



# REGULAR MEETING NOTICE

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

Tuesday January 9, 2024

Monthly Meeting at 6:00PM

[www.boladoparkeventcenter.com](http://www.boladoparkeventcenter.com)

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Meeting Notice and Agenda posted Thursday December 28, 2023

<b>Directors:</b>	Richard Bianchi – President	Servando Flores	Vacant Pending Appointment
	Clark Stone – Vice President	Vacant	Vacant Pending Appointment
	Nicole Shelton	Vacant	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. To make a request to add an item to the agenda or request a presentation to the Board, please contact the office at 831-628-3421 or [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com) eleven (11) calendar days before the meeting. <sup>1 2 3</sup>

### **PUBLIC COMMENT**

Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board’s jurisdiction. Please be informed that public participation under Public Comment will be limited to three (3) minutes per speaker and in accordance with State law, the Board will not comment or otherwise consider such Public Comment item for business until and unless such item has been properly placed on the agenda at a future meeting.

Should you wish to request a specific agenda item, your request must be made/received in writing by mail or email by 4:00pm 11 Days before the scheduled Meeting. Should you wish to write a letter to the Board of Directors, please email [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com) no later than 12:00pm on Monday January 8, 2024 and your letter will be forwarded to each Director to read prior to the meeting. Letters by mail must be received by mail at PO Box 780 Tres Pinos, CA 95075 by Monday January 8th also, to be scanned to the Directors.

### Upcoming Committee Meetings:

Committee meetings to resume in January

<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 or [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com)

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

<sup>3</sup> Questions regarding agenda items should be directed to the CEO’s office at 831-628-3421 or [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com)

In the absence of a Quorum of a Full Board of Directors (5 Directors), the President will Shift to the Appointed Delegated Authority Committee to proceed with the agenda and vote on listed Items.

## DELEGATED AUTHORITY MEETING NOTICE

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

Tuesday January 9, 2024

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<b>Directors:</b>	Richard Bianchi – President	Servando Flores	Vacant Pending Appointment
	Clark Stone – Vice President	Nicole Shelton	Vacant Pending Appointment
	Paul Rovella	Vacant	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

Due To a lack of Appointment of a Full Board, the Delegated Authority Committee has the Authority bestowed upon them at the December 12, 2023 Meeting to approve action Items as listed on the agenda.

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. To make a request to add an item to the agenda or request a presentation to the Board, please contact the office at 831-628-3421 or [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com) eleven (11) calendar days before the meeting. <sup>4 5 6</sup>

### **PUBLIC COMMENT**

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Should you wish to request a specific agenda item, your request must be made/received in writing by mail or email by 4:00pm on Thursday November 30<sup>th</sup>. Should you wish to write a letter to the Board of Directors, please email [dara@sanbenitocountyfair.com](mailto:dara@sanbenitocountyfair.com) no later than 12:00pm on Monday December 11, 2023 and your letter will be forwarded to each Director to read prior to the meeting. Letters by mail must be received by mail at PO Box 780 Tres Pinos, CA 95075 by Monday December 11<sup>th</sup> also, to be scanned to the Directors.

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# MONTHLY MEETING AGENDA

## 6:00 pm

### **CALL TO ORDER** – President Richard Bianchi

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

### **PLEDGE OF ALLEGIANCE** – Led by Director Paul Rovella

### **ROLL CALL/DIRECTORS ABSENT** – Directors Present, Directors Excused.

### **INTRODUCTION OF GUESTS AND STAFF** –

**PUBLIC COMMENT** – Members of the public will have up to 3 minutes to address items under this board’s jurisdiction but not on the agenda

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

1. Review and Approval of the Minutes from the August 1, 2023, November 14, 2023 and December 12, 2023 Meetings
2. Review and Approval of CEO Time sheet for August September, October, November and December 2023
3. Review and Approval of Interim Contracts for September, October, November and December 2023.

### **REPORTS AND INFORMATION** *(All Reports are informational, no action taken)*

#### **CEO REPORT**

1. Informational Report Regarding Bolado Park Event Center provided in board packet prior to meeting includes but not limited to:
  - a. Update on Facility Maintenance Repairs
  - b. Information on Interim Rentals
  - c. Report from WFA Convention
  - d. General Overview of Facility Operations
  - e. Administrative matters
2. Discussion and direction on items on Manager’s Report

#### **COMMITTEE REPORTS**

1. Annual Planning Meeting Items:
  - a. 2024 Board Meeting Schedule
  - b. 2024 Fair Dates Schedule
  - c. 2024 CEO Progress and updates to priorities
  - d. First Draft of Budget
  - e. Plan for Policy Manual Update
  - f. Event Schedules for the Year
  - g.
2. Finance Committee – Director Rovella
  - a. Receive Finance Committee Report for September, October, November and December 2023.
3. Vision/Buildings and Grounds – Director Flores and Director Bianchi
  - a. Report on Grounds committee meeting

- b. Update on progress of Maintenance projects
  - c. Golf Course Property – CalFIRE
  - d. Golf Course Property – Other reports
4. Livestock – Director Bianchi and Director Flores
    - a. Next meeting Scheduled for January 23, 2024 at 6:30pm
    - b. Purchase of Panels for Barns with JLA Funds. Modern and safer for animals housed and staff installing and removing
  5. Heritage Foundation – Director Rovella and Director Stone
    - a. Heritage Foundation to provide report on meetings, activities and pending projects.
  6. Personnel Committee – Directors Shelton
    - a. No report
  7. Fair Programs Committee – Director Shelton
    - i. 2024 Fair Dates
      1. Fair Exhibits and Carnival October 4-7, 2024
      2. Pre Fair Dinner Saturday September 21, 2024
      3. Fair Horse Show Events and Rabbit Show – September 27-29, 2024
    - b. Correspondence regarding Fair Related items
  8. Marketing Committee – Director Shelton
    - a. No report

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

1. Review and discuss/approve MOU for activity by the Heritage Foundation for the 33<sup>rd</sup> DAA.
2. Review and approve rental of the former golf course property Club House, parking lot and 10 acres of level ground, formerly Hole 1 to Cal FIRE for use for office space and parking.
3. Review and Approve Board Meeting Calendar for 2024
4. Review and Approve Annual Rental of Riverside Room

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

1. Review and Approve Financial Reports for September, October and November 2023
2. Review and Approve Fair Event Dates for 2024
3. Discuss and Approve Items listed for Annual approval; Meeting Schedule, Fair Schedule, CEO Priorities etc.
4. Approve expenditure for Livestock Panels in the Barns using JLA Funds.

**MATTERS OF INFORMATION** *(Informational) No discussion/debate on topics introduced under the Matters of Information will be permitted. No action will be taken on such comment at this time, as law requires formal public notice prior to any action on an agenda item.*

- A. Director Comments
- B. Manager Comments
- C. Correspondence
- D. Items to add to February Agenda
- E. Important Dates to Remember:

- a. Next Board Meeting Information – Annual Meeting February 13, 2024
- b. Office Closed January Monday January 15<sup>th</sup> to Observe Martin Luther King Day
- c. Stills Department Meeting Wednesday January 17<sup>th</sup> at 6:00pm
- d. Livestock Department Meeting Tuesday January 23<sup>rd</sup> at 6:30pm
- e. Horse Department Meeting Wednesday January 24<sup>th</sup> at 6:00pm

**ADJOURNMENT**

# **DELEGATED AUTHORITY COMMITTEE**

## **MEETING AGENDA**

### **6:00 pm**

#### **CALL TO ORDER** – President Richard Bianchi

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#### **PLEDGE OF ALLEGIANCE** – Led by Director Paul Rovella

#### **ROLL CALL/DIRECTORS ABSENT** – Directors Present, Directors Excused.

#### **INTRODUCTION OF GUESTS AND STAFF** –

**PUBLIC COMMENT** – Members of the public will have up to 3 minutes to address items under this board’s jurisdiction but not on the agenda

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

4. Review and Approval of the Minutes from the August 1, 2023, November 14, 2023 and December 12, 2023 Meetings
5. Review and Approval of CEO Time sheet for August September, October, November and December 2023
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**OLD BUSINESS** *(Discussion and Action by Board)*

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