at or location.

Meeting adjourned at 7:50pm

## **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

March 10, 2020

## **CEO Report on Facilities, Maintenance and Administration**

### Grounds, Maintenance and Equipment:

The Valve is replaced and we added a stub to be able to add a larger line to the livestock barns at the end of the line. The water is finally contained at the GCP and we need to develop a plan with Grounds Committee or Heritage to install a main line to take water from North to South on the property and abandon the remaining spider web of lines and valves. It was more that 12 days of time and a lot of material to dig and stop all the leaks. The place looks beautiful though so sometimes there is a tradeoff. We are focusing on spring clean up to be able to have things looking nice for Farm Day. The North End Bathrooms have been cleaned up and the fixtures removed ready for repairs. The company is in place and has begun the roof coating for the Oaks and youth hall today. The upper level of the Pavilion floor has been sanded and repainted. It is not a long-term fix but will look better through the rental season. I would like the Livestock committee and the board to consider buying a portable bleacher that fits better adjacent to the small show ring. It will seat a similar number of people but allow better walking paths around it. Also, I would like to purchase interlocking crowd control barriers to define the livestock area. This will allow us to create specific openings to pass into and out of the livestock area and strategically place handwashing signs and stations at the entrance/exits. We may be able to use them in a few other events during the year. We will have our pre-season walk through with Bren from CFSA Wednesday to evaluate items that need correction for safety purpose.

Office and Administrative: We are working on the 2019 Community report. Should be available by end of month. We are updating our MSDS binder with new items. Hillyard has been a big help there as they provide information in useable format. The Stop is not finished but anticipate the end of the month for Finance committee to review and report at the April meeting. All other items are in place to request our Allocation. I still have no date or amount for the AB 1499 money, or how it will be allocated.

Rentals: February was quiet. We have had a few questions about cancelling events due to the Covid19. The majority of our events are private and the renter invites their own guests so we took the stand that we. We do have 2 public events in March and the Exchange club just let us know they are following a recommendation from the county HHSA and cancelling the Crab Feed. Unfortunately, we do not have an open weekend until late October to allow them a date to postpone.

Camping: We are full in our monthly spaces and using our daily/weekly spaces regularly. We will continue Monthly camping until May 29, 2020. We have had some random visitors after the news reported us being available in the homeless crisis. I was able to work with staff to get them to leave without incident. We have put

in additional measures to easily identify those who are supposed to be here. I am having signs made with the proper language about permit only parking and with the right language and placement we will have a better chance of having unwanted vehicles towed. We have opened reservations for Saddle Horse show camping and Rally event camping.

Buildings and Grounds Committee: Meeting on March 2<sup>nd</sup>. We discussed the North end restroom progress, and other revenue generating ideas. Also discussed the idea of a VIP area at the South End of the grandstand. Rebecca confirmed that is not in their immediate plans so we will go ahead with repairs on that area of the fence.

Heritage Foundation: I attended the February meeting and shared our financial report for December. I asked for copies of their financials and will share them when received. Their March meeting has been changed to the same night as our meeting, March 10<sup>th</sup>, to avoid St Patrick's Day. I have submitted receipts for reimbursement consideration for the bill for the new valve, and for materials and supplies for repairing and painting the South Grandstand Fence and the upper Pavilion floor.

Saddle Horse Association We were unable to meet last month. Would like to try to schedule a meeting March 18<sup>th</sup> at 4:00 if the committee is available? If not suggest other dates.

Fairgrounds, Shelter and Fire Evacuations: I attended the San Benito County Board of Supervisors meeting today and they approved sending a letter to CDFA declining the use of our property for homeless services. Among other things, the distance from town, the isolation of the population, lack of public transportation and the work we are already doing to support our community in different ways. The board supported us unanimously and will send the letter right away.

Fair Planning: We have a second draft from the artist received this morning. She indicated more work she is going to add to it. We are working on a new process to include more options next year. With the approval of the board we have a plan to work with TEAM to plan and manage our parking lots this year. Dustin works with Santa Cruz, Alameda, Monterey and Cow Palace in our area and those managers speak highly of his work and his team. I have met with Jennifer and we are brainstorming new businesses and potential sponsors to reach out to for Fair Sponsorships.

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 6<sup>th</sup>. 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 12-24<sup>th</sup>.

### Reminders:

- ▶ **Farm Day March 17<sup>th</sup> 8:00-12:00**
- ▶ **Livestock Meeting March 24<sup>th</sup> at 6:30 in the Board Room**
- ▶ **Next Board Meeting – April 14th 6:00pm**
- ▶ **2020 Fair Dates – October 1-4, 2020**
- ▶ **I need Form 700 and ethics training certificates by March 27<sup>th</sup> to submit on time.**