



# MINUTES

33<sup>RD</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BOARD OF DIRECTORS MEETING

**Tuesday March 12, 2019 – 6:00pm**

Board Room – Administration Building

Bolado Park Event Center

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

<b>Directors:</b>	Jennifer Coile – President	Anne Hall	Vacant Pending Appointment
	Nick Peters – Vice President	Stan Pura	Vacant Pending Appointment
	Nicole Shelton	Paul Rovella	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** –President Nick Peters called the meeting to order at 6:03pm

**PLEDGE OF ALLEGIANCE** – Lead by Director Anne Hall

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

CEO Dara Tobias was present

Jay Lagner from Eco Green Solutions was here for a presentation.

**PRESENTATION:** Jay Lagner presented opportunities for a facility audit and details on working with on bill financing to recover costs of upgrades to lighting and other sources. Presentation was about 15 minutes, for information only. Jay did not stay for remainder of the meeting.

<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. Review and Approval of Minutes of the February 12, 2019 Meeting.
2. Review and Approval Interim Event Contracts for February 2019.

Director Rovella moved to approve the items on the consent agenda and director Peters seconded the motion. All were in favor.

Motion Record to Approve the March Consent Agenda			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton			

Old Business and New Business Items were moved forward on the Agenda due to Director Rovella’s request to leave the meeting at 8:00pm

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

1. Approve December 2018 Financial Statements

Director Rovella reviewed and discussed items on the Financial Statements. Director Hall moved to approve the December 2018 Financials and Director Rovella seconded the motion. All were in favor.

Motion Record to Approve December 2018 Financial Statements			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton			

2. Review and Approve Policy Manual Sections – Tabled for further review

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

1. Approve January 2019 Financial Statements

Director Rovella reviewed and discussed items on the Financial Statements. Director Hall moved to approve the January 2019 Financials and Director Rovella seconded the motion. All were in favor.

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

2. Discuss and Approve 2018 Stop Report – After review and discussion, Director Peters moved to approve the 2018 Stop (Statement of Operations) Report, Director Rovella seconded the motion. All were in favor.

Motion Record to Approve 2018 Statement of Operations Report			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton			

3. Discuss and Approve 2019 Budget – Budget approval tabled pending more information on carried forward items from CFSA.
4. Discuss and approve Sponsorship timeline - Discussion included request for update every month with specific progress and contacts made with returning Sponsors and Potential new sponsors reached out to. Motion to approve with additional information request made by Director Rovella and Seconded by Director Pura. All were in favor, motion carried.

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

5. Policy Manual sections of the Agenda were tabled
6. Resolution of the Board to provide Workers Compensation coverage to volunteers working on the grounds. Motion to provide Workers Comp to volunteers made by Director Rovella and Seconded by Director Peters. All were in favor, motion carried.

Motion Record to Approve Resolution to provide Workers Compensation coverage for Volunteers working on the grounds.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton			

7. Resolution to designate Bank signors and confirm \$5000 spending limit for CEO Dara Tobias. Director Rovella moved to designate Jennifer Coile, Nick Peters, Anne Hall and Dara Tobias as signors on any and all bank accounts held by the 33<sup>rd</sup> District Agricultural Association at any and all Banks those accounts may be held. This also sets the individual spending limit at \$5000. Anything over this amount requires prior approval and a second signature on the check. Director Hall seconded the motion. All were in favor, motion carries.

Motion Record to Approve resolution confirming bank signors.			
Board Member	Yes	No	Abstain
Jennifer Coile	x		
Anne Hall	x		
Nick Peters	x		
Stan Pura	x		
Paul Rovella	x		
Nicole Shelton			

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

Board discussed items on the report.

Discussed rock and confirmed pricing was reasonable to add to base in the 20’s camping area.

**COMMITTEE REPORTS**

1. Finance – Committee member Paul Rovella

Discussed and voted during new business. Year end final numbers show a large amount of the past two years surplus being put back into maintenance and equipment. Upgrade of all large parking lot and back

lane lights to LED and purchase of Tractor included with many repairs to stall hinges, painting resurfacing boardwalk, and other long needed projects.

2. Vision/Buildings and Grounds – Committee members Director Hall and Director Pura  
Discussed needed repair for roof of Oaks and Youth Hall and Art and Photography buildings.  
Discussed committee established to meet with Heritage for 7779 Airline Highway discussions.
3. Marketing – Committee member Director Coile  
Report attached.
4. Fair Program – Committee members Director Coile and Director Shelton  
Report attached
5. Livestock – Directors Peters  
Report attached
6. Heritage Foundation – Committee members Directors Pura and Rovella  
Dara attended meeting and discussed our Boards committee established and will work with both committees to secure meeting times. Discussed at our meeting revisiting the maintenance reimbursement plan with Heritage.
7. Saddle Horse Show Committee - Directors Rovella and Hall  
Will continue to work with SHA as there is not a clear requirement in the existing contract. Committee will plan to meet to review and extend contract after the 2019 show, the last on the existing contract.

**MATTERS OF INFORMATION:**

DIRECTOR COMMENTS – Request scheduling Retirement party for Abraham.

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: Tuesday April 9<sup>th</sup> at 6:00pm in the Board Room at Bolado Park Event Center

Meeting Adjourned at 8:05pm

March 12, 2019

## CEO Report on Facilities, Maintenance and Administration

Grounds and Equipment: We are on hold with specific projects. We have turned focus on prep for upcoming events. Farm day clean up and prep of the barns and completion of their 'to do' list. I have let Mindy know that the ground in the arena/track is still completely saturated and soft so we most likely will not be able to move the Farm equipment on to it as they did last year. The scale houses around the livestock scales are almost done. Mitch will put some trim on the A barn scale to match the trim on the Oaks alley buildings so it looks like it belongs. We will paint using left over paint from that project. The back fence of the arena area along the lane is still down. I have not gotten approval to fund rebuilding it to the B&G committee agreed location. Need to follow up on that so we will know if we should spend more to shore it up temporarily.

Rentals: Rentals are continuing to be steady. We are renting The Oaks more and even picking up some last-minute rentals.

Camping: We are picking up some more campers from Thousand Trails as they have had access troubles in Morgan Hill again due to storm water. We added gravel to the area in front of the 20s and that has helped a lot. As we look forward to dryer weather, we should be able to add more.

Heritage Foundation: I attended the February Heritage Foundation Meeting. The March Meeting is next week. We did not have Financials approved to share and we reviewed the beginning steps for creating a committee

Administrative and Office: Form 700 are due to me no later than March 30 so I can forward them to CDFA on time. We have completed the STOP report for 2018. With its approval I will be able to apply for our 2018/2019 allocation. I have also drafted a budget for review and input. We are working on the first 5 sections of the Policy manual and hoping for input and approval so we can go forward with additional sections. We have hired Jennifer Dias to help us in the Entry office this year and will be working with her for training in the next few months and she will be meeting with Department chairs to update the guidebook.

Fair Managers Institute: I attended the IFM Summit in Houston March 4-7<sup>th</sup>. We were able to attend the Houston Livestock Show and Rodeo for a Facilities tour and a behind the scenes tour of the RCS, Inc. Carnival Company. They have a completely cashless carnival and rides, they travel with their own school, HR department, laundry and they loaded in 58 Semi Truck loads of toys for the Carnival game prizes, to start the show.... It was truly amazing to see the scale that they operate. I attended several classes, one included information and instruction on creating procedure manuals and the difference between that and a policy manual. Also, another class dealt with onboarding and contracting with vendors. They sell a license to do business rather than rent a 'space'. I also took a class on managing conflict and confrontation, that should be a useful skill in all Fair time areas.

Required Training from CDFA online: Ongoing trainings when available.

Buildings and Grounds Committee: We did not have a committee meeting last week, so I will work to get updates for the next meeting. We have to make a decision about the back fence, and hoping for progress on the north picnic area restrooms. We have a request from SHA on an upgrade to the area between the grandstand and the announcing booth at the south end. They would like to open the fence up, replace the arena side fence with rails and add some tall posts to attach shade cloth. This would become a hospitality area during the Horse show and

also replace a section of fence that is in bad repair. I suggested we will add it to discussion at the next buildings and grounds meeting.

Department Chairs: The Livestock Committee met February 25<sup>th</sup> and the notes are included. Since the meeting I have secured the Sheep Judge and the contract is in the mail to him as well as the Goat Judge. The contract is sent to him. I have left a message and an email to the Beef and Hog judge, waiting to hear back. The Horse Department will have their first meeting Thursday March 14<sup>th</sup> and the Stills department will meet on Wednesday March 20<sup>th</sup> for the First meeting of the year. I have reached out to Kori to discuss

Fair time: I will be attending the Monterey County, San Benito County and Santa Cruz County 4-H Council Meetings to share information at least 2 times each between now and closing of entries. I have also connected with them and many FFA Advisors to send information as well. Our guidebook will be published online by July 1<sup>st</sup> at the Latest. Hopefully earlier. We will open the entry office for walk in entries on August 6<sup>th</sup>.

**Reminders:**

- ▶ **Horse Department meeting Thursday March 14 at 6:00**
- ▶ **Exchange Club Crab Feed Fundraiser March 16<sup>th</sup> in the Pavilion**
- ▶ **Farm Day is March 19<sup>th</sup> beginning at 9:00am. VIP tour invite in your email**
- ▶ **Stills Department meeting Wednesday March 20 at 6:00**
- ▶ **Cattlemen's Assn. Dinner Dance Fundraiser March 23<sup>rd</sup> in the Pavilion**
- ▶ **Hollister FFA Ag Mechanics Dinner and Auction March 30<sup>th</sup> in the Pavilion**
- ▶ **Closed Monday April 1<sup>st</sup> for Observance of Cesar Chavez Day**
- ▶ **Next Board meeting will be Tuesday April 9 at 6:00pm.**

**33<sup>rd</sup> District Agricultural Association**  
**Livestock Department Chairs Meeting**

**Monday February 25, 2019**

**6:30pm**

**Livestock Committee Meeting Notes:**

Roll Call; Nick Peters, Becky Doty, Kristine Hudson, Charla Allen, John Garner, Joseph Huntley, Denae Marci, Justin Wilkinson, Bryan Coleman, Mark Tobias, Anthony Bisceglia, Jennifer Dias and Dara Tobias

Beef: Tagging Date is June 3<sup>rd</sup> from 5-7pm at the Scale. Photos and rate of gain starting weight will be taken.

Sheep: Will request Pete Barone for Judge one more year for sheep. Talked to clerks and they are on board.

Rabbits: Will be holding show the weekend before Fair on Sunday September 29<sup>th</sup>. This includes more exhibitors and allows entries unable to coop in for the duration of the Fair. Top 5 meat pens will remain on grounds.

Goats: Judge selections were emailed to office. Board committee will select order of contact.

Auction: Paperwork from processors is arriving. Will evaluate any needed changes to book when all are received.

Poultry: Discussed VND. Still clear in Northern CA and our show is still going forward.

Carcass Contest: Carcass contest will be November 12. Still working with Sheep and Goats and discussing funding for increasing the dinner to include exhibitors from more species. Will ask Brady Ragland to judge beef and hogs one more year.

Met Jennifer Dias who will be leading our entry office this year. Chairs will schedule time to meet with her for updates. Will look into option to make Showmanship an Automatic entry when Market animal is entered.

Discussed pro and con of pre tagging small animals. Committee did not request any changes. Tagging will still be required at least 60 days prior to weigh in day, Friday August 2<sup>nd</sup> at 4:00pm is the deadline for 2019. Leaders must pick up tags and return tagging sheets and photos in one group. The office will not accept individual submissions from exhibitors or parents. Tags will be available to pick up Wednesday July 17<sup>th</sup> from 5-7pm in the Board room/entry office at Bolado Park and by leaders only with other arrangements with management.

Discussed YQCA and In person Livestock Exhibitor Training. San Benito County Fair will require proof of completed YQCA training for the 2019 Fair exhibitors. We welcome any exhibitors to our office to use our computers if they do not have access to a computer to complete it. Proof must be submitted with the entry and we will allow a 1-week grace period to verify and request completion. Those not completed with proof submitted by September 13<sup>th</sup> at 4:00pm will not be eligible to enter the San Benito County Fair.

Discussed removal of Breeding animals and Feeders after show day. They have options as follows:

May remove the animals and tack the morning after their show, Thursday Friday, Saturday or Sunday, between 6:00-8:00am and it is Mandatory that all remaining Breeders and Feeders are removed from the grounds by Sunday morning at 8:00am.

Welcome back to Superintendent Sonia Falaschi, she will be leading our Livestock Team this year!