



## 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, September 8 2021.

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

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

**ALSO  
PRESENT:**

Sarah Pelle, Via Teleconference

**1. CALL TO ORDER**

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

**2. FLAG SALUTE**

President Cabral led the Flag Salute

**3. ROLL CALL/DIRECTORS ABSENT**

President Cabral stated that all Directors were present

**4. INTRODUCTION OF GUESTS**

President Cabral introduced Sarah Pelle from Fairs and Expositions.

- d. Annual Allocation Resolution – CEO Brengle stated that the Board needed to approve the Fairs Annual Allocation from Department of Food & Agriculture in the amount of \$40,020, Director Cannon made a motion to approve the Annual Allocation, Director Dolphin seconded the motion. Motion affirmatively voted upon by all members present. Motion carried.
3. Livestock Committee had nothing to report
4. Building and Grounds Committee
- a. Food Truck Commissary Contract – CEO Brengle stated that contractor was not able to make a commitment by the Sept 1<sup>st</sup> deadline due to current COVID situation. CEO Brengle let the contractor know that the current proposal was no longer on the table, and that when they are ready to move forward that we would re-negotiate at that time.
- b. ACAII Proposal Review and Approval – CEO Brengle stated that had a revised proposed rent and utility fees based on information provided by Director Hoffner, he was waiting for information from Director Sherwood on electrical usage. Brengle also stated that he had called other fairs with schools to see what they are charging, as well as had done a square footage comparison between Head Start and ACA, based on Department of General Services per Square Footage rate, and this information was in the Board Packet. Director Sherwood shared with the Board information on electrical usage on a weekly basis that ACA was using. After much discussion the Board came to an agreement on a month rent per portable of \$485, monthly rent for Poppy Hall of \$1,500, and utility fee of \$430 per portable, and Poppy Hall. The Board also asked that the yearly increase of 3% be changed to a minimum of 3%, max of 6% with a yearly review. CEO Brengle stated that he would put this all into a proposed rent and utility proposal and bring back to the Board at the Oct Board Meeting for final approval.
- c. Antioch Little League Contract – CEO Brengle again stated that the Building and Grounds Committee was unable to meet, so they were not able to meet with Antioch Little League to discuss any potential ideas. CEO Brengle stated that he would try and schedule a meeting with the Committee and the Antioch Little League.
- d. Delta RC Contract Renewal – After some discussion it was moved by Director Sherwood, and seconded by Director Hoffner to approved the proposed rent and utilities increase presented by CEO Brengle for a 5 year agreement with a yearly increase of a minimum of 3% and max of 6% to be review annually.. Motion affirmatively voted upon by all members present. Motion carried. Director Sherwood also recommended that a contract for use of the Livestock Barn during the winter months not be issued as this requires lots of clean up and removal of dirt, the rest of the Board was in agreement.
- e. Facility Project List – CEO Brengle stated that an updated Project list was in the Board Packet and reviewed the list with the Board. Under new Projects CEO Brengle stated that he had received a quote to have Goats do weed abatement in and along the creek for \$5,300, and was asking the Board's approval, after some discussion it was moved by director Hoffner,

seconded by Director Pence to approve the weed abatement of the creek.  
Motion affirmatively voted upon by all members present. Motion carried.

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

**7. HERITAGE FOUNDATION REPORT**

No Report

**8. CEO REPORT**

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

**9. BOARD PRESIDENTS COMMENT**

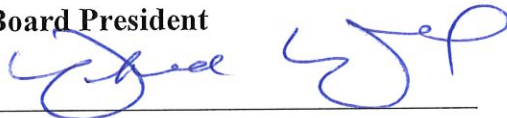
No Comment

**10. BOARD COMMENT**

Director Cannon asked if we could look at getting a phone speaker for the Board Room, as when call in on conference call it is hard to hear. Director Pence stated that he had one, and would bring it to the next Board Meeting.

There being no further business to come before the 23<sup>rd</sup> District Agricultural Association the meeting was adjourned at 8:28 p.m.

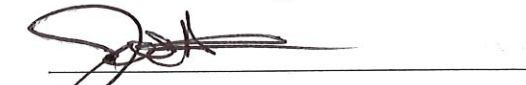
**Chad Cabral**  
**Board President**



DATE

10/13/21

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



DATE

10-13-21

**VOTING GRID ATTACHED**

## VOTE TO APPROVE AUGUST BOARD MINUTES

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			

## VOTE TO APPROVE JULY FINANCIALS

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			

## **VOTE TO APPROVE INTERIM EVENT CONTRACTS**

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			

## **VOTE TO APPROVE FRESH START AUTOMOTIVE PAYMENT PLAN**

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
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<b>Vacant Seat</b>			

**VOTE TO APPROVE BUDGET AND FINANCE SUGGESTED SPENDING OF GRANT MONEY**

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			

**VOTE TO APPROVE ANNUAL ALLOCATION**

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			

## **VOTE TO APPROVE DELTA RC 5 YEAR CONTRACT**

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			

## **VOTE TO APPROVE GOAT WEED ABATEMENT ON CREEK**

<b>DIRECTOR</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Abstain</b>
<b>Cannon</b>	<b>X</b>		
<b>Sherwood</b>	<b>X</b>		
<b>Hoffner</b>	<b>X</b>		
<b>Dolphin</b>	<b>X</b>		
<b>Cabral</b>	<b>X</b>		
<b>Pence</b>	<b>X</b>		
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			
<b>Vacant Seat</b>			