



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, May 12, 2021.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

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

**ALSO
PRESENT:**

Sarah Pelle, via Teleconference
Pat Hoffner

1. CALL TO ORDER

President Cabral called a meeting of the Board of Directors of the 23rd District at 5:00pm.

2. ROLL CALL/DIRECTORS ABSENT

All Directors were in attendance

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 March 10, and April 14, 2021 Minutes as presented. Director Pence made a motion to approve the March 10, and April 14, 2021 Minutes as presented, Director Sherwood seconded the Motion. Motion affirmatively voted upon by all members present. Motion carried.

CEO Brengle stated that Interim Contracts were not on the Consent Calendar, but he included a list of new Interim Contracts, and they would be on the June agenda for approval.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.
2. Budget and Finance Committee
 - a. March 2021 Financials - The Budget and Finance Committee reported on the March 2021 financials. CEO Brengle went over the financials and additional reports. President Cabral asked for a motion to approve the financials. Director Canon made a motion to approve the financials as presented. Director Sherwood 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 our application had been submitted for funding. Sarah Pelle from F&E stated that there were a total of 36 Fair that had submitted requests, and that information on what fairs would receive funding and how much would be coming out the following week.
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 their concerns, and asked him to remove the remaining trailers and equipment form the facility. CEO Brengle stated that he had remove one of the trailers, and done some clean up, but there was still one trailer and some equipment remaining. Director Hoffner stated that the Committee discussed with the Contractor that the Board may want to make changes to the proposed contract, and instead of increasing the number of vehicles/equipment, that they may want to go back to the original proposal of 24 Food Trucks only. CEO Brengle stated that a copy of the most current Scope of Work and Rental Schedule was in the Board Packet, and this is what the Board had approved at the Oct 2020 Board Meeting. After much discussion Director

Sherwood made a motion to return the contract to the original 24 Food Trucks; no other types of vehicles or equipment to be stored on the facility; rental rate to return to starting at \$3,000 per month, with annual increase of 3%, a required deposit of \$10,000; the contract be a 5 year agreement with a 5 year option, instead of a 10 year agreement; that all investors be listed on contract and that all investors give a personal guarantee; that no food trucks, or other items to be brought onto the facility until the commissary construction is completed, and passed all inspections; and that Contractor has until September 1, 2021 to make a decision. The Motion was Seconded by director Hoffner, and unanimously approved.

b. ACAII Proposal Review and Approval – Director Hoffner stated that he was still gather information, he asked that CEO Brengle, email a copy of the current contract to the full Board. Director Hoffner also verified with CEO Brengle that due to the fact the Board was not able to make a final decision on rent, that ACAII would not move forward for the upcoming fiscal year with adding the three new modular classroom, as they could not continue to hold them, and get them installed in time for the next school year, so new rental rates and contract would be negotiated for new contract starting July 1, 2022. Director Hoffner stated that there were lots of things to look at as ACAII puts a lot of use on the facility infrastructure.

c. Little league Contract Review – CEO Brengle stated that at the March 2020 Board Meeting that the Board had approved a 1 year agreement for 2020, and a 5 year agreement for 2021 – 2025, with a 5 year option for renewal. CEO Brengle went on to say that 3 days after the March 2020 Board Meeting that the State when on Lock Down for Covid, and that Antioch Little League was not able to have a 2020 Season, and that a contract was never signed. CEO Brengle also stated that for 2021, he had heard form Scott Pearson Antioch Little League President, and that Antioch Little League had lost their Charter with International Little League, and would not be having a 2021 Season, but would like to meet and talk about 2022, and moving forward. CEO Brengle stated that a copy of the 5 year Contract that the Board had approved for 2021 – 2025 was part of the Board Packet, and asked how the Board wanted to proceed. Director Sherwood stated that based on the comments that Antioch Little League had made to the Board at the March 2020 Board Meeting, he was not sure he wanted to offer them any contract. After some more discussion Director Sherwood moved to not offer Antioch Little league any contract and cancel their rental of the facility, Director Hoffner seconded the motion, and was unanimously approved.

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

The Board asked to table this until the June Board Meeting.

6. HERITAGE FOUNDATION REPORT

No Heritage Report

7. 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 6:18PM

9. CLOSED SESSION

10. RECONVENE CLOSED SESSION AT 8:00PM

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 23rd District Agricultural Association the meeting was adjourned at 8:02 p.m.

Chad Cabral
Board President



DATE 6/9/21

Joe Brengle
CEO/Fair Manager



DATE 6-9-2021

VOTING GRID ATTACHED

VOTE TO APPROVE MARCH 10 AND APRIL 14, 2021 BOARD MINUTES

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

VOTE TO APPROVE MARCH 2021 FINANCIALS

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

**VOTE TO APPROVE CHANGES TO PROPOSED FOOD TRUCK
COMMISSARY CONTRACT**

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

**VOTE TO APPROVE CANCELATION OF ANTIOCH LITTLE LEAGUE
RENTAL OF FACILITY**

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