



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, April 12, 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
Devon Baldocchi
Elisa McCutcheon, ACA II
Sheri Thompson, ACA II
Michael Floris, CDFA
Brandi Gragg, CDFA

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

At this time 7:02pm President Sherwood closed the Open Session and Opened Closed Session at 7:03pm to discuss Pending Litigation.

Closed Session for Pending Litigation ended at 7:38pm, and Open Session resumed at 7:40pm.

President Sherwood stated that Closed Session was Informational Only, no action taken.

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 February 8, 2023, 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 Pence, seconded by Director Hoffner, and unanimously approved the Standard Contracts as presented.

President Sherwood asked for a motion to approve the Judges Contracts as presented. It was moved by Director Hoffner, seconded by Director Cannon, and unanimously approved the Judges Contracts as presented.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.

2. Budget and Finance Committee

a. January & February 2023 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 January & February Financials as presented. Director Pence seconded the motion. Motion unanimously approved.

b. Investments/CD's, Interest Accounts

CEO Brengle stated at the February Board meeting that Director Hoffner had asked the Finance Committee since the Fair had some money in the Bank to look into potential Investments/CD's or Interest Accounts. CEO Brengle had asked Charles Southwick from CDFA to investigate what the Fair could do, and if there were any restrictions. CEO Brengle stated that he had received information back from Charles, and there were no restrictions, but it was recommended no to put any money in long term investments, that all our funds should be kept liquid, and it was recommended to put money into an Interest Savings Account. CEO Brengle stated that he would meet with the Fairs Bank and gather information and bring it back to the Committee and the Board. Director Hoffner suggested that the Committee also look at T Bills.

3. Livestock Committee

CEO Brengle stated that the Livestock Committee had not meet, but updated the Board stating that Entries closed April 14th, and that The Livestock Pen Set-up Workday was scheduled for April 29th. Buyer Breakfast, President Sherwood had asked for this item to be on the Agenda, as the Heritage Foundation, was not able to do the Buyer Breakfast this year, and he suggested the Board take on this responsibility. After some discussion, Director Pence volunteered to cook the Breakfast, if some of the other Board Members and spouses would serve the Breakfast. President Sherwood, and Director Hoffner stated that they and their spouses would serve the Buyer Breakfast.

4. Building and Grounds Committee

a. ACAII, Poppy Hall Flood Development

Sheri Thompson, and Elisa McCutcheon form ACAII stated that they were here tonight to ask the Board to make the repairs to Poppy Hall from the Flood Damage and see where the Board was in this process. President Sherwood started that this needed to be discussed, Director Hoffner stated he felt that this needed to go back to the Committee and discuss with the board for a recommendation. Director Dolphin asked if we were holding off on the repairs until the Committee meets. President Sherwood stated that until there is an approved motion from the Board on who is paying for repairs that repairs would not begin. CEO Brengle stated that he would schedule a meeting between the Building and Grounds Committee and ACAII. Elisa McCutcheon asked what would be discussed in this meeting, President Sherwood stated that the Board was not ready to discuss that now, but there would be some negotiation between the Committee and ACAII.

b. So Big Preschool Contract Renewal

CEO Brengle stated that the Building and Grounds Committee had meet on this, and their recommendation was in the Board Packet. CEO Brengle presented the recommendations. Director Hoffner suggested that the

Committee meet with So Big again and discuss the proposed rental increase.

c. Fresh Start Automotive Contract Renewal

CEO Brengle stated that in the Board Packet was a proposed rental increase based on the Square Footage, and price per Square Foot that was being charged to other renters. President Sherwood stated that he needed to look at the utilities, as he thinks we need to do a meter reading and see how much Fresh Start is actually using. CEO Brengle did state that this renter only use power, that he is not tied into water and sewage. Director Hoffner and President Sherwood asked that this goes back to the Committee for review of the utilities.

d. Little League Fields Update – Director Hoffner stated that he would try and get the fields mowed down before Fair. He currently did not have anyone committed to renting the fields.

e. 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 President Sherwood had asked for pricing to remove 8 trees in the Livestock Area, CEO Brengle stated that the quote he received was \$9,800, Director Dolphin asked why we would be removing live trees, President Sherwood stated that they make a mess on the Show Ring bleachers, after some discussion. It was moved by Director Hoffner, seconded by Director Pence. Directors Hoffner, Pence, Cannon and Sherwood voted yes; Director Dolphin voted No. Motion passes. CEO Brengle stated that he had also received bids for Asphalt Repair, that was brought up during safety inspection, the low bid on asphalt repairs was \$17,250. After some discussion it was moved by Director Pence, seconded by Director Hoffner, and unanimously approved.

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

CEO Brengle stated that at the February Board meeting Director Cannon had asked that we do some earlier advertising for the Fair, as well as some additional year-round advertising for the facility. Brengle stated that he was able to adjust the budget, and that advertising started the first of March, and continued into April. CEO Brengle also stated that he and Director Cannon had discussed adding some signage at the entrances to the Fair advertising year-round rentals, and Brengle stated that he had ordered that signage, and that it would go up for fair.

Director Cannon stated that he was not sure that this Committee was relevant anymore but would discuss further during Closed Session.

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

CEO Brengle stated that there had not been a Fair Attraction Committee meeting, but updated the Board regarding local entertainment that Director Pence had suggested.

C. POLICY AND PROCEDURE MANUAL

1. Review and approval of updates and new policies

CEO Brengle stated that this is the annual review of the Policy and Procedures Manual, some of the changes were discussed in previous Board Meeting, and others were coming from Food & Ag, and Audits Office. Director Hoffner asked that this be discussed in Closed Session, CDFA Legal Council representative Brandi Gragg stated that this was not a subject for Closed Session, and needed to be discussed in Open Session, as it did not pertain to Personnel Matters. After some discussion it was moved by Director Hoffner, seconded by Director Pence to table the Review and Approval of the Policy and Procedures Manual to the May Board Meeting. This was voted on and unanimously approved.

6. HERITAGE FOUNDATION REPORT

No Report

7. CEO REPORT

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

At this time 8:47pm, President Sherwood adjourned the Open Session, and Opened Closed Session at 8:48 to discuss Personnel Matters.

Closed Session for Personnel Matters ended at 9:15pm, and Open Session resumed at 9:16pm.

President Sherwood stated that Closed Session was Informational Only, no action taken.

8. PRESIDENTS COMMENT

No Comment

9. BOARD COMMENT

Director Hoffner asked CDFA representative Charles Southwick if he had gotten any information regarding flooding issues that he had asked about at the February Board Meeting. Charles stated at this time there was no funding, that the Fair

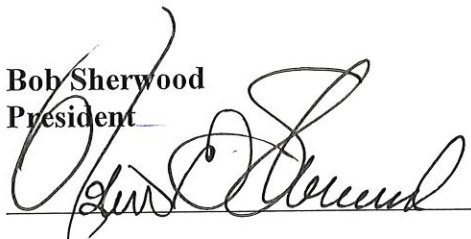
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may want to look at grants. CEO Brengle stated that the creek was not actually the Fairs, and we were looking at what responsibility the State, City or County has. Charles stated that he would have to do some more research.

President Sherwood asked what role Michael Floris had with CDFA, CEO Brengle gave an overview of Michael Floris position, and then Michael updated the Board on what he is advocating for on behalf of the California Fairs.

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 9:24 p.m.

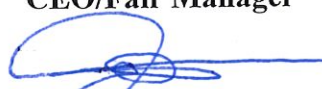
Bob Sherwood
President



DATE

5-10-23

Joe Brengle
CEO/Fair Manager



DATE

5-10-23