



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, Nov 8, 2023.

23RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS
PRESENT:

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

**ALSO
PRESENT:**

Charles Southwick, CDFA
Susan Cannon
Devon Baldocchi

Due to technical issues with Zoom, this meeting was not available via Zoom.

1. CALL TO ORDER

President Sherwood called a meeting of the Board of Directors of the 23rd. District Agricultural Association at 7:15pm.

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

President Sherwood asked for a motion to approve the minutes Sept 13, 2023, Board Meeting. It was moved by Director Dolphin, seconded by Director Cannon to approve the Sept 13, 2023, Minutes as presented. 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 Pence, and unanimously approved the Interim Contracts as presented.

President Sherwood asked for a motion to approve Standard Agreement for Fairtime Security, after some discussion it was moved by Director Dolphin, seconded by Director Hobin, and unanimously approved as presented.

President Sherwood asked for a motion to approve Standard Agreement for Interim Security, after some discussion it was moved by Director Cannon, seconded by Director Dolphin and unanimously approved as presented.

B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.

2. Budget and Finance Committee

a. August and Sept 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 as presented. Director Dolphin made a motion to approve the August & Sept Financials as presented. Director Hobin seconded the motion. Motion unanimously approved.

b. 2024 Budget – CEO Brengle present the 2024 Budget for approval, after some discussion it was moved by Director Dolphin, seconded by Director Hobin and unanimously approved as presented.

c. Yearly Allocation Request of \$39,500 – CEO Brengle stated that to receive the Yearly Allocation, the Boarded need to vote on receiving the allocation. Motion was made by Director Cannon, seconded by Director Pence to approve Yearly Allocation. Motion was unanimously approved.

d. Investments/CD's, Interest Accounts – CEO Brengle updated the Board on opening of Money Market Account as approved at the September Board Meeting.

3. Livestock Committee

a. Livestock Wrap Up Meeting – CEO Brengle stated that the Livestock Wrap Up Meeting had been held on Sept 20th, and that it had been a

productive meeting, and some changes would be made, one being arrival date of small stock animals moved from Tuesday to Monday, Auction Statting at 9am instead of 10am, no Buyer Gifts allowed day of auction, as well as a few other changes. The Livestock Exhibitor Handbook would be on the Dec Agenda for approval.

b. Livestock Auction Buyer Breakfast – CEO Brengle stated that at the Livestock Wrap Up Meeting, the request was to no longer have a full Breakfast, and to just provide Coffee and Donuts for the buyers. CEO Brengle stated that he wanted the Boards opinion on this. After some discussion it was the consensus of the board to no longer have a full Breakfast, but to just offer Coffee and Donuts.

4. Building and Grounds Committee

a. Little League Fields Update

CEO Brengle stated that per the Boards approval at the September Board Meeting, he had received a rough estimate from California Construction Authority for the demolition of the current Little Leage Fields, and Snack Bar/Restrooms, which would also include removal of all debris as well as include leveling on the ground, putting all utilities in boxes in the ground, all permits, bidding of the project, and providing a project manager. After some discussion the Board requested CEO Brengle get an estimate to just have the Bid Packet developed and what that would include. CEO Brengle to report back at the December Board Meeting.

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

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 Committee

a. 2024 Fair marketing Plan – CEO Brengle stated that the Committee had meet, and a copy of the Marketing Plan was part of the Board Packet as well as the Fair Advertising Budget, which was part of the overall Budget for 2024, that had already been approved.

b. Participation in the Brentwood and Pittsburg Holiday Parades – CEO Brengle stated that the Fair would be participating in these to Pardes, advertising the 2024 Fair.

c. 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

a. 2024 Fair Entertainment Plan – CEO Brengle stated that the Committee

had meet, and a copy of the Entertainment Plan and Budget was part of the Board Packet as well as was part of the overall Budget for 2024, that had already been approved.

C. CHAPERONE POLICY

CEO Brengle stated that a copy of the proposed Policy was in the Board Packet, after some review and discussion it was move by Director Dolphin, seconded by Director Pence and unanimously approved to adopt the Chaperone Policy as presented.

6. HERITAGE FOUNDATION REPORT

Heritage Foundation was not present, CEO Brengle provided a copy of Financial information that the Heritage Foundation had presented at the September Meeting.

7. CEO REPORT

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

8. PRESIDENTS COMMENT

President Sherwood distributed a letter and stated that a complaint had been made against him, and this letter from CDFA Office of Civil Rights stated that he was vindicated, and the complaints were unsubstantiated.

9. BOARD COMMENT

Director Pence, stated that his daughter had participated in some Rodeo/Horse Show events at some other Fairgrounds (Salinas Valley Fair, Thema District Fair) and stated that the facilities were very nice looking and well kept, and questions why our facilities were not in the same condition. CEO Brengle explained that each fairgrounds is different, and their budget and staffing are not the same, he explained that our facility is more than twice the size of both of those facilities but has less staff to maintain the facility. CEO Brengle stated that he would work with staff on the maintenance.

There was no other 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

12-13-23

Joe Brengle
CEO/Fair Manager

DATE

12-13-23