



# MINUTES

33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BOARD OF DIRECTORS MEETING and  
ANNUAL STRATEGIC PLANNING MEETING

Tuesday April 14, 2020 – 6:00pm

Held via Zoom Conference video and phone call

Board Room – Administration Building  
Bolado Park Event Center  
9000 Airline Hwy, Tres Pinos, CA  
831-628-3421

<b>Directors:</b>	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

**CALL TO ORDER** – Meeting called to order by President Paul Rovella with a quorum present via zoom conference at 6:05pm

**PLEDGE OF ALLEGIANCE** – Lead by Director Anne Hall

**ROLL CALL/DIRECTORS ABSENT** – Directors Present: Nick Peters, Jennifer Coile, Anne Hall, Paul Rovella Nicole Shelton. Directors Pura and Bianchi were absent with prior notice. CEO Dara Tobias, Beef Department Chair Rebecca Doty and Kalia Mitchell from CDFA, Fairs and Expositions were present on the call.

**NOTE:** During this Zoom meeting platform all votes were taken as a roll call vote to ensure accurately recording each director’s position.

<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

**CONSENT AGENDA:**

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

- 1. Review and Approval of the Minutes from the March 20, 2020 Board Meeting.
- 3. Review and Approval of CEO Time sheet for March 2020

By Roll call Vote, all were in favor.

Motion Record to Approve the 4-14-2020 Consent Agenda items as listed above.			
Board Member	Yes	No	Abstain
Richard Bianchi			
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

2. Review and Approval of Interim Event Contracts for March was tabled; the report was not complete due to incomplete determination of events cancelled vs. postponed in March.

**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 February 2020.

**Marketing Committee:** Final Fair theme logo was presented. Nicole is working with web designer and photographer to keep moving forward on the web site updates. Looking for photo and bio for board members and staff.

**Fair Programs Committee:** Will work to meet via zoom with committee members and continue planning. Guidebook updates are in progress.

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

**Livestock Committee:** Will meet via Zoom on Tuesday April 28.

**Heritage Foundation:** Did not meet

**Buildings and Grounds Committee:** Did not meet

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

- 1. Discuss and approve proposal for TEAM (Total Event Access Management for managing parking lots and parking during Fair.

Director Coile moved to approve proposal and Director Peters seconded the motion. By roll call vote all were in favor.

Motion Record to Approve Proposal for T.E.A.M for parking lot management.			
Board Member	Yes	No	Abstain
Richard Bianchi			
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

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

1. Discussion on the proposal lead to a review committee appointment by President Rovella. No action was taken and President Rovella and Director Hall will meet in committee to review the proposal and communicate questions to PG&E. CDFR may be able to provide information on agreements already in place at other Fairgrounds.
2. Discuss and approve contract for additional funds allocation from State AB1499. The board of the 33<sup>rd</sup> DAA has implemented steps to meet requirements included in AB1499. We made it a policy to pay all temporary workers overtime and we do not have any long term year round rentals at this time, but understand that if we were to contract with any we would take steps to insure their compliance as required. By motion of Director Coile and seconded by Director Peters we accept the terms of the Grant for General Operational Support MOU, submit the resolution to Determine the Eligibility of the San Benito County Fairgrounds to receive Sales and Use tax Funding, agree to updated contracting policies and procedures and implement all required additions to policy and procedures outlined in Exhibit X pertaining to Employee work conditions. By roll call vote Directors Anne Hall, Nicole Shelton, Jennifer Coile Nick Peters and Paul Rovella approved the motion. No Directors Abstained and Directors Pura and Bianchi were absent.

Motion Record to Approve request for general support allocation from AB1499 funds.			
Board Member	Yes	No	Abstain
Richard Bianchi			
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

3. Motion to approve January Financials by Director Coile and Second by Director Peters. All were in Favor.

Motion Record to January 2020 Financial Report.			
Board Member	Yes	No	Abstain
Richard Bianchi			
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

Motion to approve February Financials by Director Shelton and second by Director Hall. All were in favor.

Motion Record to Approve February 2020 Financials.			
Board Member	Yes	No	Abstain
Richard Bianchi			
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella	x		
Nicole Shelton	x		

Meeting adjourned at 7:50pm

**MATTERS OF INFORMATION:**

DIRECTOR COMMENTS – President Rovella spoke to an interested person who has applied for an open position on the Board. He reached out to Assembly Member Rivas’ office to discuss status. There have been people hired for positions to facilitate appointments but we have not seen any progress.

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: Tuesday May 12, 2020

April 14, 2020

## CEO Report on Facilities, Maintenance and Administration

Due to the Shelter in Place order given on March 17, 2020 and later extended through May 3, 2020 we are working primarily by phone, email and drop box and only working with camping guests and those with events scheduled. We have one person per day working in the office and the other is working on projects at home when possible. Maintenance is staggering work schedules and only doing team projects when social distance is possible.

Grounds, Maintenance and Equipment: We are working on equipment maintenance as much as possible with our labor and identifying repairs that need to be made professionally. The John Deere is in need of professional care and Frank is communicating with mechanic to schedule repair of an issue. We have installed the exit doors at the north end of the grandstand as required by our Fire Marshal. The north end restrooms are getting the roof repaired and updated fixtures. The roof coating on the Oaks and Youth Hall are completed and the ceiling in the bathrooms is being repaired this week. The exploration of the septic system at the GCP discovered a root in the septic tank. "The biggest root I have ever found in a septic tank" has been removed and other roots cut back and repairs made. The system is working properly now. The rental spaces have all be cleaned and disinfected after the last party and have been closed to visitors. We are beginning repairs and prep in the arena for summer horse events.

Office and Administrative: We only have our 2 full time, Susan Ross and myself, staff working and alternating work days in the office so only one person is here at a time. We are communicating by email and phone calls when necessary. Our bank balance is holding but slowly moving down as we are not seeing the revenue for the May events. Final payments are usually due two months before the event and we are not requiring payments for June events until the next direction after the May 3 SIP date. We are rescheduling many events so anticipate catching up some later in the year but we are going to be short now. We are holding a transfer to JLA from the Operating account for the final CC payments because we need the cash flow right now... We are keeping up on fair prep as much as possible with preparing vendor applications and working on a plan to reach out gracefully to our sponsors as times become more normal. Most if not all May Fairs have cancelled and many June Fairs are considering. After our Board meeting by zoom I may pay for a month so we can try our department chair meetings via zoom later in the month.

Rentals: All rentals through April and the First weekend in May have been cancelled. We have only required canceling events to match the dates of the current Executive order. When or if that is extended, we will reach out to remaining scheduled May events. Many have already postponed or cancelled themselves. The High School ASB and Senior parent night events are cancelled and we will discuss with them the option to roll the deposit to 2021. We have added back a weekend I had originally blocked out for Fair prep the second week in September to accommodate a few postponed events. CGA let me know on Friday that they cancelled their annual State Finals event. They will roll over their deposit to their 2021 show. This will be a big loss for us as the majority of the revenue is earned from campers here for their event for a week or more and paid at the end of their event. June

events are still pending, Saddle Horse is weighing the continuation of their event planning and will let us know as soon as they decide and we have not heard if the Rally is still on for downtown which will determine if we have any camping revenue for that weekend.

Camping: We are taking in campers still as they call. We have lost a couple monthlies as their work ended, and we have gained a couple. We are extending the camping stay to June 25<sup>th</sup> and if SHA and Rally are cancelled, we will consider extending through the month of August. Taking payments and reservations by phone, email and drop box is working well so far.

Buildings and Grounds Committee: We have not met.

Heritage Foundation: They have not met since the February meeting. I submitted receipts for reimbursement on March 4<sup>th</sup> to the Presidents and they have forwarded to the finance committee, I followed up on April 6<sup>th</sup> to check on the status. They are reviewing it.

Saddle Horse Association They are evaluating the pros and cons of continuing or cancelling their event. They have not made a decision yet.

Fairgrounds, Shelter and Fire Evacuations: We have not been approached by the county for any use during the Covid-19 emergency. We did have a request for information on available space from the Grower Shipper Association. They are looking at options in case they need to house H2A workers temporarily during the pandemic. We have not made any definite arrangements. Still in the possibility stage, but we do have buildings available.

Fair Planning: Theme graphic is complete for the year. The Fair programs committee made the final approval so the artist can finish the formatting and get the files to us. I will reveal during the meeting!! Continuing with vendor application updates, award donor letters and I am working with Jennifer on a roll out for a thoughtful ask to our sponsors at the end of the SIP. We understanding that many may have a difficult time during the Covid-19 experience and they may not be able to keep their past sponsorship levels. I will attempt to schedule the department meetings via zoom in the next couple weeks.

My Year at a Glance: I will be not be attending the IAFE Summit but will be listening to the classes by webinar during the same days I May 3-5 so will have limited availability during the day those days. My vacation June 12-24 is still pending but I anticipate it being cancelled.

### Reminders:

- ▶ **Next Board Meeting – May 12, 2020 at 6:00pm**
- ▶ **2020 Fair Dates – October 1-4, 2020**
- ▶ **CDFA extended the form 700 Deadline to June.**
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