



The 23rd DAA Board of Directors meeting is scheduled for Wednesday, June 14, 2023, and will be held in the Boardroom, Contra Costa County Fairgrounds, 1201 W. 10th Street, Antioch, CA 94509. You may also access this agenda at www.contracostafair.com.

This meeting will also be available via Zoom
<https://us02web.zoom.us/j/87427442654>

Meeting ID: 874 2744 2654
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***23RD DISTRICT AGRICULTURAL ASSOCIATION
CONTRA COSTA EVENT PARK
HOME OF THE CONTRA COSTA COUNTY FAIR
BOARD OF DIRECTORS MEETING
June 14, 2023, AT 7:00 P.M.***

Board of Directors:

Robert Sherwood – President
Craig Cannon – Vice President
Kerry Dolphin
Robert Hoffner
John Pence

Those persons wishing to attend the meeting and who may require special accommodations, pursuant to provisions of the American with Disabilities Act are required to contact the office of the Chief Executive Officer, (925) 757-4400 prior to the meeting to ensure proper arrangements can be made.

This agenda and all notices are required by the Bagley-Keene Open Meeting Act.

Mission Statement

To provide and support a safe community gathering place while promoting agriculture education.

AGENDA

1. CALL TO ORDER – President Sherwood

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

2. FLAG SALUTE –President Sherwood

3. ROLL CALL/DIRECTORS ABSENT – President Sherwood

4. INTRODUCTION OF GUESTS

5. PUBLIC COMMENTS

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under Public Comment shall be limited to three (3) minutes per speaker, the Board will not comment or otherwise consider such Public Comment item for business until and unless such item has been properly agenzized at a future meeting.

6. ACTION ITEMS

A. CONSENT CALENDAR

1. Minutes, May 10, 2023, Board of Directors Meetings.
2. Interim Contracts

B. COMMITTEE REPORTS

1. Executive
2. Budget/Finance
 - a. April 2023 Financials
 - b. Investments/CD's, Interest Accounts
3. Livestock
 - a. Auction Report
4. Buildings, Grounds & Facility Development
 - a. ACAII, Poppy Hall Flood Damage Update
 - b. Fresh Start Automotive Contract Renewal Counter Proposal
 - c. Little League Fields Update
 - d. Facility Project List
 - e Strategic Plan Goals:
 1. Homeless Issue
 2. Parameter Fencing of Fairgrounds
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
6. Fair Attractions Committee

C. POLICY AND PROCEDURE MANUAL

1. Review and approve updates and new policies

7. HERITAGE FOUNDATION REPORT

8. CEO REPORT

9. PRESIDENT'S COMMENT

10. BOARD COMMENT

11. ADJOURNMENT



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, May 10, 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
Jamie Sanchez
Elisa McCutcheon, ACA II
Brandi Gragg, CDFA
Haig Baghdassarian, 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

Devon Baldocchi asked about the Sheep Show being named the Don Lopez Sheep Show, and if this was a 1 Year naming or a continues name. CEO Brengle stated that there were plans for 2023, and that the Sheep Show would be dedicated to Don Lopez, but the Livestock Committee and Board would need to discuss if this was continuing. CEO Brengle also stated that the Buyer Breakfast was being dedicated to Bill Puckett.

At this time 7:03pm President Sherwood closed the Open Session and Opened Closed Session at 7:04pm to discuss Pending Litigation.

Closed Session for Pending Litigation ended at 7:42pm, and Open Session resumed at 7:43pm.

President Sherwood stated that Board had approved to move forward with the repairs of Poppy Hall.

5. ACTION ITEMS

A. CONSENT CALENDAR

President Sherwood asked for a motion to approve the minutes with correction noted by CEO Brengle. After some review it was moved by Director Dolphin, seconded by Director Pence to approve the April 12, 2023, Minutes with correction. 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 Dolphin, and unanimously approved the Interim Contracts as presented.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.
2. Budget and Finance Committee
 - a. March 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 Cannon made a motion to approve the March Financials as presented. Director Hoffner seconded the motion. Motion unanimously approved.

b. Investments/CD's, Interest Accounts

CEO Brengle stated that he had not yet met with the Fair Bank, but would have information for the June Board Meeting,

3. Livestock Committee

CEO Brengle stated that the Livestock Committee had not meet, but updated the Board on the Parent Leader Meeting scheduled for May 13th, as well as handed out the final Livestock Board/Volunteer Schedule.

CEO Brengle asked if the Board was set with the Buyer Breakfast, President Sherwood, Director Hoffner, and Director Pence, stated that they had everything handled.

4. Building and Grounds Committee

a. ACAII, Poppy Hall Flood Damage

President Sherwood stated that the Board had approved moving forward with the repairs of Poppy Hall, and that CEO Brengle would contact contractors and schedule work based on their availability.

b. So Big Preschool Contract Renewal

CEO Brengle stated that the Building and Grounds Committee had meet on this, and they were recommending waiting until SO Big knew what there enrolment would be for the Fall, and then discuss rental rate.

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, as well as requiring Fresh Start to have Electrical Utilities put on their own meter, as well as pay off back rent from the Pandemic. After some discussion it was moved by Director Hoffner, seconded by Director Pence and unanimous approval of new rental rates and requirements as proposed, and that new contract be issued requiring Fresh Start to sign new contract by May 31.

d. Little League Fields Update – Director Hoffner stated that he had solicited three potential renters but has not received any responses as of yet. Hoffner stated that CEO Brengle had the grass cut down in the fields. Hoffner stated that after the fair the Board could decide on how to move forward with the Ball 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.

f. 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 all advertising is currently out, and running on TV, Radio, E Signs, etc.

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. POLICY AND PROCEDURE MANUAL

1. Review and approval of updates and new policies

President Sherwood asked if the Board was ok to table till June Board Meeting. Director Hoffner made a motion to table the Policy and Procedure Manual till June Board Meeting, Director Pence seconded the motion, and the motion was 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.

8. PRESIDENTS COMMENT

No Comment

9. BOARD COMMENT

Director Hoffner asked if shad cloth had been ordered for the bleachers in the Livestock Show Ring. CEO Brengle stated that it had been order, but had not arrive as of yet.

There being no further business to come before the 23rd District Agricultural Association the meeting was adjourned at 8:02 p.m.

Bob Sherwood
President

Joe Brengle
CEO/Fair Manager

DATE

DATE

VOTE TO APPROVE APRIL 12, 2023 BOARD MINUTES

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE INTERIM CONTRACTS

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE MARCH FINANCIALS

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

VOTE TO APPROVE FRESH START RENT PROPOSAL

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			

**VOTE TO APPROVE TABLING POLICY & PROCEDURE MANNUAL
REVIEW AND APPROVAL UNTIL JUNE BOARD MEETING**

DIRECTOR	Yes Vote	No Vote	Abstain
Cannon	X		
Sherwood	X		
Hoffner	X		
Dolphin	X		
Pence	X		
Vacant Seat			
Vacant Seat			
Vacant Seat			
Vacant Seat			