



MINUTES

33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING

Tuesday November 12, 2019 – 4:00pm

Board Room – Administration Building
Bolado Park Event Center
9000 Airline Hwy, Tres Pinos, CA
831-628-3421

Directors:	Jennifer Coile – President	Anne Hall	Nicole Shelton
	Nick Peters – Vice President	Stan Pura	Vacant Pending Appointment
	Richard Bianchi	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 Jennifer Coile called the meeting to order at 6:05pm. Welcome to first meeting Director Richard Bianchi.

PLEDGE OF ALLEGIANCE – Lead by Director Richard Bianchi

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

CEO Dara Tobias was present

Rodger Odem and Lea Legnon from California Gymkhana Association were in attendance for a presentation.

PRESENTATIONS-

Rodger and Lea expressed concern over former members of their organization speaking against their organization on behalf of the staff/board of the Fair and Bolado Park. Citing examples on social media and concerns that it will impact their perception in the community, they asked for confirmation that the Board supports them and their event and asked that we remind staff and contractors to not engage in negative public conversations that could be interpreted as an official position from the 33rd DAA or Bolado Park. The Board thanked them for their insight and will discuss appropriate action.

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

PG&E representative attended the meeting and discussed the program available to replace our gas service with electric service. He will reach out with more information.

CONSENT AGENDA

1. Review and Approval of Minutes of the August 13, 2019 Meeting
3. Review and Approval Interim Event Contracts for August, September and October 2019
4. Review and Approval of CEO Time sheet for August, September and October 2019

Director Anne Hall moved to approve Consent agenda items 1,3 and 4 and Director Nick Peters seconded the motion. All were in Favor.

Motion Record to Approve the 11-12-19 Consent Agenda.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella			
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

Due to time constraints there were no committee reports and we moved directly into the Action Items.

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

1. Policy Manual Review – Tabled

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

1. Discuss and approve resolution to authorize execution of Standard Agreement between CA Department of Food and Ag and 33rd DAA to provide the annual allocation of \$50,920.00 and Training reimbursement of \$3,225.00. Director Hall moved to approve authorization and Director Shelton seconded the motion. All were in favor.

Motion Record to Approve Resolution to authorize execution of Standard agreement for allocation.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella			
Nicole Shelton	x		

2. Discuss and Approve Grace and Associates for 2018 Review. Director Hall moved to approve authorization and director Shelton seconded the motion. All were in favor.

Motion Record to Approve engagement with Grace and Associates for the 2018 Financial Review.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella			
Nicole Shelton	x		

3. Discuss correspondence and request from SBC Amateur Radio Assn. Board considered the request and at this time we are not able to establish precedence of paying ineligible expenses for damages incurred by vendors on the property during events. In the future while on the Fairgrounds we can offer insurance through our provider, California Fair Services Authority. Motion not to approve reimbursement by Director Shelton and seconded by Director Hall. All were in favor.

Motion Record to not to approve reimbursement for expense incurred by vendor.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella			
Nicole Shelton	x		

4. Discuss correspondence from California Gymkhana Association. Board discussed presentation and information brought to the meeting. Director Hall moved to direct Dara to discuss items with Jennifer Galindo-Cole and write an acknowledgement of our intent to go forward in a positive manner with our relationship with CGA. Director Peters seconded the Motion and all were in favor.

Motion Record to direct communication resulting in presentation from CGA			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura			
Paul Rovella			
Nicole Shelton	x		

5. The date for the Annual meeting will be Tuesday January 14th at 5:00pm
 6. The Fair theme for October 1-4, 2020 will be; **2020 Vision for Fun!**

Meeting adjourned at 6:00pm and directors joined the 2019 Beef Carcass Contest for dinner and evaluation results.

MATTERS OF INFORMATION:

DIRECTOR COMMENTS –

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: Tuesday February 11, 2020

November 12, 2019

CEO Report on Facilities, Maintenance and Administration

Grounds, Maintenance and Equipment: September was primarily Fair Prep. We had a visit from the State Fire Marshal on Friday September 13th. This is the first visit from the OFSM since I have been in this position. Chief Meyer and Officer Faith Jewell walked the property with Frank and I for about 6 hours making notes on areas of concern and corrections needed. The initial report and follow up reports are in the packet. While we got an overall compliment of 'we are pleasantly surprised at how well you are taking care of the place because we have seen some really troubled grounds', we did come away with a list of items to correct. Frank prioritized with them and we were able to get all but a couple larger projects done before Fair. All emergency and exit lights are repaired or replaced including the grandstands, all electrical grounds are repaired as needed, etc. Faith returned on Tuesday of Fair week and spent Tuesday, Wednesday and part of Thursday reviewing our Fair time set up, including the livestock areas, temporary tents, pipe and drape, food booth vendor areas, review of items with the Carnival operator. We also made a significant change in the livestock area based on recommendations from the Fire Marshal and we communicated with all of our livestock exhibitors that we will not be allowing personal generators on the grounds this year. Thanks to Anthony Bisceglia and Don Chapin Company and Mike Nino we were able to borrow large generators and set up plugs for fitting areas for the animals to prep for fair. Plugs ins were provided to exhibitors for blowers and other equipment that is needed for show prep. We were fortunate that we had cool weather this year and we will need to look forward to inform exhibitors ahead of our requirements and availability of power so they can properly prepare their animals for the conditions we have. We had a walk through with Enterprise electric pre-Fair and had only one small breaker issue in the U Barn during Fair. We had plumbing issues caused by foreign objects being forced into toilets and then toilets being broken into and used anyway when they are sealed and clearly marked out of order. Fix: we are going to provide additional portable restrooms and if we have an issue in one stall, we will lock the entire restroom until we can fix it. We borrowed arena tractors from C&N Tractors again as well as the ATVs. They are a fantastic Fair partner. We also rented golf carts for the Maintenance crew and kept them moving through restrooms and trash. Recology provided the trash, compost and recycle receptacles and also provided staff and volunteers to help manage them. We got behind on trash a couple times, but overall kept up well. Before the rains come we would like to gravel the lane across the lawn, Dary's way. I have an estimate for gravel and trucking for about \$6500. We also have a few places in the camping area that we will add some more gravel as it was light last year.

FAIR - Recap of Fair events by Day:

Wednesday September 18: Used shared booth at the Farmers Market to share fliers with visitors and offered an opportunity to spin the wheel for prizes and a chance to win a Family Fun Pack. I attended the Hollister FFA Meeting to share the news about the generator change. Also communicated with tri county 4-H councils to share the information.

Thursday September 19: Met with CHP to review requirements of officers on site during event. Need to contract with CHP for additional security, 2 per day per hour of the fair at approximately \$97 per hour.

Sunday September 22: Hanging banners and placing road signs with volunteers and Sponsorship coordinator. Victory Outreach Parking Crew notified me they are not going to be able to work our job this year. Level 1 Private security team joined the parking lot team and volunteered to help plan and set up event perimeter and secure entrance.

Thursday September 26: Temporary fencing arrived and was put in place. Adjustments to ticket area and walk through made as needed.

Friday September 27: Cutting Show and Stockhorse Show. Arena was prepared by Bob Branco and team. Parking on the North side of Daryl's Way and west side of strait track maintained for trailers.

Saturday September 28: Junior Rodeo and Camping check in. Campers arrived early and with new volunteer team we had a few check in hiccups but overall, we got them all in place by 11:00am, earlier than last year! Junior Rodeo Parking used North and side of Daryl's way and everywhere else. Their attendance was up significantly and the event ran very efficiently. It is a great team. We need to re visit parking attendants for that day as they block everything back there. Team roping and cattle sorting went well after the Junior Rodeo. Pre Fair Dinner was well attended and the dinner was delicious. Thank you to the Youth Ambassador team for their creative raffle baskets and for the speedy clean up after the event. Totals will be on the recap page.

Sunday September 29: Ranch Rodeo and Open Horse Show also ran smoothly. Ground was well done and many people jump into help with panels and other items needed to execute the events. We are going to consider a parking lot attendant for this event as people parked blocking most of the fire and exit lanes. Most stills entries were received today and department chairs prepared for judging the next couple days. Livestock exhibitors also started setting up and decorating their stalls and Pavilion vendors started to arrive and set up. Need to work on communicating expectations of fitting area set up and posting instructions. Met with Security Team to walk areas and met with Rob and Jeff at Heritage to confirm hours and expectations of guards at Heritage Room.

Monday September 30: Staff cleaned grandstand and arena area and peeled the sand and removed panels to prepare for Motorsports Fair weekend. Grounds and Pavilion Vendors started arriving and exhibitors finalized prep for stalls and exhibit areas. Still exhibits judging began. Lunch was provided by us for department chairs, judges and clerks.

Tuesday October 1: Livestock started arriving at 7:30 am. We held traffic at the livestock gate to only vehicles unloading animals from 12:00 to 6:00pm. This alleviates congestion on the lane when people do not stop to unload and visit and..... Pavilion and grounds vendors arriving and setting up. Livestock weigh in went smoothly. We had one scale that would not zero. We called the Ag Commissioners office and weights and measures was able to come over and balance and confirm it was working properly. Exhibitor meeting at 7:00pm after the scales closed. Livestock Superintendent and chairs shared information with exhibitors. Overnight security is in place through Saturday night. Still exhibits judging continues. Lunch was provided by us for department chairs, judges and clerks. Gates not secure daytime but locked at night from 11:00pm to 5:30 am.

Wednesday October 2: Lamb show at 9:00am went smoothly, fitting area was available for those who needed it. Goat show started in small ring. Also had sufficient use of the power for the fitting area. All vendors were required to be in place by 8:00pm tonight.

Thursday October 3: Gates officially secured and school tours are the first event. Stills exhibit rooms were decorated and displayed; everyone did a fantastic job! Only livestock exhibitor passes and Heritage parking passes are allowed on the back lane. All others park in Main parking lot. Ticket/Admissions team had some shortages first thing due to people not showing up. We did not charge admission or parking for School tours. Some frustration because SO many people arrive at the same time there is some back up on the road. We were able to get two lanes coming in and had a minimum on the road at any given time. Our additional Security team stepped in and helped park the cars and we got them in. School tours was a huge success thank you to Nicole and

dozens of volunteers. Hog show started at 8:00am and ran ALL DAY long. It was a long day for all but it went smoothly. We officially opened the Fair at 3:00 and had local entertainers and acts roaming. The Harvest Party kicked off at 6:00pm. It was not as full as last year but there were fun things to do and we had some Amazing giant pumpkins. The 1st Annual Chili Pepper eating contest was a hit! We did have an emergency call but not transport and all was good. CHP officers were on site to support Security starting Thursday. We collaborated on some consistent messages for the gate security. They required we eliminate the exceptions to let people in the gate because they were “delivering something to someone”. We will work on making that clearer for next year. They reviewed the perimeters and the fire lane accesses in the campground and on the back lane. Attendance and Parking were up!

Friday October 4: Beef and Dairy Show today. Fair Officially opens at 10:00am. Security on gates all night and admission gate starting at 8:00am. Security team continues to help with car parking. Central Coast Area meeting at 11:00am on the Oaks Patio. Salinas Valley, Monterey County, Contra Costa County and Alameda County Fairs represented as well as CFSA. Starting to hear few complaints about people having to walk from the Main parking lot. They have actually always had a pass for the main lot, but without the security fencing they were able to drive up into the credential parking lot. We provided them a loading pass for early mornings before Fair opened and explained the process to the person picking up the packet, but many did not relay information to others or read their packets and didn't utilize the time. Most vendors who visit multiple fairs understand, it is just a conditioning process for those locals who have done it differently in the past. Friday Truck pulls admission was up slightly and admission was also up. Wine tasting in the Pavilion was down slightly but still well received by the vendors who like the increased traffic. Thank you to several local wineries for the donations. Local band on the stage was a success also! Attendance and Parking were up again! Started to worry a bit about Saturday if that trend continues. Exiting traffic through the new Gate A was very successful thanks to the help and traffic control from CHP. We did have a close call with a truck and a security officer on the road during exit. It ended up being a DUI arrest and CHP officers communicated with Heritage Foundation regarding their closing time and serving policies.

Saturday October 5: It started off with a bang. We announced the Blue-Ribbon Award winners again at the beginning of the Auction. The quilts of Honor celebration began at 10:00am. Senator Ana Caballero, Congressman Jimmy Panetta and Assembly member Robert Rivas were all in attendance to help honor the Veterans. Congressman Panetta, a Veteran, was also presented a quilt. Again, an amazing tribute to our local Veterans. Using our Security team and 3 teenagers bribed with carnival rides and food, we switched to the overflow parking at about 12:30. I was with Security at the closed gate 1 to assure people are given the right message when they are turned away. We only let in Truck Pull participants and those with Handicapped placards and Buyers passes. Many people were unruly. We filled the lot by 5:00pm and returned to the Main Lot. We scrambled to park people in every vacant space. The Auction was another huge success with the total near \$1.1M. The dinner at the Heritage room worked well again. We need to work on more table space for that event. At about 7:30 cars were backed up to Tres Pinos and we determined there were a lot of spaces available in overflow lot so CHP turned all traffic on 25SB into the Historical Park. Many didn't want to go there but they were allowed to loop around and leave. After conversation with Security and CHP we made the call to close the gates and determined the Fair at Capacity at 8:55. Anyone that was already parked was allowed to enter the event area still. Truck pulls were very full and paid attendance was up. We still need to work on leaks around the perimeter. Attendance and Parking were WAY up on Saturday.

Sunday October 6: Met with Security early to plan exit at end of the day. Determined that the event perimeter needed to stay secure until the published closing time of the Fair, 7:00. As we were able, we communicated that with vendors and exhibitors. That needs more work to communicate that change next year. Taste of San Benito

was a huge hit, serving over 600 people! Ag Hort auction was a successful earning over \$5000 again. Another area to communicate exit times. Livestock events went smoothly on Sunday and the only event in the arena was the Charro show. We had our first try at a beer stroll around the grounds. Had 6 different breweries with 10-12 different beers to try. It has room to grow but a success for the first year. Put music in the Pavilion for the first time with Tim Moon playing during the times of the Beer stroll.

Challenges:

- Gate 2 and traffic from the Campground continues to be a challenge but we will work on that next year when our additional security team will be able to actually work security instead of parking. We need to consider hiring a Parking Lot Manager who can plan and execute this next year.
- Parking on Saturday – We need to seriously look at parking at the Golf Course for overflow. I talked with CHP Sgt about the possibility of a temporary Entrance/Exit on the lower portion and at a glance he did not see a problem with that. We could use that starting at 12:00 on Saturday and park 1000 cars over there instead of a few hundred at Historical park. It would also stop people from walking and it would be easier to park them in long straight lines. We will have to continue to plan that and will need some help with dirt work if we go forward.
- Transporting those with disabilities from the Parking lot is a challenge also. We do our best to offer rides as we see a need or people stop in the office to ask. We will continue to search for a parking lot shuttle solution. I have discussed with other fairs and many do not allow ‘wheels in the event area’ no carts or atvs, so they only provide rides to the admission gates and the guests are responsible for bringing their needed help, scooter, wheelchair, walker etc. I do not really know what our responsibility is to accommodate, will continue to research.
- Heritage Foundation - I provided each board member with a credential to Gate 2. We still were bombarded with requests to come in Gate 2 because everyone was ‘working, cooking, volunteering’ for Heritage. I will work on providing them with a load in time schedule and permits like we did with other vendors so they can load for the day and ask them to remind their members and helpers to use their passes to the proper lots. CHP gave the final word at Gate 2 sometime on Saturday that the ‘exceptions’ needed to stop. CHP also addressed serving times and over serving with them.

Rentals: We are back in the Rental business now that Fair is over. We have had two full weekends already. A Jaripeo and Banda music show on Sunday 10/20 was loud but all curfew times were closely observed. We had some correspondence from CGA members regarding a conflict within their organization that came up right after their event. Per their request the correspondence is shared in the packet. I have not taken any other action at this time as it is my belief that it will be worked out internally.

Camping: We are open for Monthly applications and monthly spots starting November 1st. Thousand trails was out of power over the weekend of Oct. 26/27 so we got a boost in campers for a week when they couldn’t check in at TT.

Heritage Foundation: I missed their October meeting but provided our most recent draft financials to them. I will attend the November Meeting. We are working on a few projects to finish the year and will submit receipts to them to use the remainder of our Maintenance budget.

Buildings and Grounds Committee: Will resume meetings as soon as possible

Youth Ambassadors: They did an amazing job for us during Fair. Several were able to Meet Congressman Jimmy Panetta and Senator Ana Caballero during the Quilts of Honor Ceremony and they put on Pee Wee Showmanship

and helped with Challenger Showmanship. Too many other areas to remember them all, we are grateful for their help!

2019 Manager's Conference: I attended Manager's conference in Sacramento November 5-7. This allows all Managers in the CFA (California Fairs Alliance) to meet and learn. I attended the annual meeting for CFSA and our fees will most likely be going up as they are becoming more fiscally sound instead of using their reserves annually. Reminder that they provide unlimited training and resources along with the membership we have with them. We met with CDFA regarding Fire/disaster evacuation procedures and learned that fellow fairs are the first and most important layer of help available to us. Many steps of protocol with state entities slow down the arrival of help. Also learned it is CRITICAL to have an arrangement with a local agency to Activate your facility to be able to have a plan for reimbursement of costs of housing people and animals in an emergency. We talked about AB1499 Fair Funding Bill. We still only have an estimate of 12-18Million that will be available to us and we still do not have clear direction on how we will receive it. By allocation or by grants for specific projects. It is anticipated that July 1, 2020 will be the earliest we can hope to receive any additional allocation from this fund. We learned that because of SB84 we will get a bill from the DOF, (department of Finance, see the letter from CDFA dated 9/27/19) to repay a share of the loan the Governor took from the CalPERS system in 2017. No, we did not get any of that money and the liability is supposedly allocated to entities with consideration of the size and number of employees we have paying into the system. This will be payable in 5 annual payments. Many Fairs are struggling with inconsistency in billing and instruction for permits etc. From the State Fire Marshal. CFA is meeting with them regularly to streamline the direction. Some take aways from the conference it the need to establish a procedure with Local agencies, including OES, County Fire, Cal Fire and Law Enforcement to put an emergency activation plan in place in case we are activated as a shelter. Also will be establishing a plan with those same entities to act and communicate with the public should an emergency occur on grounds. We received congratulations on a successful Fair with significant increase in attendance. Many Fairs had decreased attendance this year for multiple reasons.

Fairgrounds and Fire Evacuations: Many Fairgrounds have been put into service as evacuation centers for the Kincaid and related fires in Sonoma County. Sonoma County Fair is holding 492 people and 600+ Animals, Cloverdale Citrus Fair is holding 200 people and 80+ animals, Marin County Fair is holding 316 people and 70+ animals, Sonoma/Marin Fairgrounds is holding 568 people and 300+ animals. Many of the larger Fairs are sending Maintenance staff to work at these Fairs in relief to give their staff some time off to rest.

Reminders:

Dara Out to Attend CFA/F&E Manager's Conference November 3-7

- ▶ **Office and Grounds Closed for Veteran's Day Holiday Monday November 11.**
- ▶ **November 12th meeting at 4:00pm**
- ▶ **Heritage Foundation Meeting November 19 at 6:00pm**
- ▶ **Office and Grounds closed for Thanksgiving November 28-December 1.**
- ▶ **Dara Out to Attend IAFE Annual Convention November 29-December 6.**
- ▶ **Next Board Meeting Tuesday December 10th at 6:00pm in the Board Room**
- ▶ **Annual planning Meeting during January Meeting on January 14, 2020**
- ▶ **2020 Fair Dates – October 1-4, 2020**
- ▶ **Give us your FAIR THEME Ideas for 2020. We will select a Theme at the December meeting.**