



# MINUTES

33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BOARD OF DIRECTORS MEETING and  
ANNUAL STRATEGIC PLANNING MEETING

Tuesday August 11, 2020 – 6:00pm

Held via Zoom Conference video and phone call

Multiple locations and – Administration Building

Bolado Park Event Center

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

<b>Directors:</b>	Paul Rovella – President	Anne Hall	Nick Peters
	Nicole Shelton – Vice President	Stan Pura	Vacant Pending Appointment
	Richard Bianchi	Jennifer Coile	Vacant Pending Appointment

### Mission Statement

The 33<sup>rd</sup> District Agricultural Association organizes and presents a family oriented annual County Fair which is entertaining, educational and affordable to all members of its community. It manages its facility to provide safe and attractive year-round environment for its community.

### Notes

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the “Public Comment” portion and/or during the discussion of any particular item listed on the agenda. <sup>1 2 3</sup>

# MINUTES

**CALL TO ORDER** – Meeting called to order by President Paul Rovella with a quorum present via zoom conference at 6:04pm

**PLEDGE OF ALLEGIANCE** – Lead by Director Nicole Shelton

**ROLL CALL/DIRECTORS ABSENT** – Directors Present: Jennifer Coile, Paul Rovella Nicole Shelton, Richard Bianchi  
Directors Absent: Nick Peters, Stan Pura and Anne Hall with prior notice. We did not have quorum so items were discussed only, no action was taken.

CEO Dara Tobias was present on the Zoom meeting.

**NOTE:** We did not have quorum so items were discussed only, no action was taken.

**PUBLIC COMMENT:** None

<sup>1</sup> Persons with disabilities who may require accommodations to attend the meeting are requested to contact the CEO’s office at 831-628-3421

<sup>2</sup> The 33<sup>rd</sup> DAA agendas can also be accessed on the web at <http://www.33rddaa.gov/agendas>.

<sup>3</sup> Questions regarding agenda items should be directed to the CEO’s office at 831-628-3421

**CONSENT AGENDA** *(Discussion and Action by Board)*

1. No Action

**REPORTS AND INFORMATION** *(All Reports are informational, no action taken)*

**CEO REPORT** – Dara Tobias discussed and answered questions on the information provided on the written CEO report attached below.

**COMMITTEE REPORTS**

1. Finance Committee- Director Rovella
  - a. Reviewed items on the July Financial Statements.
  - b. Reviewed and discussed items on the Financial projection with July totals.
2. Fair Programs – Continuing to work with Stills department committee to determine possibilities for drive through fair experience.
3. Marketing – Directors Shelton
  - a. Connor Stevens, videographer is joining the marketing committee. Working to finalize the web site updates.
4. Livestock – Directors Peters
  - a. Met to finalize dates and schedules for Load out. Will space out by club and split into two lines by species to keep the lines down.
5. Heritage Foundation – Directors Rovella and Pura
  - a. Still waiting to receive reimbursement or advice on better format for request. Dara will attend their next meeting on July 21<sup>st</sup>.

**OLD BUSINESS** *(Discussion and Action by Board)*

1. Discuss and Approve Financials for April 2020 tabled from June Meeting. Motion to approve by Director Hall and seconded by Director Peters. All were in Favor by roll call vote.

Motion Record to approve April 2020 Financial Reports.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

2. Approve Engagement with Walton Webcasting for Virtual Livestock Show. Motion to direct CEO to contract with Walton Webcasting to produce the Livestock Show prior to the dates of the Auction made by Director Coile and Seconded by Director Peters. All were in favor by a roll call vote.

Motion Record to approve Walton Webcasting for Livestock Show for 2020			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

**NEW BUSINESS** *(Discussion and Action by Board)*

1. Discuss and Approve Financials for May 2020. Motion to approve May 2020 Financials made by Director Shelton and seconded by Director Peters. All were in favor by a roll call vote.

Motion Record to approve May 2020 Financial Reports.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

2. Discuss and Approve Contract for CRC – PG&E Outdoor Community Resource Center. Discussed terms in the draft agreement presented. It is important that there is no staff time or facility expense needed to execute the activity. Director Hall moved to Authorize President Rovella to work with Dara to revise items discussed and include language that this will not impact regularly scheduled events and then execute the agreement if PG&E agrees to the changes. Director Coile seconded the motion. All were in favor by roll call vote.

Motion Record to confirm work with PG&E for Outdoor community resource center use			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

3. Discuss interim contract with Premiere Cinemas and possible future use. Discussed longer term rental ideas for Premiere Cinemas to be able to go forward and need for a 3-4" mainline across the property to allow abandonment and removal of 'spider web' of lines throughout the former golf course areas. No action taken.
4. Discuss and Approve Flea Market concept. Dara will work with promoter to schedule interim events to start the process. No action taken.
5. Discuss and Approve closing of account # ...7228 and transferring \$2,157.88 to Operating Account. Dara reported that the Jr. Rodeo account was set up in the past when the monies were kept separate. In recent years the entries, awards and payouts have been processed through the Operating Account. In 2019 we actually rented the event out as an interim Contract and the renters provided all of their own bookkeeping. Would like to consolidate this money back into the Operating account to streamline the reports. Motion to move \$2,157.88 to the operating account and close the Junior Rodeo account was made by Director Peters and seconded by director Shelton. All were in favor by roll call vote.

Motion Record to close Jr. Rodeo account and transfer funds to Operating Account.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		

**MATTERS OF INFORMATION:**

DIRECTOR COMMENTS – Director Rovella reported that there is definite interest in working with Premiere Cinemas, Inc. to develop a drive-in movie experience at the former golf course property.

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: **Tuesday August 11, 2020**

August 11, 2020

## CEO Report on Facilities, Maintenance and Administration



Due to the Shelter in Place order initially given on March 17, 2020, extended to May 3<sup>rd</sup> and then deferred to Governor Newsom's Order N-33-20, we have still cancelled all near future events and rentals and remain on hold for opening any gathering for more than 10 people. We have opened the Lobby with modifications of countertop plexiglass screens, door signs requiring masks to enter and sanitizer at the door for customers to use on the way in and out. We continue to also wear masks when we are in the common areas of the office and clean and sanitized touched surfaces throughout the day.

Grounds, Maintenance and Equipment: Minimal use of equipment and the grounds. Continuing to keep water systems running, testing fire hydrants, working on cleaning flow meters and repaired a break in the barn area. Weeds continue to grow in the arena and stock pens. We weed whack them and spray when appropriate. Using the forklift to empty the trash dumpsters and hauling to the dump one time per week.

Drive through Food Fest: We had a slow start with an electrical issue in the Funnel Cake/corn dog trailer and we lost some guests who did not want to wait. The lines go really slow on Friday night and later Saturday night. We started handing out Fair coloring books and a few crayons (thank you Jennifer and John) and letting people know when they got here that there would be a wait. Mostly people were positive. We believe we served close to 350 and averaged about \$40 per car. The next event is August 14-16. We have added a separate truck to provide larger hand dipped corndogs and they will sell the kettle corn and cotton candy. So, we will still have 3 total Vendors, but spreading the hot food to two separate trucks they should be more efficient. Hours are the same Friday from 5-10pm and Saturday from 12-8:00pm and Sunday from 12-6:00pm.

Rentals: Working on a Farmers Market and Flea Market with Joel Mijares. We have worked with him on events 'in real time' and he is meeting with the health department to work out options for food and beverage during the market. We hope to build it to longer term but at this time we are only working on a short-term contract for two months. Joel has friends that have show cars and they were planning to park the cars along the exit route to add more visual interest to the event. I was contacted on social media by someone complaining that there was a cutting show and the farmers market that is listed on pages as happening at the park, but they are not allowed to have a live

livestock show. I reiterated that these are events that are paid for and staffed by the promoter and do not put any of our operating revenue at risk. I learned later today from Darryl at the health department that 'someone' made a report to the hotline about it. Darryl will manage the environmental health side of the event and we will work with the health officer to make sure that cars parked in the parking lot are allowed.

We are having another Gabilan Cutters Club Cutting on Saturday. They will rent a portable toilet and the grandstands will be closed. This fits into outdoor recreation and/or sports without spectators.

Camping: Camping continues to flex. Some weeks are busier than others we are seeing an uptick again and July revenue was up.

Buildings and Grounds Committee: We have not met.

Heritage Foundation: We received our maintenance and repair reimbursement of \$5,746.22 and they let me know there is approximately \$20K left in that budget item. We are not doing a lot of maintenance but I will continue to identify items to ask for reimbursement. There was a report at their meeting on proposed well locations. I do not believe that we have discussed that with the Board so I will attempt to schedule a buildings and grounds meeting for end of August to get together and review their ideas. They have asked for bids for a test well and a well with casing.

Saddle Horse Association: No Report.

Fairgrounds, Shelter and Fire Evacuations: We were contacted by Kris from OES at 4:54 and Wednesday July 15<sup>th</sup>. They were potentially evacuating people from the fire in Panoche. Red Cross arrived at 6:00pm with water and snacks and AMR was on site to evaluate any people being evacuated for potential Covid symptoms. At 8:09pm one family arrived with their travel trailer and 3 goats. We put the goats in a stall and they were able to hook up to a campsite. Red Cross received word from OES at about 9:15 that there were no more homes threatened and they did not anticipate evacuating any additional people. I left at 9:45, Red Cross left shortly after that and John locked up the park at 10:30. The family was able to go home the next morning. I have received an agreement from Red Cross I will attach to the packet to review but did not get it on the Agenda. According to Helen, the lady I worked with during this incident, we have to have an agreement with them in order to be reimbursed for any services and be protected from any damages etc. I also have a sample agreement from another Fairground that they have with their County OES and Sheriff Department. We will continue to work with each of them to see what the options are for us to be available but be reimbursed for our cost if we are activated.

On Saturday I received word from my Dad and then from my brother that there was an accident on Hwy 25 next to the park. Following is my email communication with the agency leaders whose teams were here on Saturday morning:

*I am happy we were able to be of service to reroute traffic Saturday during the accident response on Highway 25.*

*I would like to give you some thoughts from our perspective.*

*I received 2 calls Saturday morning to let me know that there was an accident and 'they' wanted to open the park to route traffic through. One was my Dad and the other was my brother. If they were not coincidentally on the road and had not called me, I would still not know that our lock (not the chain) was cut and traffic was routed through the Fairgrounds (sent at 11:42am Monday morning).*

*My brother was able to contact Deputy Vallejo and I was able to talk with him for minute on my brother's cell phone to give him the combination to Gate 2 and I let him know I would be arriving within 15 minutes.*

*I arrived at gate 1 and Deputy Vallejo was safely redirecting cars and giving the drivers instructions to drive through the grounds. I traveled with the flow and discovered that at gate 2, four of our campers were Voluntarily stopping traffic on Highway 25 to turn them into the park and directing traffic through the parking lot. There was no law enforcement presence at gate 2 at all. After one*

*driver towing a camper drove right through us we put cones on the road and started waving an orange safety vest as a flag to stop them to turn in. I called all of the contacts I have to ask for additional help at the gate and ended up calling 911 for help when the last person drove right around the cones and 5 feet away from me to ignore our instructions and pass by anyway. About 10 minutes before the road opened a Deputy drove up and blocked the road just North of Gate 2.*

*I have provided my contact information several times and would like to be notified if the park is opened up after hours for a public emergency. I understand I am not part of the emergency response, but I am responsible for the property and securing it. All the safety agencies left and Gate 1 was closed but not locked, because the lock was cut instead of the chain, and gate 2 was left wide open. If I had not been here the park would have been left unsecured with no staff on site.*

*Please consider asking responders to cut the link in the chain next to the lock instead of the lock. It may sound petty, but it allows us to re-lock to the next link and it is much more expensive to replace locks and keys and rekey our gates that all have the same master key than replace a section of chain if it is too short.*

*Please plan for traffic control at gate 2 in this same type scenario. We do not always have volunteers willing to stand in the road and stop speeding traffic to redirect them.*

*Please call me, I know you are all focused on the emergency at hand, as you need to be, but at the very least, I need to know when the park is opened up and left unsecured so I can be sure we are able to identify someone to lock up.*

*My home number 831-628-3550*

*My cell number 831-801-1346*

*Please call both as my cell phone does not work at home.*

*Thank you all for all you do, I appreciate the partnership.*

*Have a safe week,*

I have received a received a positive response from CHP and County Fire. We will continue to work on procedures.

Fair Planning: The Livestock entries are mostly in. We have 135 head of market animals including 2 Turkeys. The rabbit and poultry deadline is a little later in August so we could have a few more lots after that date closes. The guidebook is published with the dates and the Show is Scheduled for September 21<sup>st</sup>. Apparently, there was NOT a lot of people who wanted the show before the sale as it does not allow them to feed their animals to optimum weight for the show video. They will have to weigh them for the show almost 3 weeks before their final weight. The Auction is scheduled to start Thursday September 24<sup>th</sup> at 9:00am and will end Saturday September 26<sup>th</sup> at 3:00pm. This will give SSA time to email buyers to get their custom or resale order and get all of the paperwork to us to be ready to load animals on Sunday afternoon. We will keep add on donations available on the Auction site until Monday 9/28 at 5:00pm and we will also allow paper add on forms to be mailed to the office postmarked that date. We will prepare bills, adjusted for resale prices as needed, and mail them to buyers on October 9<sup>th</sup>. I mailed Award donor request letters out on 7/29 to our prior year award donors. We will send buyer information out about 3 weeks before the sale.

In continued planning for the Drive through experience, we are working on a food layout as well as utilizing our fence panels along the drive through route to allow community clubs, businesses and vendors decorate a panel for visual enjoyment along the way. I have included a suggested fee schedule for the panels. I don't know how well that will work to charge, but we will test the willingness of the community We are also working with the chairs of our Ag Hort department to reach out to local farmers who usually donate produce for the Fair to see if they are able to make a donation this year to have a Farmers market portion of the drive through event. For a small price they can buy a bag of local produce during their drive through.

Interim events: We continue to have more cancellations for parties and picnics as people get frustrated with the lack of opening. You will see that in the uptick in refunds on the Projection. We will have our FAIR FOOD FEST Friday

August 14-Sunday August 16<sup>th</sup>. The Cattlemen's Association will be hosting their drive through food pick up on Friday August 28<sup>th</sup> to complete what would have been their annual fundraiser dinner dance. They cannot dance but they can still pick up their dinner.

**Reminders:**

- ▶ **Next Board Meeting – September 8, 2020 at 6:00pm via zoom or TBD**
- ▶ **2020 Fair Dates – October 3-4, 2020 Virtual and Drive through**
- ▶ **Stills Department Meeting Thursday August 12<sup>th</sup> at 6:00pm via Zoom**
- ▶ **FAIR FOOD FEST – Drive through only August 14-16<sup>th</sup>**
- ▶ **Heritage Foundation Meeting Tuesday August 18<sup>th</sup> 6:00pm if held on schedule - Location TBD**
- ▶ **Dara Out of the Office and out of Town Monday August 17<sup>th</sup> - Sunday August 23<sup>rd</sup>**
- ▶ **Livestock committee meeting Tuesday August 25 at 6:30 – Bolado Park outdoors, bring your own camp chair.**