



MINUTES

33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING

Tuesday January 8, 2019 – 6:00pm

Board Room – Administration Building

Bolado Park Event Center

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Directors:	Nick Peters – President	Anne Hall	Vacant Pending Appointment
	Jennifer Coile – Vice President	Stan Pura	Vacant Pending Appointment
	Nicole Shelton	Paul Rovella	Vacant Pending Appointment

Mission Statement

The 33rd 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. ^{1 2 3}

MINUTES

CALL TO ORDER –President Nick Peters called the meeting to order at 6:15pm

PLEDGE OF ALLEGIANCE – Lead by Nicole Shelton

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

CEO Dara Tobias was present

CONSENT AGENDA (*Discussion and Action by Board*)

1. Review and Approval of Minutes of the December 12, 2018 Meeting. Correct the word grated to graded and Director Shelton moved to approve the minutes as corrected and Director Pura Seconded. All were in Favor.
2. Review and Approval Interim Event Contracts for January.
Director Rovella moved to approve the consent agenda and director Hall seconded the motion. All were in favor.

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

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

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

Motion Record to Approve the Minutes of December 12, 2018 meeting and to accept January Event Contracts			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

MANAGER/CEO’s REPORT – Dara Tobias provided the attached written report on activity during the month. Board discussed items on the report.

COMMITTEE REPORTS

1. Finance – Committee member Paul Rovella
Director Rovella reviewed and reported on items on the November 2018 Financial statements. Dara presented totals for JLA that are not on the Stop reports yet due to year end accounting at CFSA and creating Annual Stop. Discussed proposal from Price Page Co for Audit work and estimate from CDFA.
2. Vision/Buildings and Grounds – Committee members Director Hall and Director Pura
Discussed key items to address this year. Completion of the Grant funded water project included an engineered plan for tanks and system and the installation of the pump and fencing and some of the underground line. Discussed leaks in roofs in back buildings and scheduled time to meet with contractor for estimate to repair.
3. Marketing – Committee member Director Coile
Working on reviewing Marketing budgets and contract. Will establish target dates and type for signage on highway 25 and other critical traffic corridors.
4. Fair Program – Committee members Director Coile and Director Shelton
Will meet prior to February meeting
5. Livestock – Directors Peters
Meeting will be January 22, 2019 at 6:30pm
6. Heritage Foundation – Committee members Directors Pura and Rovella
Meeting January 15, 2019 at 6:00pm

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

1. Director Rovella moved to approve October and November 2018 Financial Statements excluding the pages for the Fair STOP which are incomplete. Director Shelton seconded the motion. All were in favor.

Motion Record to Approve the October and November 2018 Financials excluding Fair STOP incomplete data			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

- Director Rovella moved to approve the presented 2019 CEO Goals, Director Hall seconded the motion. All were in favor.

Motion Record to Approve 2019 CEO Goals			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

- Director Peters moved to approve the presented 2019 project list, Director Hall seconded the motion. All were in favor.

Motion Record to Approve 2019 project list			
Board Member	Yes	No	Abstain
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)

- Director Hall moved to approve the Draft of 2016 Financial Review by BKP. Director Shelton seconded the motion. All were in Favor.

Motion Record to approve Draft of 2016 Financial Review from BKP			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

- Discuss select Board officer Positions:

Director Hall nominated Director Jennifer Coile for President and Director Nick Peters for Vice President. Both accepted the nominations and Director Rovella seconded the motion. All were in favor.

Motion Record to elect President Coile and Vice President Peters			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

- Review, discuss and Approve proposal by Henry Oum, CPA from Price Paige and Company to prepare 2017 Financial Audit. After receiving an estimate from CDFR Audit department that is significantly lower and

discussion, Director Rovella moved to approve working with CDFA to complete the 2017 Financial Audit. Director Peters seconded the motion. All were in favor.

Motion Record to select CDFA audit department for the 2017 Financial Audit.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton	x		

CLOSED SESSION:

- A. Personnel: Review and discuss annual evaluations of CEO Dara Tobias.
Personnel Matters § 11126(a)(1)

RESUME OPEN SESSION: *Report on any action taken during closed session*
No report: discussion only

MATTERS OF INFORMATION:

DIRECTOR COMMENTS – Request scheduling Retirement party for Abraham.
CORRESPONDENCE – Thank you sent to Green Valley Farm Supply for the donation of time and materials for weed abatement.
AGENDA ITEMS FOR NEXT MEETING: Agreement with Heritage Foundation for Golf Course Property
NEXT MEETING: Tuesday February 12th at 6:00pm in the Board Room at Bolado Park Event Center
Meeting Adjourned at 8:35pm

January 8, 2019

CEO Report on Facilities, Maintenance and Administration

Camping: Not full yet. Continuing with application process and pricing some gravel to add into the 20-29 spaces. The ground is getting more unstable during the rainy weather.

Grounds and Equipment: We are continuing to secure the roof tin on the animal barns. We are also planning to fix the surfaces in the A-C barn stalls. There is a lot of erosion and undermining of the soil. Filling in and tamping the soil should help pack it. We will pressure wash, scrape and paint the barns throughout the spring as time and funds permit. The lawn mower attachment needs repair and we have ordered parts. We repaired some significant parts on the Van with Rossi Tire. It is in good working order now. The pavilion will be closed in February for 2 weeks while Hillyard Inc. Is deep cleaning and sealing the floors. We have scheduled several days in January and February with Cal Fire Crew. They will be helping us with clean up and building slash piles at the Golf Course Property as well as general clean up and some tree trimming on the grounds.

Rentals: We receive a lot of calls for rentals in January. I think there are a lot of engagements and people begin to plan their years. We have room in some of the smaller buildings and a few dates in the Pavilion now. We will

continue to work on more lawn, picnic and arena rentals throughout the year. Saddle horse contract committee should meet to discuss the adjustment we need to make if the SHA contracts with their own food vendor now that the Rotary is no longer providing this service. We have made slight adjustments to our standby fee and insurance fees on our 2020 contracts to account for increases in the cost to us for payroll and insurance from CFSA for events.

Heritage Foundation: I have reached out to them with invoices for admission price for the tickets they issue with their memberships. In looking at year end items we discovered that they did not pay us for 2017 admission either so we sent invoices for both.

Administrative and Office: We will be closed in observance of Martin Luther King Day on January 21st. Dara, Susan and Susan will be attending Western Fairs Association Conference, traveling Saturday January 19th and returning January 24th. We will work with Norma and Jessika to determine the hours the office will be open on the 22nd and 23rd.

Our office signed and sent a sympathy card to the Family of Jim West after his passing last month.

Fair Managers Institute: Thank you for the opportunity to join this class. I will be attending 2 sessions at WFA that will count toward my certification. These and the travel will be reimbursed by CDFA training dollars!

Required Training from CDFA online: Continuing to work on training courses.

Buildings and Grounds Committee: There are significant leaks in the roof of the Youth exhibits Hall and we are concerned the same is true for the Oaks and the Art and Photography building as they were patched using the same methods. We will review at the next building and ground meeting.

Department Chairs: We will begin meetings in late February or early March to start planning the new Fair!

Reminders:

- ▶ **Office will have adjusted hours January 21-23rd.**
- ▶ **Next Board meeting will be Tuesday February 12th at 6:00pm.**