



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, July 14, 2021.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS

PRESENT:

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

**ALSO
PRESENT:**

Sarah Pelle
Christine Vana, Via Teleconference
Amy Lo, Via Teleconference
Scott Sherwood, via Teleconference
Susan Cannon
Jeff Warrenburg

1. CALL TO ORDER

President Cabral called a meeting of the Board of Directors of the 23rd 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, as well as Christine Vana, from CDFA Legal Office, and Amy Lo from the Attorney General's Office.

5. PUBLIC COMMENTS

No public comment.

President Cabral moved Item #9 Closed Session to the beginning of the Agenda.

At 7:01pm President Cabral closed Open Session and went into Closed Session at 7:03pm.

At 7:14pm, President Cabral ended Closed Session, and went back into Open Session at 7:15 stating that there was nothing to report from Closed Session that it was informational only.

6. ACTION ITEMS

A. CONSENT CALENDAR

President Cabral asked for a motion to approve the June 9, 2021 Minutes as presented. Director Pence made a motion to approve the June 9, 2021 Minutes with one correction, Director Hoffner 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 Dolphin 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. May 2021 Financials - The Budget and Finance Committee reported on the May 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 Dolphin 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, and also stated that the Governor had budgeted 50million dollars in the 2021/2022 Budget, that money would be distributed to Fair through F&E.
 - c. Paradise Skate Payment Plan Proposal – CEO Brengle stated that the Board had requested at their previous meeting to have Paradise Skate

Owner Jeff Warrenburg at this meeting to discuss his payment plan proposal. Mr. Warrenburg went over the past year, and his inability to open the Skating Rink due to Covid, and that he was now open, and paying his current rent, and at the moment could only commit to pay \$500 per month on back rent owed, but as things got better he would make larger payments, but did not want to commit to that. After much discussion the Board proposed to Mr. Warrenburg a proposal that for the next year (July 1, 2021 – June 30, 2022) that Mr. Warrenburg would make payments of at least \$500 per month, the following year (July 1, 2022 – June 30, 2023) the payments would go to at least \$600 per month, and the 3rd year (July 1, 2023 – June 30, 2024) the payments would go to at least \$700 per month, until paid off, Mr. Warrenburg, was in agreement to this payment plan and stated that he would try to pay off his back rent earlier than this if possible.

3. Livestock Committee had nothing to report
4. Building and Grounds Committee
 - a. Food Truck Commissary Contract – CEO Brengle stated that he had not heard from the Contractor, it was noted that that Contract had until September 1st to respond back to the Board.
 - b. ACAII Proposal Review and Approval – Director Hoffner present the research he had done, and stated that based on the common space that the school uses, he felt their rent would need to increase substantially, as there is a lot of wear on infrastructure. Director Sherwood stated that based on his experience of the modular units the electrical use per month was way more than what we were currently charging. CEO Brengle asked Director Hoffner if his figure for the use of the common space was based on 12 month use or 9 month, as the school was only using the facility 9 months out of the year, Hoffner stated that it was figured on 12 months, 5 days a week. CEO Brengle also asked Director Sherwood, if his figure was based on a 24/7 usage, or a 5 days a week 8 hours a day. He stated it was based on a 24/7 usage, but also stated that it did not include water and sewage. Director Pence throughout the idea of proposing to move the school to the open grass area behind Head Start, and then the school would be responsible for all their own utilities, and would have a less effect on our infrastructure. CEO Brengle made the recommendation that the Building and Grounds Committee meet with the School, and goes over the potential increases in rent and utilities, as well as the proposed idea to move the school, and then report back at the next Board Meeting. Director Hoffner provided copies of his research to CEO Brengle and asked that this be distributed to all the Board Members.
 - c. Antioch Little League Contract – CEO Brengle stated that he had asked the President of Antioch Little League to attend the Board Meeting as requested by the Board at the previous Board Meeting, but he was not present. CEO Brengle stated that in his last conversation with the Antioch Little League President, that Little League was still waiting on the Non-Profit status with the State of California. The Board discussed some different concepts of how Antioch Little League could still have use of the

Field, but that the Fair could also rent the field out for Travel Ball or other tournaments/events and make additional revenue from the fields. CEO Brengle stated that the Fair would need to hire someone to maintain these fields on a year round basis. After some discussion CEO Brengle suggested that the Buildings and Grounds Committee meet with the President of Antioch Little League and discuss these concepts and report back at the next Board Meeting.

d. Antioch Speedway – Livestream Broadcasting – CEO Brengle stated that he had heard back from CDFA Legal, and there was nothing in the contract that prohibited Antioch Speedway from Livestream Broadcasting, and that that the Fair was not entitled to any profit that was made from the livestreaming. CEO Brengle stated that the concern was that there would be a decrease in concession and beer sales due to Livestreaming, Brengle presented a comparison from 2019 totals to 2021 totals per month for concessions and beer sales, and that there had actual been an increase or on average stayed about the same, so the livestreaming was not having an effect on concession and beer sales.

e. Delta RC Contract Renewal – CEO Brengle stated that the Board had asked him to put together some language for a contract, for Delta RC use of Livestock Barns during the winter months for the Board to review. Brengle stated that a draft of the contract language was in the Board Packet. Director Sherwood stated that he was still looking into Delta RC electrical usage for their year round track. CEO Brengle stated that there was also a proposed rent and utilities schedule for the new, year round contract in the Board Packet. Director Sherwood stated that this looked good, but he still wanted to do some research, before we moved forward with the new contract, and asked that this be tabled to the next board meeting.

f. Facility Project List – CEO Brengle stated that an updated Project list was in the Board Packet. CEO Brengle reviewed the Facility Project List with the Board:

- Repair Water Valve on Small Carnival Field – CEO Brengle stated that he had received a rough estimated cost of \$2,500 to \$3,000, and that the plumber would be out the week of the 19th to make the repairs.
- Sign Removal back of Grandstand – CEO Brengle stated that this had been completed by staff.

-Removal of Dead Trees on Large Carnival Field, Midway, and Fiesta Field – CEO Brengle stated that he was waiting on Director Hoffner, and Director Sherwood to look at the trees as they had stated at the previous Board Meeting that they would work on this with the Heritage Foundation. Director Sherwood stated that he would be out in the next few days to look at the trees.

- Building 1 Kitchen – Lights Above Stove – CEO Brengle stated that he had Main Fire Protection schedule to come out the end of the month to inspect and certify the hood, and would have them look at the lights at the same time. CEO Brengle stated that he understood that Director Pence had a contact for a Hood Inspector that he and Director

Hoffner had used, Director Hoffner stated that he would pass that information on to CEO Brengle.

- Horse Barn Fire Clean Up – CEO Brengle stated that this was an ongoing project and staff would work on it as they could.

- John Deere Tractor – Hydraulic Repairs – CEO Brengle stated that he was working with Tommy Baldocchi, and Tommy would be picking up the tractor the end of the month to start the repairs.

- Water Main Crack in front of the Livestock Barn – CEO Brengle stated that this repair had been completed.

Repair of storage room and Livestock Office Door damaged by break-in. CEO Brengle stated that there had been a rash of break in's over the last few weeks, and that staff had completed the repairs to the storage room and Livestock Office Doors.

- Repair of damaged fence behind livestock during break in's – CEO Brengle stated that staff had fixed one section, but then there had been more damage during a different break in, and that staff was work on the repairs this week.

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 BYLAWS UPDATE

CEO Brengle stated that Director Hoffner had asked about changing the date of the Board Meeting so the Board could see the Financials in a timelier manner. Brengle stated that he had contacted CFSA, and based on when Bank Statements are received and time CFSA needs to prepare the financials, either the 1st Wednesday, or the 4th Wednesday of the month would work. After some discussion of the full board, and board members availability, it was decided not to change the Board meeting dates, and leave them on the 2nd Wednesday of the month as currently.

7. HERITAGE FOUNDATION REPORT

Heritage President Scott Sherwood reported that the Heritage Foundation would be having a work day on July 17th to clean up the livestock area and take down the pens from their show and auction back in May.

8. CEO REPORT

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

9. CLOSED SESSION

Moved to beginning of meeting

10. BOARD PRESIDENTS COMMENT

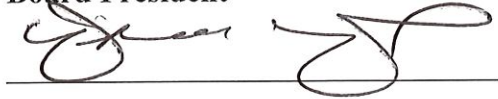
No Comment

11. BOARD COMMENT

Director Hoffner asked about the Ice Maker in Building 1 Kitchen, CEO Brengle stated that it did not belong to the Fair, and the owner had removed it.

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 8:54 p.m.

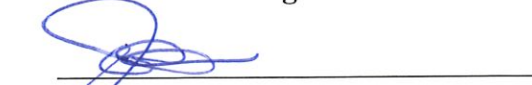
Chad Cabral
Board President



DATE 9/8/21

VOTING GRID ATTACHED

Joe Brengle
CEO/Fair Manager


DATE 8-11-2021