



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, Feb 8, 2023.

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:**

Charles Southwick, CDFA
Susan Cannon
Angela Emmons
Scott Sherwood
Mary Halbasch
Jameelah Smith

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

Mary Halbasch and Jameelah Smith from So Big Preschool, presented to the Board, giving some history of the school, and how long they have been a tenant of the Fairgrounds, and the current status of the school.

Angela Emmons, asked about the possibility for 4H having a Food Booth, in the Livestock Area, CEO Brengle stated that it is a possibility to have a Food Booth, and that it would have to meet all the Health Dept requirements. CEO Brengle suggested that Angela make contact with him, and he could assist with the process.

5. ACTION ITEMS

A. CONSENT CALENDAR

President Sherwood asked for a motion to approve the minutes. After some review it was moved by Director Dolphin, seconded by Director Pence to approve the December 14, 2022, Minutes. Motion unanimously approved.

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

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

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.

2. Budget and Finance Committee

a. November & December 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 Dolphin made a motion to approve the November & December Financials as presented. Director Hoffner seconded the motion. Motion unanimously approved.

Director Hoffner asked the Budget and Finance Committee to look at the possibility of investing in short term CD's, or other short-term investments, that would have a return since we currently have a reserve in our account. CEO Brengle asked that Charles Southwick the CDFA, F&E Representative to check to make sure that we can do that, and if there was any guidelines we needed to follow as it is State Funds. Charles stated that he would look into it for us, and report back.

3. Livestock Committee – No report

4. Building and Grounds Committee

a. Little League Fields Update – Director Hoffner stated that he had meet with softball teams, and they are interested, and he will set up meetings with CEO Brengle and the Building and Grounds Committee in the next few weeks. Hoffner stated that these teams felt that to rehab a field would be between \$8,000 to \$10,000. Hoffner was projecting that the Fair could earn \$15,000 per year in revenue per field. As well as potential revenue from Snack Bar.

b. Facility Project List – CEO Brengle stated that an updated Project list was in the Board Packet and reviewed the list with the Board. CEO Brengle stated that with all the rain in the last several weeks that the Rose Garden Restrooms roof is leaking, and he is getting estimates for reroofing of the restrooms, as it is beyond a simple repair. CEO Brengle also stated that on Dec 31st, there was lots of flooding on the grounds due to the heavy rains and high tide, the creek backed up, this caused water damage to Skating Rink, Poppy Hall, and So Big. CEO Brengle stated that the damage in Skating Ring and So Big, was to the renter's property, and no damage to building, but in Poppy Hall, the water got into the drywall, and has cause mold issues, Brengle has been in contact with California Construction Authority, as well as a mold restoration company, they required an asbestos test be done on the drywall before they would move forward, there is asbestos in the drywall compound, and Brengle stated he had received a bid for the removal of all the mold, and asbestos, and treatment of the wall studs and hazardous waste removal, he was waiting on an estimate for the reinstalling of new drywall, and painting and texturing of walls. Brengle also suggested that while all this construction was going on, it would be a good time to finish the floor project in Poppy Hall that had been scheduled for last summer but was put on hold as the contractor ran out of time before the school year started. CEO Brengle did bring up that a new contract with ACAII for Poppy Hall went into effect January 1, 2023, and Brengle read the statement from the contract regarding Poppy Hall Rental. (Rental Rate Poppy Hall: First Year of contract \$1,500 per month (Poppy Hall approximately 2,200 square foot building). Rate to increase 3% per year of the Agreement. Renter to take responsibility for all repairs and maintenance of Poppy Hall Building during the terms of the contract.) Brengle noted that ACAII has noted the date of the flooding, and the terms of the contract. CEO Brengle stated that he did contact CDFA regarding the timing of the flooding and the Terms of the Contract, and they recommended to avoid any legal issues the Fair should cover the costs of the damages to Poppy Hall. Director Hoffner stated that the contract was signed by both ACAII and the Fair on December 14, 2022. CEO Brengle stated that the terms of the contract started January 1, 2023. Both directors Hoffner and Sherwood feel that ACAII is responsible. President Sherwood requested CEO Brengle to get

all the bids for the repair of Poppy Hall, and schedule a meeting with ACAII and the Building & Grounds Committee, and the Buildings and Grounds Committee would deal with this issue, and if ACAII wanted to involve an attorney he had no problem paying the state's attorney to fight the issue. Director Hoffner agreed let ACAII get an attorney, that we would fight it. President Sherwood stated that the Building and Grounds Committee would report back to the Board.

c. 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

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.

CEO Brengle also stated that he and Director Cannon had talked about doing so early advertising for the Fair, as well as doing some advertising for year-round rentals. Brengle was seeing where he could adjust some dollars in the budget, and see what additional advertising he could do. Director Cannon stated that the we need to advertise rental of the facility on a year round basis. CEO Brengle to report back on what he can do with budgeted funds.

6. Fair Attractions Committee had nothing to report

6. HERITAGE FOUNDATION REPORT

Heritage Foundation President Scott Sherwood stated that livestock fencing is ready to go once it dries out. Scott also stated that Heritage had made contact with Kelly Moore Paint, and they are will do donate, paint and do some painting on the grounds, and he would work with CEO Brengle on areas that could get painted.

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

7. CEO REPORT

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

8. PRESIDENTS COMMENT

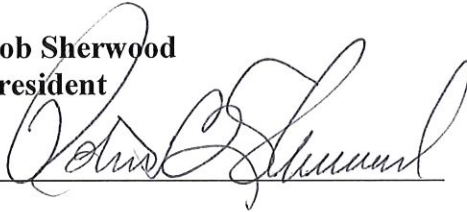
President Sherwood stated that the Board may want to consider The Heritage Foundation for the Directors award, for all the work they have been doing.

9. BOARD COMMENT

Director Hoffner asked CDFA to look into state assistance with the flooding issue on the grounds, as the drainage creek that runs through the fairgrounds is drainage water from throughout the city and county. Charles Southwick from CDFA stated he would do some research.

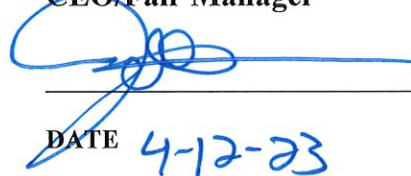
There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 8:18 p.m.

Bob Sherwood
President



DATE 4-12-23

Joe Brengle
CEO/Fair Manager



DATE 4-12-23