



## **23<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION**

### **BOARD OF DIRECTORS**

### **MEETING MINUTES**

**TIME & PLACE:** A regular meeting of the Board of Directors of the 23<sup>RD</sup> District Agricultural Association was held at the Contra Costa County Fairgrounds, 1201 West 10<sup>th</sup> Street, California, on Wednesday, June 9, 2021.

**23<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS  
PRESENT:**

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

**ALSO  
PRESENT:**

Sarah Pelle, via Teleconference  
Scott Sherwood via Teleconference  
Susan Cannon  
Rashel Carpenter  
Elisa McCutcheon  
Vicki Willard via Teleconference

#### **1. CALL TO ORDER**

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

#### **2. FLAG SALUTE**

President Cabral led the Flag Salute

### **3. ROLL CALL/DIRECTORS ABSENT**

All Directors were in attendance

### **4. INTRODUCTION OF GUESTS**

President Cabral introduced Sarah Pelle from Fairs and Expositions. Self-Introductions were made by Susan Cannon, Rashel Carpenter, Elisa McCutcheon, and Vicki Willard

### **5. PUBLIC COMMENTS**

No public comment.

### **6. ACTION ITEMS**

#### **A. CONSENT CALENDAR**

President Cabral asked for a motion to approve the May 12, 2021 Minutes as presented. Director Dolphin made a motion to approve the May 12, 2021 Minutes as presented, Director Cannon seconded the Motion. Motion affirmatively voted upon by all members present. Motion carried.

President Cabral asked for a motion to approve the Interim Event Contracts as presented. Director Cannon made a motion to approve the Interim Contracts as presented, Director Pence 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. April 2021 Financials - The Budget and Finance Committee reported on the April 2021 financials. CEO Brengle went over the financials and additional reports. President Cabral asked for a motion to approve the financials. Director Dolphin made a motion to approve the financials as presented. Director Cannon 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. CEO Brengle stated based on our application submitted we had been granted \$88,000. CEO Brengle stated that he had picked up the check and deposited it. Director Hoffner asked if there was outstanding debt that needed to be paid, CEO Brengle stated at this time we had no outstanding debt, and this funding would be held for emergencies, and start up for 2022.
  - d. Paradise Skate Payment Plan Proposal – CEO Brengle stated that there was an email in the Board Packet from Paradise Skate with a proposed payment plan, it was stated that the proposed payment plan would take

almost 4 years to pay back. The Board asked the Paradise Skate be at the next Board Meeting to speak with the Board in person.

3. Livestock Committee had nothing to report

4. Building and Grounds Committee

a. Food Truck Commissary Proposal Review and Approval – President Cabral asked Director Hoffner to give a report. Director Hoffner stated that the Committee had met with the Contractor, and discussed the Board changes to the contract, and give the contractor a September 1<sup>st</sup> deadline to respond. The Committee also requested that the contractor remove the remaining trailer and equipment from the facility, and gave the contractor a week to do so. CEO Brengle stated that the contractor had removed the remaining trailer, and equipment. CEO Brengle also stated that there was a list of the Board Contract changes in the Board Packet that included Scope of Work and Payment Schedule using Oct 1, 2021 as a start date.

b. ACAII Proposal Review and Approval – Director Hoffner stated that he was still gather information. Representatives for ACAII Elisa McCutcheon, and Vicki Willard spoke to the Board and gave them some background information on ACA, and how long they have been renters of the Fairgrounds. The also stated that if the Board could approve a new rental rate, they would like to get moving on the 3 new portable classrooms sooner than the renewal of existing contract. Director Hoffner stated that he hoped to have something to present to the Board at the next Board Meeting.

c. Antioch Little League Contract – President Cabral stated that he felt the Board need to revisit the decision they made at the previous Board Meeting regarding canceling rental agreement with Antioch Little League, after some discussion the Board Asked CEO Brengle to have Antioch Little League at the next Board Meeting to discuss how to proceed and move forward.

d. Antioch Speedway – Livestream Broadcasting – CEO Brengle stated that at the May Board Meeting, Director Cannon had asked about the Speedway doing Livestream Broadcasting, and if the Fair received any revenue from the Livestream, CEO Brengle had stated that they did not receive any revenue form the Livestreaming, as it was not part of the contract. The Board asked that CEO Brengle have CDFA Legal Department look at the contract, and see if the fair could receive any revenue. CEO Brengle stated that after the May Board Meeting, he contacted CDFA Legal, and sent the a copy of the contract, and information regarding the Livestreaming (copy part of Board Packet) to CDFA Legal, and had been told that they would look into it, but they were currently backlogged, and it would be several weeks before they got to it. Director Sherwood brought up that he had an issue with Chad Chadwick the owner of Antioch Speedway, and requested that CEO Brengle talk with Chad. Director Sherwood stated that during the Foundations Livestock Show and Auction, there had been an issue with the WiFi connection that feeds to the Livestock Area, it was discovered that that under the speedway

grandstands, someone had unplugged the WiFi. Director Sherwood stated that he had heard second hand, that Chad Chadwick had made a statement that he was paying for the utilities for the speedway, and that the fair should not be plugging in things that increase his utility costs, that there was other things in his contract that he was stuck paying and not happy about it. CEO Brengle stated that he was aware of the issue with the WiFi being unplugged, but was not aware of any comments made by Chad, and that he would have a conversation with Chad,

e. Delta RC Contract Renewal – CEO Brengle stated that Delta RC Contract was up for renewal, and that a proposed new rental rates were included in the Board Packet that provided an increase the 1<sup>st</sup> year, and then a 3% increase each year after. Director Hoffner requested that Director Sherwood, put a meter on Delta RC, to monitor the electrical usage, and then we could get a better idea if we were charging and accurate utility fee. Director Sherwood to get with CEO Brengle to install electrical meter for Delta RC, Director Sherwood to report back at July Board Meeting. CEO Brengle Stated that the Year Round agreement, did not include the use of the Livestock Barn during winter months, Brengle stated that it was a separate agreement, on a year to year basis. After some discussion President Cabral asked that CEO Brengle put together specific requirements for the use of the Livestock Barn during winter months, and bring back to the board for review. Renewal of contract tabled until July Board Meeting.

f. Facility Project List – CEO Brengle stated that he had presented the Facility Project List (copy in Board Packet) to the Building and Grounds Committee, and walked the facility with the Committee. Director Hoffner had added a few small projects to the list. CEO Brengle reviewed the Facility Project List with the Board:

- Trim Mulberry Trees on Midway – Completed
- Repair Water Leak on Midway – Completed
- Repair Water Valve on Small Carnival Field – CEO Brengle stated that Staff had dug it up, and valve was stuck in place, he had called a plumbing company to take a look at it he was waiting for their recommendation, and quote.
- Sign Removal back of Grandstand – In Progress, being determined if it could be done with forklift, or if a boom lift need to be rented.
- Removal of Dead Trees on Large Carnival Field, Midway, and Fiesta Field – CEO Brengle stated that he had received quotes to have them removed, and best quote was \$12,500. Director Hoffner, and Director Sherwood stated that felt that between them and assistance from the Heritage Foundation that they could remove the trees. Director Hoffner and Sherwood to get together with CEO Brengle to look at dead trees.
- Building 1 Kitchen – Lights Above Stove – CEO Brengle stated that this was an item Director Hoffner added to the list, this has been an ongoing issue, and that it has been looked at by various people. It was suggested that Director Sherwood look at. Director Sherwood to get

together with CEO Brengle to see what he can figure out.

- Horse Barn Fire Clean Up – CEO Brengle stated that he had talked with Craig the owner of Delta RC, that has a Bobcat and would be willing to work with staff to assist with the cleanup. This will be an ongoing project.

- Building 1 Kitchen Soap Dispenser – CEO Brengle stated that this was another item added by Director Hoffner, and that the County had installed an automated Soap Dispenser to one of the sinks when they were using the building for Covid, the dispenser was installed incorrectly, and has been removed.

- John Deere Tractor – Hydraulic Repairs – CEO Brengle stated that he was working with Tommy Baldocchi, and Tommy had agreed to provide all the labor to make the repairs, if the Fair would cover the cost of supplies. Tommy would take tractor back to his ranch to do repairs.

g. Horse Barn Fire Inspection Report – CEO Brengle stated that it was requested at the May Board Meeting that a copy of the Fire Inspectors Report be obtained. CEO Brengle stated that a copy of the report was part of the Board Packet.

h. CFSA Safety Inspection – CEO Brengle informed the Board that CFSA Safety Inspector had been on site June 1, and that he had walked the grounds with the inspector the inspector found a few minor things, and that once the inspectors full report was completed that he would share it with the Buildings and Grounds Committee as well as the full Board.

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

6. PR/Media Committee had nothing to report.

### **C. POLICY AND PROCEDURE MANNUAL REVIEW AND UPDATE**

Director Hoffner asked about changing the week of the Board Meeting to the 3<sup>rd</sup> or 4<sup>th</sup> week, so the Board could be receiving more current financials. CEO Brengle stated that he would need to check with CFSA as to how much time they need after they received the Bank Statement's, Brengle stated that the 3<sup>rd</sup> week, might be too early, as the Bank Statements sometime don't arrive until the middle of the month. Brengle also stated that this would need to be changed in the Bylaws as well as the Policy and Procedure Manual. The Board asked to table this until the July Board Meeting, when CEO Brengle could report back.

### **7. HERITAGE FOUNDATION REPORT**

Heritage President Scott Sherwood reported on their Livestock Show and Auction, and started that it went well, and the exhibitors where very thankful. Director Hoffner commented on the professionalism of the exhibitors.

**8. CEO REPORT**

CEO Brengle provided the Board with updates on Shuttered Venue Operators Grant, meeting he had attended, maintenance projects and upcoming events.

**8. BOARD ADJURNED TO CLOSE SESSION AT 8:27PM**

**9. CLOSED SESSION**

**10. RECONVENE CLOSED SESSION AT 9:55PM**

No decision made informational only

**11. BOARD PRESIDENTS COMMENT**

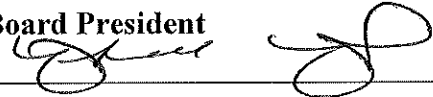
No Comment

**12. BOARD COMMENT**

No Comment

There being no further business to come before the 23<sup>rd</sup> District Agricultural Association the meeting was adjourned at 9:57 p.m.

**Chad Cabral**  
**Board President**

  
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DATE 7/14/21

**Joe Brengle**  
**CEO/Fair Manager**

  
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DATE 7-14-2021

**VOTING GRID ATTACHED**