



23RD DISTRICT AGRICULTURAL ASSOCIATION

BOARD OF DIRECTORS

MEETING MINUTES

TIME & PLACE: A regular meeting of the Board of Directors of the 23RD District Agricultural Association was held at the Contra Costa County Fairgrounds, 1201 West 10th Street, California, on Wednesday April 14, 2021.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

Chad Cabral, President
Bob Sherwood via Teleconference
Craig Cannon via Teleconference
Bob Hoffner via Teleconference
John Pence via Teleconference
Joe Brengle, CEO/Fair Manager

**ALSO
PRESENT:**

Sarah Pelle, via Teleconference
Scoot Sherwood, via Teleconference
Rashel Carpenter, via Teleconference

1. CALL TO ORDER

President Cabral called a meeting of the Board of Directors of the 23rd District at 7:00pm.

2. ROLL CALL/DIRECTORS ABSENT

President Cabral stated that Director Dolphin had notified CEO Brengle, that her flight had been delayed, and that she would be in the air during the Board Meeting and unable to call in. President Cabral asked for a motion to excuse Director Dolphin's absence. Director Sherwood made a motion to approve Director Dolphin's absence, Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.

3. INTRODUCTION OF GUESTS

President Cabral introduced Sarah Pelle from Fairs and Expositions.

4. PUBLIC COMMENTS

No public comment.

5. ACTION ITEMS

A. CONSENT CALENDAR

President Cabral asked for a motion to approve the Feb 10, 2021 and March 10, 2021 Minutes as presented. Director Hoffner asked that more information be added to the March 10th Minutes, and they be tabled until the next Board Meeting. Director Cannon made a motion to approve the Feb 10, 2021 Minutes as presented, Director Sherwood seconded the Motion. Motion affirmatively voted upon by all members present. Motion carried.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.
2. Budget and Finance Committee
 - a. February 2021 Financials - The Budget and Finance Committee reported on the February 2021 financials. CEO Brengle went over the financials and additional reports. President Cabral asked for a motion to approve the financials. Director Sherwood made a motion to approve the financials as presented. Director Hoffner seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
 - b. Fiscal Year 2020/2021 Funding for Fair - CEO Brengle updated the Board with information regarding the 2020/2021 Funding for Fairs.
 - c. \$40.3 M General Fund Support – Phase II – CEO Brengle stated that there was \$19.3 M remaining of the \$40.3, the Governor had approved to assist fairs with layoff process, the 19.3 M was be distributed to fair in two methods, one being an allocation, which the 23rd DAA would receive \$125,000 (Check was picked up on April 13), and the other was thorough an application process, with funding going to Fairs in the most need. Brengle stated that he had already submitted an application, and money would be distributed by June 30, 2021. Brengle stated that with the \$125,000 received that he had paid off the remain balance owed to Contra Costa Electric, the 2020 Sewage Bill to the County, and the bill for Water Main repair from March.
3. Livestock Committee had nothing to report – Director Hoffner confronted CEO Brengle asking about the Livestock Scales and Heritage Foundation use of the scales for their upcoming Livestock Show and Auction. Hoffner stated that he understood the CEO Brengle was not allowing the Heritage Foundation to remove the scales from the Fairgrounds to have them repaired. CEO Brengle stated that the Livestock Scales did not need to be repaired, that they need the electrical unit that plugged into the scales

replaced, as they had been stolen from the livestock office after the 2019 Fair, and that for the scales to be certified they need to be in place and could not be moved for certification to be accurate. There was much discussion that followed. Director Hoffner proceed to make a motion to approve the Heritage Foundation to be allowed to remove the Livestock Scales from the fairgrounds to have them repaired, and then returned to the Fairgrounds to be certified. Sarah Pelle from Fairs and Expositions stepped in and stated that a motion could not be made on this subject as it was not on the agenda for discussion. There was more discussion, and CEO Brengle stated that if it was the consensus of the Board he would work with the Heritage Foundation to take the Livestock Scales off the Fairgrounds for repair. Heritage Foundation President Scott Sherwood agreed to work with CEO Brengle to arrange a date and time to pick up the Livestock Scales.

4. Building and Grounds Committee

a. Food Truck Commissary Proposal Review and Approval – CEO Brengle stated he had nothing new to report. Both Director Hoffner, and Director Sherwood voiced concern regarding vehicles, trailers and equipment currently being stored on the grounds by Food Truck Contractor, CEO Brengle stated that he had been working with the contractor to get items removed, but the contractor was currently out of the country. CEO Brengle stated that he had, 4 vehicles towed off the Fairgrounds on April 12, but was unable to have travel trailers towed. Director Hoffner asked that CEO Brengle arrange a meeting with Food Truck Contractor and the Building and Grounds Committee to discuss current issues and concerns moving forward.

b. ACAII Proposal Review and Approval – Director Hoffner stated that he had taken some measurements, and had contacted both the County and State and was waiting on some information to figure out rental rate and rate for use of common area, when he had this information, the Committee would review and bring back to the Board for approval.

5. Sponsorship/Marketing/Community Outreach Committee had nothing to report.

6. PR/Media Committee had nothing to report.

6. HERITAGE FOUNDATION REPORT

Heritage Foundation President Scott Sherwood updated the Board on the upcoming Youth Livestock Show to be held May 9 – 16. Scott Sherwood asked that the Livestock Barn be ready for their set-up day of May 1st. CEO Brengle stated that the current renter was scheduled to be out of the Livestock Barn April 19. Director Sherwood asked to make sure that the renter left the dirt surface the way it was when he got it. CEO Brengle suggested that Director Sherwood and he inspect it together, and if it did not meet approval that renter would be asked to correct it. Scott Sherwood also request the use of Building 3 for the Heritages Youth Livestock Show, Director Sherwood stated that he understood that there was currently stuff being stored in the Building. CEO Brengle stated that yes the Veterans Stand Down event currently had stuffed stored in the Building for their upcoming event in September. CEO Brengle stated that this event takes place

every two years, and that they have stuff delivered early from the Department of Defense surplus, and the fair has provided storage in the Red Barn in the past. CEO Brengle stated that he would arrange to have the items removed from Building 3 and make the Building available for the Heritage Foundation. Heritage President Scott Sherwood when on to state the he was not paid, that he volunteered his time to the Heritage Foundation and did a lot of work on the fairgrounds, as well as fundraising for the fairgrounds, and felt that the Heritage Foundation was not appreciated. Director Hoffner stated that he had not always felt the heritage Foundation had the Fairs best interest, but currently believes they are doing great things for the Fair, and will speak with the other Board Members. CEO Brengle apologized to the Heritage Foundation that if he had in anyway give them the impression that they were no appreciated. President Cabral stated that none of the Board Members are paid, they all volunteer their time, and that he appreciates all the Heritage Foundation has done for the Fair.

7. CEO REPORT

CEO Brengle provided the Board with updates on Shuttered Venue Operators Grant, update on the Governor's plan for reopening the State and what guidelines the Fair will need to follow. CEO Brengle also updated the Board on meeting he had attended this past month and status of Maintenance Projects. Director Sherwood asked what the status was on the Little League Contract. CEO Brengle stated that there was not a current contract with Little League, as they were unable to have a season for 2021, Brengle stated that he had been in contact with the Little League President and was trying to schedule a meeting to discuss the 2022 contract, and was planning to use the 2021 contract that the Board had approved, and just move it back a year. Director Sherwood asked that the Little League Contract be on the May Board Meeting Agenda for discussion and re-negotiation.

8. BOARD PRESIDENTS COMMENT

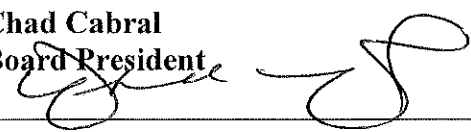
No Comment

9. BOARD COMMENT

Director Hoffner asked that the Policy and Procedures Manual be added as an agenda item at the next Board Meeting for review and update. Director Hoffner also asked for a Closed Session to do a CEO Review at the next Board Meeting.

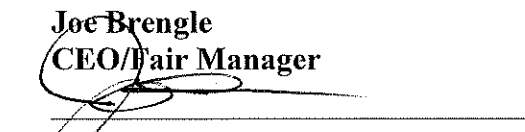
There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 8:20 p.m.

Chad Cabral
Board President



DATE 5/12/21

Joe Brengle
CEO/Fair Manager



DATE 5-12-21

VOTING GRID ATTACHED

VOTE TO APPROVE DIRECTOR DOLPHINS ABSENCE

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	Absent		
Cabral	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE FEBRUARY 10th BOARD MINUTES

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	Absent		
Cabral	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE FEBRUARD FINANCIALS

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	Absent		
Cabral	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			