



# MINUTES

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

Tuesday December 8, 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 of 5 via zoom conference at 6:00pm.

**PLEDGE OF ALLEGIANCE** – Lead by Director Jennifer Coile

**ROLL CALL/DIRECTORS ABSENT** – Directors Present: Jennifer Coile, Paul Rovella, Nicole Shelton, Nick Peters, Anne Hall, Stan Pura and Richard Bianchi.

CEO Dara Tobias was present on the Zoom meeting.

**PUBLIC COMMENT:** None

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

<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

1. Review and Approval of the Minutes from the November 10, 2020 Board Meeting.
2. Review and Approval of CEO Time sheet for November, 2020
3. Review and Approval of Interim Contracts for November 2020.

Motion Record to approve Consent agenda items.			
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		

**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 September and October Financial Statements.
  - b. Reviewed and discussed items on the Financial projection with November totals.
  - c. Dara reported that we have not received the amounts projected to receive from;
    - i. Annual Allocation \$53,369
    - ii. AB1499 FY 19/20 \$12,851
    - iii. AB1499 FY 20/21 \$20,359 (partial year)
2. Fair Programs – Per the CEO Report
3. Marketing – Directors Shelton
  - a. Working on the website. Working on history and tabs with public events and building rates.
4. Livestock – Directors Peters
  - a. Still passing out checks as sellers come in to pick them up.
  - b. No new information for 2021. Needs direction from
5. Heritage Foundation – Directors Rovella and Pura
  - a. There was not a December meeting.
6. Vision and Grounds Committee:
  - a. Discussed water situations and felt that a secondary well on site was beneficial in place of additional storage at this time
  - b. Director Pura introduced an idea being discussed based on a donation to the Community Foundation for a Horse Facility. Further discussion is ongoing and more developed ideas to come.
  - c. Meeting rescheduled for January 11<sup>th</sup>.

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

1. Review and approve Financial reports for September 2020

Director Shelton moved and seconded by Director Peters to approve the September 2020 Financial Reports.

Motion Record to approve September 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. Review and approve revision of 2020 CEO Goals.

Motion to approve by Director Coile and seconded by Director Shelton. All were in Favor.

Motion Record to approve revised 2020 CEO Goals.			
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. Review and discuss/approve options to lease former Golf Course Property to SBC Heritage Foundation.

No Action

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

1. Review and approve Financial reports for October 2020

Motion to approve by Director Rovella and seconded by Director Hall. All were in favor.

Motion Record to approve October 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		

**MATTERS OF INFORMATION:**

DIRECTOR COMMENTS –

MANAGER COMMENTS -

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: **Tuesday January 12, 2021**

Meeting adjourned at 7:25pm

December 8, 2020

**CEO Report on Facilities, Maintenance and Administration**



We are continuing to observe all Covid19.ca.gov guidelines including the most recent orders as of December 6, 2020.

Grounds, Maintenance and Equipment: We have been clearing the Russian Thistle (tumbleweed) from the golf course. The brakes on the Forklift have been serviced and the tractor has been serviced. The houses at

the Golf Course property have needed some repairs lately. A water leak was repaired, the furnace serviced, the septic pumped and some overhanging tree limbs were trimmed over the driveway on the North end house. The water heater was replaced in the South end house. Frank is working on certification to apply squirrel bait as the squirrels are taking us over. We have replaced some breakers on the RV hook up stations. As they age, we try to replace them preemptively. We have a request from the San Benito County Water District to place a test well at the GCP. They are working with the SGMA and looking to put facilities in place to monitor the underground basin we are over. I have forwarded the letter to CDFA F&E to see if there is any issue from Legal to sign this agreement (attached with board Docs). I have not heard back from them. I also talked with Garrett at the WD to see if they or other districts have any agreements in place already with the State to place the test well on State property. He did not have records of that but reminded us that this effort is in compliance with the State Mandates for monitoring the basins. I asked if we would be able to use the water, if any, from the well and he said it would be a 2 inch casing which does not usually generate enough water to the surface to be usable. If we wish to pay the additional cost for a larger casing that is an option. A very rough casual estimate of that cost could be in the \$100,000 range.

Office and Administrative: We are working with Grace and Associates to complete our Review. Mandy has sent a list of additional questions and we are working on those. She indicated that they are 'pretty well along' on completing the review. I have submitted the documents to receive our annual allocation and the AB1499 monies. We received \$21,364.56 from CFSA as payment for our Revenue protection plan. We paid \$2,000 for \$100,000 of insurance in March as we usually do. Due to the cancellation of every Fair in their program they had to scale back payments to be sure each Fair received some of the insurance. We received the included notice from CalHr that we are considered essential and our office is allowed to stay open. Our office has been taking precautions against Covid throughout this time. We wear masks in the common areas, have plexiglass counter shields up, provide sanitizer and require masks for each customer coming in the lobby, limit to one person or persons in the same household at a time and utilize phone payments by cc and the drop box with anyone who does not come in the office. I was able to join 2 of the 3 listening sessions regarding the possibility of CA changing the relationship of DDA Fairgrounds with the State of California. There were comments and concerns across the board. Some were very positive about the opportunity to partner with more local agencies in the form of JPA with Foundations, Counties, etc. to facilitate the management of the business of Fairgrounds and event centers. Many were comfortable with the relationship as is with some better pathways to funding and repairs and maintenance and liability. Jennifer joined at least two calls also and may have some thoughts to share.

2020 Vision for FUN!: We are still collecting payments for JLA purchases and add ons. We have sent 2 invoices, and will be making phone calls on Thursday for any outstanding. Checks and awards have been distributed to those who come by to pick them up.

Rentals: The Farmers Market and Flea Market with Joel Mijares made generated a little traffic. It has closed for the season and we will revisit opening in the spring with weather forecast and current Covid guidelines in mind. We had 3 more drive in concert events and they were lightly attended. The final event on November 29<sup>th</sup> was the last of the year. I did talk with Tracey at the Health officer's office and they received information via social media that there were too many people out of their cars during this last event. I let her know that

we were also aware of it via staff report and had discontinued that type of vent through the winter. We will decide if it is possible to re-start in a better phase due to the repeated lack of compliance with some groups of spectators. We will not be renting the property through the end of the year in compliance with the stay at home order.

Camping: Continues to save us. We are not open for recreational or vacation camping per the current order. We have been able to be open for full time RV residents and will continue to be open for them. People working, traveling for work etc.

Buildings and Grounds Committee: We cancelled the scheduled December 7<sup>th</sup> meeting due to increased restrictions implemented December 6<sup>th</sup>. We have a save the date out for a Meeting Monday January 11<sup>th</sup> at 4:00pm

Heritage Foundation: I attended the November meeting and shared a copy of our August Financials. The most recently approved. I also submitted an additional request for reimbursement, attached.

Saddle Horse Association: No Report.

Fairgrounds, Shelter and Fire Evacuations: We have not been contacted for emergency use. I have reached out to the County Health office and County Manager as well as two Supervisors to ask to be considered if and when our county does mass vaccines for Covid-19. Either by drive through or walk in I believe we have the space to handle large numbers of people safely.

Interim events: We are still processing cancellations for those who have decided to give up. We may have to continue that for those who pushed events out a whole year if things don't change drastically in 2021.

**Reminders:**

- ▶ **Next Board Meeting: January 12, 2020 by zoom conference or TBD 4:00pm for our annual planning meeting and 6:00pm for our regular Board Meeting.**
- ▶ **2021 Fair Dates (?) – September 30-October 3, 2020 Virtual and Drive through**
- ▶ **Heritage Foundation Meeting Most likely January**
- ▶ **Office Closed for Christmas Wednesday December 23 – Friday December 25th.**
- ▶ **Office Closed for New Year Wednesday December 30<sup>th</sup> – Friday January 1<sup>st</sup>.**
- ▶ **Please check your CDFA Online Portal for any trainings that may be required for 2021.**