



# MINUTES

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

**Tuesday April 9, 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>

## BOARD MEETING NOTES

### Due to lack of quorum all items were discussion only

**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 and Stan Pura. Directors Nicole Shelton and Anne Hall were absent with prior notice. CEO Dara Tobias was present

### **PRESENTATION:**

**CONSENT AGENDA** (*Discussion and Action by Board*)  
NO ACTION TAKEN

<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

**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  
Director Rovella discussed items on the Budget for further review. Clarification on the attempted transfer that showed on the statements as an in then out. Director Pura requested a more detailed list of expenditures in the Maintenance categories.
2. Vision/Buildings and Grounds – Committee members Director Hall and Director Pura  
No meeting this month. Continue to work on various items and identify needs. Priority this fall will be north end bathrooms after summer events and Fair.
3. Marketing – Committee member Director Coile  
Discussed sponsorship progress and brainstormed potential new reaches for coordinator.
4. Fair Program – Committee members Director Coile and Director Shelton  
Discussed Senior Day Ideas, kids day free and confirmed Wine Tasting and Beer stroll items.  
Discussed additional gathering area and beverage service on Sunday.  
Applications for Food and Pavilion Vendors will be published by end of May.
5. Livestock – Directors Peters  
Discussed CDFA Recommendation on cancelling poultry shows due to outbreak of Virulent Newcastle disease. Livestock Committee chairs voted to recommend following the lead of our neighboring Fairs and cancel the poultry show. We will also update our guidebook to remove any requirements for project enrollment. We will support 4-H and FFA enrollment requirements. The Board members present agreed to accept the Livestock Committee recommendation and inform the public that we will cancel our poultry show for the 2019 Fair. To give exhibitors maximum amount of notice, Dara will post a notice to the public and 4-H and FFA representatives.
6. Heritage Foundation – Committee members Directors Pura and Rovella  
No Report. Dara will attend meeting 4/16/19.
7. Saddle Horse Show Committee - Directors Rovella and Hall  
Current Contract is valid through 2023 show. Committees will decide if a meeting is needed to discuss any updates to the current contract.

**MATTERS OF INFORMATION:**

DIRECTOR COMMENTS –

CORRESPONDENCE –

AGENDA ITEMS FOR NEXT MEETING:

NEXT MEETING: Tuesday May 13<sup>th</sup> at 6:00pm in the Board Room at Bolado Park Event Center

Meeting Adjourned at 8:20pm

April 9, 2019

## CEO Report on Facilities, Maintenance and Administration

Grounds and Equipment: Continuing to work on smaller projects and prepare for events. We are keeping up on maintenance and having the new tractor has been a great asset to getting work done smoothly. We have also purchased a small used dumpster that can be picked up and dumped into the larger dumpster with the forklift. We require the campers to dump their household trash bags into the dumpster and one staff person can dump all of the trash in less than 30 minutes instead of having to remove and reline individual cans for each campsite this is a great time saver.

Rentals: Bookings are steady for summer time, if only we had more rooms! We took a deposit today for our first event in 2021!

Camping: Camping is full now that we have had enough dry weather spells to move in all of the longer-term campers in the lower area. We have noticed them every month that the campground will be closing on May 31<sup>st</sup>. We have a reservation for the staff of Butler Amusements to camp on the East side the first weekend in May, while they are working the High School Carnival. We will still allow weekly and overnight camping to the 2<sup>nd</sup> week of June. We are making camping reservations for the Saddle Horse Show weekend and the Rally event is making their own reservations and will forward our fee to us at the end of the event. CGA will be making their own reservations as well and settle up our fee at the end of their event as well. We will open again in August for camping in all areas through Labor Day weekend then close to start Fair prep.

Heritage Foundation: I missed the March Heritage Foundation Meeting. I will be attending their April Meeting. I have heard that their Finance committee has recommended against providing the 33<sup>rd</sup> with any general maintenance money in their budget going forward. I will confirm that at the meeting on April 16<sup>th</sup>. Heritage did not have any members attend the buildings and grounds committee meeting so we are still up in the air on the leaking roof in the Oaks, and Youth Hall. Will follow up with them at the meeting as well.

Administrative and Office: Running smoothly, with Fair prep items in full swing along with other activities and rentals through the summer. I met with Lynda DeVasier who will be joining us as a coordinator for the local entertainment during the Fair. She works with the HDA to coordinate the entertainers for the Street Festival and for the Lights on Celebrations. We are excited for her to join our Fair prep team! I received a 'Final Bill' from BKP for the 2016 review for \$3000. The first bill we received from them only said "Interim Bill". I asked to get a detailed bill before we paid the remainder of the fee that adds up to \$9000. They will get back to me with more detail after the close of tax season. Upon approval from the Board I would like to transfer \$50,000 from the Reserve account to the Operating Account. We have been delayed in applying for our Allocation until the Budget is approved and I would like to have that extra in the account in the meantime.

Fair Managers Institute: I will be attending the IFAE Managers Conference in Costa Mesa, hosted by the Orange County Fair and Events Center. I will be out of the office Friday May 3<sup>rd</sup> and Monday May 6<sup>th</sup>. CDFA is also hosting a training on Monday after the IAFE Conference. If I can change my flight, I will stay for that as well.

Required Training from CDFA online: Ongoing trainings when available.

Buildings and Grounds Committee: Heritage did not have any members attend the buildings and grounds committee meeting so we are still up in the air on the leaking roof in the Oaks, and Youth Hall. Will follow up with them at the meeting as well. Have been working on cleaning up and repairing grounds in and around arena in prep for HS Rodeo and upcoming Saddle Horse Show. Bucking Chute area is in serious need of replacement/major overhaul. We will be patching holding for this year but will continue to discuss long-term options with Saddle Horse reps at Buildings and Grounds.

Department Chairs: The Livestock Committee met March 26<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 April 11<sup>th</sup> and the Stills department met Wednesday March 20<sup>th</sup> for the First meeting of the year. Meeting notes are included.

Youth Ambassadors: Kori Hitchcock has agreed to lead the Youth Ambassador team this year. We have reviewed and updated the application and will reach out to the 4-H, FFA, ASB, and various other youth organizations we can to be sure we give the opportunity to a well-rounded group of youth.

Fair time: We are working on getting applications updated for vendors and working on entry office training for new personnel. Programs Committee met April 8 and notes are included.

**Reminders:**

- ▶ **Horse Department meeting Thursday April 11 at 6:00**
- ▶ **4-H Pancake Breakfast Sunday April 14<sup>th</sup> in the Pavilion**
- ▶ **Heritage Foundation Meeting Tuesday April 16<sup>th</sup> in the Pinnacle Room**
- ▶ **District 4 High School Rodeo Finals Saturday April 20<sup>th</sup>**
- ▶ **Livestock Committee Meeting Tuesday April 23<sup>rd</sup> at 6:30 in the Board Room**
- ▶ **7779 Airline Committee Meeting Wednesday May 1<sup>st</sup> at 6:00 in the Board Room**
- ▶ **Buildings and Grounds Committee Meeting Monday May 6<sup>th</sup> at 6:00 in the Board Room**
- ▶ **Stills Department meeting Wednesday May 16 at 6:00**

**Next Board meeting will be Tuesday May 14, 2019**