



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, Dec 14, 2022.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

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

**ALSO
PRESENT:**

Sarah Pelle, CDFA
Charles Southwick, CDFA
Susan Cannon
Elisa McCutcheon, ACAII
Jordan Gneene, ACAII
Marianne Dubitsky, ACAII
Sandy Parsons
Mike Parsons
Angela Emmons
Ruben Esqueda
Scott Sherwood

1. **CALL TO ORDER**

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

2. FLAG SALUTE

President Sherwood led the Flag Salute

3. ROLL CALL/DIRECTORS ABSENT

President Sherwood read Roll Call; all directors were present.

4. PUBLIC COMMENTS

No Public Comment

5. ACTION ITEMS

A. CONSENT CALENDAR

CEO Brengle stated that there was a correction to the October 12th Board Minutes, on Page 5, first bullet point, last sentence, the words per month were added. President Sherwood asked for a motion to approve the minutes with the correction. After some review it was moved by Director Dolphin, seconded by Director Hoffner to approve the October 12, 2022, Minutes with correction. Motion unanimously approved.

President Sherwood asked for a motion to approve the 2022 Interim Event Contracts as presented. After some discussion it was moved by Director Cannon, seconded by Director Dolphin, and unanimously approved the 2022 Interim Contracts as presented.

President Sherwood asked for a motion to approve the 2023 Interim Event Contracts as presented. After some discussion it was moved by Director Dolphin, seconded by Director Cannon, and unanimously approved the 2023 Interim Contracts as presented.

President Sherwood asked for a motion to approve the 2023 Standard Contracts as presented. After some discussion it was moved by Director Cannon, seconded by Director Dolphin, and unanimously approved the 2023 Standard Contracts as presented.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.

2. Budget and Finance Committee

a. September and October 2022 Financials - The Budget and Finance Committee reported on the Financials. CEO Brengle went over the financials and additional reports. President Sherwood asked for a motion to approve the financials. Director Cannon made a motion to approve the September and October Financials as presented. Director Hoffner seconded the motion. Motion unanimously approved.

3. Livestock Committee

a. Pygmy Goat Show – Sandy Parsons

CEO Brengle stated that Sandy Parsons 4H parent had asked to address the Board regarding the Pygmy Goat Show. Sandy Parsons, handed out some

information from a few the neighboring Fairs, listing their Pygmy Goat Show classes offered and requested that we look at adding classes so the pygmy Goat Show could grow. After some discussion CEO Brengle stated based on current number that he was recommending adding one additional Doe Class, one additional Wether Class, and a Best Group of 3 classes, and then we could review after the 2023 Fair and see if more classes were needed. The Fair Board was in agreement, and Sandy parsons thanked the Board and CEO Brengle.

b. Livestock Exhibitor Handbook Review and Approval

CEO Brengle stated that the Handbook was in the Board Packet and asking for its approval, with the addition of the Pygmy Goat Classes. After some discussion it was moved by Director Hoffner, seconded by Director Dolphin, and unanimously moved to approve the Livestock Exhibitor Handbook, with the addition of 3 Pygmy Goat Classes.

4. Building and Grounds Committee

a. Little League Fields Update – Director Hoffner stated that he had meet with some local teams. Hoffner recommended that we start the rehab of one of the fields in March, and then be able to have a team start using the field by early summer. The Committee would bring the costs for rehabbing a field back to the Board for final approval.

b. Antioch Paintball Update

CEO Brengle updated the Board on Paintballs move out, and stated there are making progress.

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

d. Yahualica International Benefit Org. – Rodeo Proposal Contract Review and Approval – CEO Brengle stated that there was a proposed Scope of Work in the Board Packet that the Building and Grounds Committee was proposing to the Board for approval. CEO Brengle went through the Scope of Work, and potential revenue. Director Hoffner stated that the Committee and Renter had negotiated this proposed Scope of Work, and felt it was a great proposal and this would be a positive addition to the facility. President Sherwood asked for a motion to approve the proposed Scope of Work as presented. Director Dolphin moved to approve the Scope of Work as proposed, director Cannon seconded the motion, motion was unanimously approved.

e. Strategic Planning Goals:

1. Homeless Issues

2. Parameter Fencing for Fairgrounds

CEO Brengle stated that there was no update, and that these goals would remain on the agenda, as the committee and board will continue to address them.

5. PR/Media, Sponsorship/Marketing/Community Outreach – No Report

a. Strategic Plan Goals

1. Advertise to the entire county to increase attendance and facility use
2. Enhance Relationship between Event Park and City & County

CEO Brengle stated that there was no update, and that these goals would remain on the agenda, as the committee and board will continue to address them.

6. Fair Attractions Committee had nothing to report

C. YEARLY RESOLUTION

1. Bank Signer Resolution

Director Dolphin made a motion, Director Pence seconded the motion to approve the Bank Signer Resolution as presented, motion unanimously approved.

2. CEO Delegation of Authority Resolution

Director Hoffner asked that this resolution be amended that any contract over one month in length, instead of and contract over one year be pre-approved by the Board. Director Pence moved to approve the CEO Delegation of Authority Resolution with change, motion seconded by Director Cannon, motion approved, Directors Cannon, Hoffer, Pence, and Sherwood Yes, Director Dolphin No.

3. Workers Compensation Resolution

Motion made by Director Cannon, seconded by Director Pence to approve Workers Compensation Resolution as presented, motion unanimously approved.

6. HERITAGE FOUNDATION REPORT

Heritage Foundation President Scott Sherwood stated that he had received pricing for fencing on front of livestock, as well as fencing around Oak Tree, and wash racks. Scott stated that he was sure that the Foundation would be able to complete the fencing around the front of livestock for 2023 and would work on the other areas for future years. The Board agreed that this would make it all look consistent.

Heritage President Sherwood also stated that their Shooting Event Fundraiser was coming up and scheduled for February 18th. Sign Up information would be on Heritage Website within the week.

7. CEO REPORT

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

8. CLOSED SESSION

President Sherwood adjourned the Open Meeting at 8:12p.m. and opened the Closed Meeting at 8:15pm.

The Closed Meeting was adjourned, at 8:44p.m.

President Sherwood reopened the Open Meeting at 8:45p.m. and reported that the Board had approved a 2.5% Merit Pay increase for CEO Brengle.

9. PRESIDENTS COMMENT

a. Board Officer Elections

After some discussion it was unanimously approved to leave current Board Officer in place.

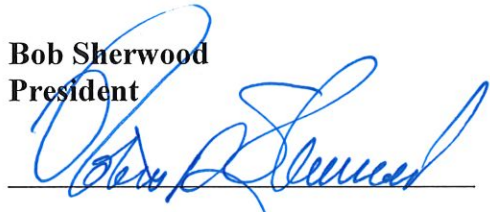
President Sherwood stated that now that the Horse Stall and Rodeo Arena project had been approved that he was putting focus on the Ball Field, potential Batting Cages, as well as expansion of RV Park.

10. BOARD COMMENT

No Board Comment

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 8:50 p.m.

Bob Sherwood
President



DATE 2-8-2023

Joe Brengle
CEO/Fair Manager



DATE 2-8-2023