



MINUTES

33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING and
Wednesday February 15, 2023 – 6:00pm
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}

MEETING CALLED OT ORDER – Meeting called to order at 6:05pm by President Richard Bianchi

PLEDGE OF ALLEGIANCE – Lead by Director Shelton

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 Saddle Horse Assn Representative Cindy King and Jessica Ayala from the community.

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 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

1. Review and Approval of the Minutes from the January 24, 2023 Board Meeting.
2. Review and Approval of CEO Time sheet for January 2023
3. Review and Approval of Interim Contracts for January 2023

Motion to approve Consent agenda items, by Director Shelton and seconded by Director Flores. 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 December 2022 in Draft form. Director Rovella reviewed the financial reports with questions about totals for Spring picnic and JLA account balance. Tabled to March meeting for final report.
2. Vision/Buildings and Grounds – No report – We will work to implement a standing Grounds committee meeting on the 1st Tuesday of each month with representatives from each the Saddle Horse Board, Heritage Board and 33rd Board.
3. Livestock – No Report – Meeting Scheduled February 28th.
4. Heritage Foundation – No Report – The did not meet
5. Personnel Committee – Director Shelton
 - a. No report
6. MOU for Golf Course Property – Received suggestions back from CDFA Legal and will forward to Heritage board.
 - a. Public Comment – Comment heard that it is beleived the DAA could contract with the Heritage Foundation to sell alcohol. Also suggested that discounts to nonprofit organizations were allowed if the Board decided to include in the poly and bylaws and the percentage is specifically outlined.

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

NEW BUSINESS *(Discussion and Action by Board)*

1. Review and Approve Financial Reports for December 2022. No action
2. Review and Approve Access to LAIF Account by CEO and 2 Board members – Director Shelton moved to approve Director Bianchi, Director Rovella and CEO Dara Tobias have access to the LAIF account, and Director Rovella Seconded. All were in Favor.

Motion Record to approve Access to the LAIF Account.			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

3. Delegation of Authority for CEO to execute Renal agreements and Standard Agreements. Director Rovella moved to authorize CEO Dara Tobias to execute Rental Agreements up to \$50,000 and Standard Agreements up to \$7,500 without further authorization from the Board of Directors. In the absence of the CEO, Rental Agreements and Standard Agreements will require authorization from the Board of Directors or a designated Committee thereof. All were in favor, the motion carried.

Motion Record to approve Delegation of Authority for Rental Agreements and Standard Agreements			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

4. Discuss and Approve Delegation of Authority for Workers Compensation coverage for Volunteers. Director Shelton moved to approve and Director Bianchi seconded the motion. All were in favor.

Motion Record to approve Workers compensation coverage for Volunteers			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

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

MATTERS OF INFORMATION:

DIRECTOR COMMENTS –

MANAGER COMMENTS – Discussion with Cindy from Saddle Horse Association regarding Vendors.

CORRESPONDENCE –

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

NEXT MEETING: March 14, 2023

Meeting adjourned at 8:15pm

Upcoming Dates to remember:

- ▶ March Board meeting Tuesday March 14th 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)

February 15, 2023



CEO Report on Facilities, Maintenance and Administration

Grounds, Maintenance and Equipment:

We have completed the smog repairs on the white van and it passed smog test. The last of the evacuated horses left today. They took good care of the facility with no noticeable damage. We have removed all of the sick/dying trees and have been working on stump removal. Working on trees and limbs on the golf course property for future use for parking. Met with Kyle from DFWS to review and discuss creek bank erosion. He recommended filling out an application with their office for cleanup and I will follow up.

Office and Administrative:

I attended another CEO forum with CDFA and have had an additional conversation with Michael Flores about compliance Audit items. There is not a comprehensive 'instruction booklet' available and he assures us the compliance audits that are coming are instructional and not meant to be punitive. We will continue to work in things as we learn them. The representative from the appointment's office was sick that day and did not attend. We were reminded to complete our form 700s by March 31st for timely filing. Continuing to fill in rental dates and most of our areas are filling up. We are struggling with our reports from CFSA Accounting as they are hiring two new accountants so those that are there are overloaded. We will have the budget template hopefully by the end of the week and the Stop will be prepared next. Our workers compensation reports are going to be submitted by the end of the week. I have been collecting past documents to send to the webmaster to populate the areas created for past meeting information. We have a proposal from a new web master to consider. I will put it on the next meeting agenda if it needs board approval. We will be closed Monday February 20th for Presidents' Day.

Events and Camping: February has been busy. I will forward the complete January information on rentals to you and put it on the March agenda for approval. Camping was a little light over the end of January. Many people left after the lower area flooded and did not return. We met with the Deputy Fire Marshal and CHP and Local HFD and Cal Fire last week for a walk through for the new UnScruz event. They are getting more comfortable as the plans/maps and procedures develop.

Heritage Foundation: Report from their last meeting?

Board News: No new information. We should be meeting with their office in person at the March CDFA collaboration meeting. 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: Saddle Horse Show is in planning mode. Their vendor committee wants to understand the process for contracting food vendors and cost of such.

Fair Planning: Preliminary entertainment is outlined in the packet. We are meeting with marketing team on Friday at 12. Susan and Jessika are working to update vendor applications and we will plan some social media posts asking for Vendors to complete the app to hopefully reach any we do not have specific contact information for. Our department meetings are starting this month and the guidebook is getting general updates right now and department chair updates will be continued during and after the next meetings. Met with Michelle Monday and we will start working on the 100 Fairs committee plan after she puts some thoughts together.