



**23<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**

**TIME & PLACE:** A regular meeting of the Board of Directors of the 23<sup>RD</sup> District Agricultural Association was held at the Contra Costa County Fairgrounds, 1201 West 10<sup>th</sup> Street, California, on Wednesday, Dec 13, 2023.

**23<sup>RD</sup> 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, CDF  
Susan Cannon

- 1. CALL TO ORDER**  
President Sherwood called a meeting of the Board of Directors of the 23<sup>rd</sup> 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

President Sherwood asked for a motion to approve the minutes Nov 8, 2023, Board Meeting. It was moved by Director Dolphin, seconded by Director Hobin to approve the Nov 8, 2023, Minutes as presented. Motion unanimously approved.

President Sherwood asked for a motion to approve the Interim Event Contracts 2023 & 2024 as presented. After some discussion it was moved by Director Cannon, seconded by Director Dolphin, and unanimously approved the Interim Contracts as presented.

President Sherwood asked for a motion to approve 2024 Standard Agreement after some discussion it was moved by Director Dolphin, seconded by Director Cannon, and unanimously approved as presented.

### B. COMMITTEE REPORTS

1. The Executive Committee had nothing to report.
2. Budget and Finance Committee
  - a. October 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 Pence made a motion to approve the October Financials as presented. Director Dolphin seconded the motion. Motion unanimously approved.
  - b. Savings/Money Market Account – CEO Brengle updated the Board on Money Market Account.
3. Livestock Committee
  - a. Livestock Exhibitor Handbook – CEO Brengle went over changes in the handbook, President Sherwood asked for a motion to approve the 2024 Livestock Exhibitor Handbook as presented. Director Pence made a motion, director Dolphin seconded the motion to approve the 2024 Livestock Exhibitor Handbook as presented. Motion passed unanimously.
4. Building and Grounds Committee
  - a. Little League Fields Update  
CEO Brengle stated that per the Boards request he receive an estimate to create a Bid Packet and execute the Bidding Process for the demolition of the Little League Fields. The estimate from California Construction Authority was \$4,920, after some discussion it was moved by Director Pence, seconded by Director Dolphin to table this project until after the 2024 Fair. Motion Unanimously approved.
  - b. Facility Project List – CEO Brengle stated that an updated Project List was in the Board Packet and reviewed the list with 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 Committee

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 – No Report

**C. YEARLY RESOLUTIONS**

1. Bank Signer Resolution – Motion was made by Director Dolphin, seconded by Director Cannon and unanimously approved the Bank Signer Resolution as presented.

2. CEO Delegation of Authority Resolution – Motion was made by Director Dolphin, seconded by Director Cannon and unanimously approved CEO Delegation of Authority as presented.

3. Workers Compensation Resolution – Motion was made by Director Cannon, seconded by Director Pence and unanimously approved the Workers Compensation Resolution as presented.

**6. HERITAGE FOUNDATION REPORT**

Heritage Foundation was not present, CEO Brengle stated that the Heritage Foundation had started working on the new Show Ring and Holding Pen fencing in Livestock.

**7. CEO REPORT**

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

**8. PRESIDENTS COMMENT**

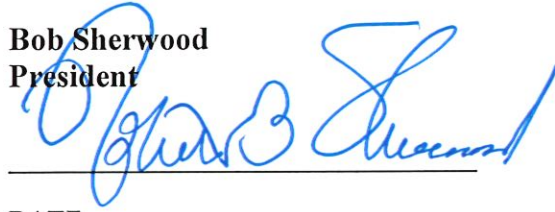
**A. BOARD OFFICER ELECTIONS**

After some discussion President Sherwood asked for nominations for Board President, Director Pence nominated Director Cannon for Board President, Director Dolphin seconded the nominations, with no further nominations, the nomination for Board President was unanimously approved. President Sherwood asked for a nomination for Board Vice President, Director Cannon nominated Director Pence for Board Vice President, Director Dolphin seconded the nomination, with no further nominations the nomination for Board Vice President was unanimously approved.

9. **BOARD COMMENT**  
No Board Comments

There being no further business to come before the 23<sup>rd</sup> District Agricultural Association the meeting was adjourned at 7:40 p.m.

**Bob Sherwood**  
**President**



**DATE**

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**Joe Brengle**  
**CEO/Fair Manager**



**DATE**

2/14/24  
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