



REGULAR MEETING NOTICE

33RD DISTRICT AGRICULTURAL ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday March 12, 2024

ANNUAL PLANNING MEETING at 5:00pm

MONTHLY MEETING at 6:00pm

www.boladoparkeventcenter.com

9000 Airline Hwy, Tres Pinos, CA

831-628-3421

Meeting Notice and Agenda posted Friday March 1, 2024

Directors:	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 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. 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 eleven (11) calendar days before the meeting. ^{1 2 3}

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 no later than 12:00pm on Monday March 11, 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 March 11th also, to be scanned to the Directors.

Upcoming Committee Meetings NOTICE:

Stills Department meeting Wednesday March 20th at 6:00pm in the Board Room.

Livestock Department meeting Tuesday March 26th at 6:00pm in the Board Room.

Horse Department meeting Wednesday March 27th at 6:00pm in the Board Room.

¹ 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

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

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

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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 Servando Flores

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.

5:00pm

Annual Planning Meeting Items:

- a. 2024 Board Meeting Schedule
- b. 2024 Fair Dates Schedule
- c. 2024 Fair Layout/Grounds Map
- d. 2024 CEO Progress and updates to priorities
- e. First Draft of Budget
- f. Plan for Policy Manual Update
- g. Event Schedules for the Year
- h. Vehicle fleet
- i. Public Outreach plan
- j. Events –
- k. Policy Manual update – plan...

6:00pm Monthly Board Meeting

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

INTRODUCTION OF GUESTS AND STAFF –

CONSENT AGENDA *(Discussion and Action by Board)*

1. Review and Approval of the Minutes from the January 9, 2024 and February 13, 2024 Meetings
2. Review and Approval of CEO Time sheet for February 2024
3. Review and Approval of Interim Contracts for February 2024.

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
 - f. FORM 700 due to Dara by March 20th to ensure filing on time.
2. Discussion and direction on items on Manager's Report

COMMITTEE REPORTS

2. Finance Committee – Directors
 - 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. Notes from February 27th meeting.
 - b. Next meeting Scheduled for March 26, 2024 at 6:00pm
5. Heritage Foundation – 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
 - a. Mansmiths BBQ committed as caterer
 3. Fair Horse Show Events and Rabbit Show – September 27-29, 2024
 4. Entry Guidebook and Deadline update
 5. Fair Livestock area concerns and mitigation
 - 6.
 - 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 33rd 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 Financial Reports for September, October and November and December 2023

NEW BUSINESS *(Discussion and Action by Board)*

1. Review and Approve Financial Reports for January 2024 if complete or Draft
2. Discuss and Approve Items listed for Annual approval; Meeting Schedule, Fair Schedule, CEO Priorities etc.
4. Discuss and approve or direct edits on 2024 Budget
5. Discuss and approve Signors on the Bank Accounts for US Bank, Mechanics Bank, the LAIF Account.
6. Discuss and set spending limits for CEO for Usual expenses and unusual expenses. Approve delegation of Authority for CEO to sign Checks for set amounts and require Board/Board member approval for set amounts.
7. Review Policy Manual update process

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. Form 700 Due to CEO by March 20th
- b. Dara Out March 26-April 4th
- c. Office Closed for Observance of Cesar Chavez State Holiday April 1st
- d. Next Board Meeting – April 9, 2024
- e.

ADJOURNMENT

DELEGATED AUTHORITY MEETING AGENDA

6:00 pm

CALL TO ORDER – President Richard Bianchi

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