



MINUTES

**33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING and
Tuesday January 24, 2023 – 4:30pm
Administration Building
Bolado Park Event Center
9000 Airline Hwy, Tres Pinos, CA
831-628-3421**

Directors:	Nicole Shelton – President	Servando Flores	Vacant Pending Appointment
	Richard Bianchi – Vice President	Clark Stone	Vacant Pending Appointment
	Paul Rovella	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. ^{1 2 3}

CALL TO ORDER – Annual Planning session of the meeting called to order by President Nicole Shelton at 4:30pm. Directors Shelton, Bianchi, Stone, Flores and Rovella were present by 4:55pm for the Annual Discussion. The members for the Committees of the Board were updated and approved. Discussed Fair related items: Directed staff too develop a committee to plan 100th anniversary enhancements to the Fair program. Agree to keep schedule similar to 2022 Fair with continued improvements to Food vendors and addition of 100 year celebration decorations and activities as possible. Marketing, utilizing local media and social media earlier in the year, Web Site development. Director Rovella Nominated Director Richard Bianchi for President and Director Clark Stone for Vice President. Both accepted nominations and all Directors approved. Presented current event schedule for the year. Budget draft was not available for discussion. Directors were reminded to complete trainings and Form 700.

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 <https://boladoparkeventcenter.com/board-meeting-agendas-and-minutes/>

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

MONTHLY MEETING MINUTES

MEETING CALLED OT ORDER – Meeting called to order at 6:14pm by newly seated President Richard Bianchi

PLEDGE OF ALLEGIANCE – Lead by Director Bianchi

ROLL CALL/DIRECTORS ABSENT – Directors Present: Nicole Shelton, Paul Rovella, Richard Bianchi Servando Flores and Clark Stone.

INTRODUCTION OF GUESTS AND STAFF – CEO Dara Tobias was present as was Heritage Foundation President Jeff Guerra

PUBLIC COMMENT - No public comment recorded.

CONSENT AGENDA *(Discussion and Action by Board)*

Director may move to approve all items at once, or a Director may pull any items for further discussion;

1. Review and Approval of the Minutes from the November 8, 2022 Board Meeting.
2. Review and Approval of CEO Time sheet for November and December 2022
3. Review and Approval of Interim Contracts for November and December 2022
4. Approve Allocation request from CDFA for 2022/2023 year.

Motion to approve Consent agenda items, by Director Bianchi and seconded by Director Stone. All were in favor.

Motion Record to approve Consent Agenda			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

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

CEO REPORT –

CEO Report included at the end of the minutes.

COMMITTEE REPORTS

1. Finance Committee- Director Rovella
 - a. Receive Finance Committee Reports for September, October and November 2022. Director Rovella reviewed the financial reports.
2. Vision/Buildings and Grounds – No report – Directors Flores and Bianchi are newly appointed to the Buildings and Grounds Committee.
3. Livestock – No Report - Director Bianchi and Director Flores are appointed to the Livestock Committee

4. Heritage Foundation – Directors Rovella and Stone are appointed to the Heritage Foundation Committee. President Jeff Guerra reported on Heritage Foundation activity, they did not have a regular meeting in January. They have met with the Community Foundation and the Family of Mr. Tripiano who made a significant donation for an Equestrian Facility in San Benito County. They are discussing ideas and possible naming options to see if arena and barns upgrades at Bolado Park fits the scope of their desired donation.
5. Personnel Committee – Director Shelton
 - a. No report

-note, minutes previously presented were draft and edited to remove duplicate sections not covered on this agenda.

OLD BUSINESS (*Discussion and Action by Board*)

1. Review and discuss/approve options to lease former Golf Course Property to SBC Heritage Foundation and progress on MOU. - No Action
2. Review and Approve Financial Reports from September 2022 – See new business action

NEW BUSINESS (*Discussion and Action by Board*)

1. Review and Approve Financial Reports for September, October and November 2022.
Director Bianchi Flores to approve the Financial Reports for all months listed and Director Stone seconded the motion. All were in favor and the motion carries.

Motion Record to approve September, October and November 2022 Financial Reports			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

2. Thank you to Director Pura for many years of assistance to Bolado Park and the 33rd DAA.
3. No action

RETIRE TO CLOSED SESSION - No Closed session at this meeting.

MATTERS OF INFORMATION:

DIRECTOR COMMENTS –

MANAGER COMMENTS – No additional comments

CORRESPONDENCE –

- Various CDFA circular letters can be found online;
https://www.cdfa.ca.gov/fairsandexpositions/Resources_and_Publications/Circular_Letters_F.html

NEXT MEETING: February 15, 2023 – Wednesday meeting due to Valentine’s Day falling on our regular Tuesday.
Meeting adjourned at 8:15pm

Upcoming Dates to remember:

- ▶ February Board meeting WEDNESDAY FEBRUARY 15th at 6:00pm
- ▶ Office Closed to observe President’s Day Monday February 20th
- ▶ Stills Department Meeting Wednesday February 22nd at 6:00pm
- ▶ Livestock Department Meeting Tuesday February 28th at 6:30pm
- ▶ Horse Department Meeting Wednesday March 1st at 6:00pm (Postponed)

January 24, 2023



CEO Report on Facilities, Maintenance and Administration

Grounds, Maintenance and Equipment:

It has been a long time since we met! We have been working on clean up tasks around the grounds. We have secured a burn permit and are burning slash piles when it is a burn day. We are working on returning the gates and panels to the horse stall barns. Tractors have been serviced. We replaced a worn part on the forklift. Cleaned gutters and worked on water channeling for rainy season. The building roofs are holding up with the exception of the entry roof on the Grandstand. That is leaking. Mid November Dan and Reinny went to the Maintenance Mania event at the Fairgrounds in Auburn. This is a chance for them to meet with other Fair maintenance staff. They both updated certifications on Forklifts and Boom lifts as well as attending training in different trade techniques. Most recently we have been activated by OES for emergency evacuation of large animals from the Lovers Lane flood. At this time, we have only gotten two horses. Our lower ground flooded when the river came over the banks on Monday January 9th. There was minimal damage to the bank at the far north end but the water came into the lower camp ground and many campers moved to higher ground. We need to find the right person to communicate with to get some advice on shoring up our bank as it heads toward Highway 25. The Horse Facility and grandstand is holding well with the excess rain. We have a plan to remove some sick and dead trees in the next 3 weeks. We believe we are experiencing Sudden Oak Death in several trees and need them removed so it won’t spread to others.

Office and Administrative: We have reviewed and executed new contracts for our annual events. Most all are coming back, including Farm Day on March 15 which we have missed for the last 3 years! Dara attended two meetings with other DAA managers at the CDFA office at the request of Deputy Secretary Flores. The first meeting was October 20th and the second on December 8th meeting focused on the CDTFA (Tax and Fee administration) and the proper reporting of taxable sales on Fairgrounds. The CA Broadband project that is in progress to increase connectivity to rural communities and possible crossing of Fairgrounds (not us). And the suspected main reason for the meeting, CDFA Audits. The Audit team was there and talked about the items that are most often red flags at audits. Improper record keeping, purchasing items not approved and not using proper

forms for reimbursement. This is a huge learning curve for most of us as this is the most detail we have heard to date and more training is planned. That being said, we are in the final stages of our 2019 and 2020 Financial audits and have 2021 on the schedule this year. Purchased two new computer monitors as one went out completely and the other was temperamental. No progress on the policy manual. Hopefully that will be a February Project. Financials were slow for the last two months as CFSA lost two staff members and are just now completing interviews and hiring.

Events and Camping: We have stayed busy through most weekends of the Winter. The Rabbit show in December and the Poultry show in January. Back to full weekends in the Pavilion and many in other buildings. We have secured the new UnSCruz event and have had several walk throughs and two meetings with the State Fire Marshal and local safety agencies. We have scheduled Spring Picnic, two skate nights and are doing some homework to see if an Apricot Festival is feasible. Camping has stayed busy but not full. Several campers left during the worst of the storms with concerns of flooding. The Sacred Heart Ranch Dance fundraiser and the Exchange Club Crab feed are the next public events coming up.

Heritage Foundation: Report from their last meeting?

Board News: Still struggling with the appointment's office. A recent suggestion from an associate Fair Board member was to have all who submitted applications reapply with the new staff at the appointments office. Please continue to help reach out to any contacts you have as we are dangerously close to lack of quorum without more appointments. The person who is assigned to our fair is Curtis Lang and his phone number is 831-916-445-4541 and email curtis.lang@gov.ca.gov

Saddle Horse Association: They have elected new officers. Dave Westrick is their President, JW Brewen is Vice President, Rich Marcus is 2nd Vice President and Drew Neubauer is Secretary. We need to schedule time to meet with their planning committee to work on the interim rental agreement.

Fair Planning already: We are working with our Entertainment guide and have already booked Twinkle Time! We visited several interesting acts at Convention and are waiting to hear back from them as they work out their summer schedules. I am meeting with Katie to continue our marketing plan and finalize the logo design.

WFA Conference: Thank you for the opportunity to network, share ideas and learn. We attended the CFA (California Fairs Alliance) meeting. The relationships between our trade organizations and CDFA are struggling and a lot of items are being repeated and CDFA is not including the County Fairs in many things like training and Resiliency funding. They are working to streamline the Communication and remind current administration we are a network of fairs and not divided.. Learning sessions included Volunteer communication and coordination. Still exhibits for the younger millennial and gen z populations and Leadership vs. Management. We also met with our Central Coast area to review the industry reports and learn Neighboring Fair dates and other details of their grounds and operation. Keynote speakers were Inspiring, entertaining and informative. This was the 100th Convention of the Western Fairs association.

Reminders:

- ▶ **Heritage Foundation Meeting TBA**
- ▶ **Livestock department Meeting will be Tuesday February 28th.**
- ▶ **Dara out of the office Thursday and Friday January 26th and 27th. Available by email or phone for emergency guidance.**
- ▶ **Next Board Meeting: TBD by approved meeting schedule**
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