



MINUTES

33RD DISTRICT AGRICULTURAL ASSOCIATION
BOARD OF DIRECTORS MEETING and
Tuesday July 19, 2022 – 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 Stan Pura Vacant Pending Appointment
Paul Rovella Clark Stone 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}

MINUTES

CALL TO ORDER – Meeting called to order by President Nicole Shelton at 6:05pm.

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 – Welcome to Board Member Clark Stone. Welcome to Events Coordinator Felicia Bisceglia. CEO Dara Tobias was at the meeting and Heritage Foundation President Jeff Guerra was present.

PUBLIC COMMENT - No public comment

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 <http://www.33rddaa.gov/agendas>.

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

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 March 8, 2022 Board Meeting.
2. Review and Approval of CEO Time sheet for March, April and May 2022
3. Review and Approval of Interim Contracts for March, April, May and June 2022

Motion to approve Consent agenda items by Director Bianchi and seconded by Director Flores. Director Stone abstained and the remaining directors were in favor.

Motion Record to approve Consent Agenda			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Stan Pura			
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 these meeting minutes.

COMMITTEE REPORTS

1. Finance Committee- Director Rovella
 - a. Receive Finance Committee Reports for February, March, April and May 2022. Director Rovella reviewed the May 2022 Financial statements. Previous months financials had been discussed at prior meetings but no action taken due to lack of quorum.
 - b. Discuss the 2021 STOP Report – Statement of Operations. The report was prepared by our Accountant at CFSA and signed by CEO Tobias earlier to meet the March Due date.
 - c. Update on 2018 Review- awaiting final review from Grace and Associates.
 - d. Review first draft of 2022 Budget. Previous draft of the Budget was discussed and decided that Director Stone needed time to review.
2. Fair Programs –

Fair schedule is coming together. Senior Day will be Friday and Director Shelton will confirm schedule for School tours if it will come together for this year. The wine tasting will be Friday eveing from 7:30-9:30 in the Pavilion and The Beer Stroll will be Sunday. Military day will be Sunday with the Quilts of honor presentation and the Truck pulls. Full schedule to follow. Food vendors have been contacted and we are awaiting their signed contracts. We have attempted bringing in some new vendors and are struggling a bit with Kern County Fair being on top of our Fair and Fresno move in and opening a couple days after us. Commercial vendors are sending in applications now also. We are looking forward to a good selection.
3. Marketing – Directors Shelton

Mostly traditional Fair marketing strategy. We are using social media, local publications like Benito Link and Mission Village voice. We will have 20 road signs that we need volunteers to put up, we will have the sign over main street 1 week before the fair. One sign from the Horse Show parade float has been put up for all who exit gate 2 to see. We will put the second sign up over gate one the beginning of September. We will look into advertising on the new format of 94.5 FM that is now a country music station. We are also working to market our first Roller skate night on social media and it is getting good traffic.

4. Livestock – Director Bianchi
Discussed final version of the code of conduct. It will be a required acknowledgement on the entry program. The committee passed out ear tags for the leaders on 7/13 and they will be due to be tagged with information returned to the office by Friday July 29th.
5. Heritage Foundation – Directors Rovella and Pura
Jeff Guerra, president of the Heritage foundation joined the meeting and reported on their activity. Christine Gastello is their ambassador this year and will be raising the Heritage Hog to sell at the Auction. They will host their members pick up party on September 14th and will follow up with Fair office for Kick off dinner tickets. They will be providing the bar service for the kick off dinner. Continuing to work on a proposal for the Equestrian facility and have hired Damon Felice as the project manager. Having an attorney review the MOU for the relationship with the 33rd DAA. Would like to continue to discuss the Golf Course Property possibilities.
6. Personnel Committee – Director Shelton
No Action.

OLD BUSINESS (*Discussion and Action by Board*)

1. Tabled - Review and discuss/approve options to lease former Golf Course Property to SBC Heritage Foundation and progress on MOU.
2. Tabled - Discuss Board Policy regarding interim rentals for cannabis events on Fairgrounds.
3. Tabled discuss and approve the 2022 Budget
4. Review and approve the Code of Conduct for Fair exhibitor and Parents. Motion to approve as presented made by Director Rovella and seconded by Director Bianchi. All were in Favor.

Motion Record to approve 2022 Code of Conduct for Livestock Exhibitors and Parents			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Stan Pura			
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

NEW BUSINESS (*Discussion and Action by Board*)

1. Review and Approve Financial Reports for February and March, April and May 2022.
Director Flores moved to approve the Financial Reports for March April and May 2022 and Director Rovella seconded the motion. All were in favor and the motion carries.

Motion Record to approve March, April and May 2022 Financial Reports			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Stan Pura			
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

2. Motion to approve the 2021 Stop Report. Director Bianchi moved and Director Rovella seconded the motion to approve the 2021 Stop Report. All were in Favor and the motion carries.

Motion Record to approve 2022 Stop Report			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Stan Pura			
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

3. No Action, Tabled.
4. No Action, Tabled.
5. Discuss and approve resolution to provide workers Compensation coverage to volunteers working on the Fairgrounds. Director Stone moved to approve resolution and Director Flores seconded. All were in favor, motion carries.

Motion Record to approve 2022 Workers Comp for volunteers Resolution			
Board Member	Yes	No	Abstain
Richard Bianchi	x		
Nicole Shelton	x		
Stan Pura			
Paul Rovella	x		
Servando Flores	x		
Clark Stone	x		

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

MATTERS OF INFORMATION:

DIRECTOR COMMENTS – Director Stone suggested looking into the business on Shore Road if we are looking for a place to dispose of compostable stall cleanings. Director Shelton reported making regular attempts to contact the appointments office to request updates on new Board member appointments.

MANAGER COMMENTS – No additional comments

CORRESPONDENCE – AB1499 work conditions reminder to keep accurate time records and pay overtime as earned to comply with AB1499 requirement. Updated List of Banned Travel States. Bagley Keene Update allowing remote meeting locations without public access.

NEXT MEETING: Tuesday September 13, 2022

Meeting adjourned at 8:10pm

Upcoming Dates to remember:

- ▶ **Dara out August 11th and 12th for WFA event and tour of Ventura Co Fair.**
- ▶ **Heritage Foundation Meeting August 16, 2022 at 6:00pm**
- ▶ **Stills Department meeting Wednesday August 17, 2022 at 6:00pm**
- ▶ **Hot August Roller Skate Night Friday August 19th from 6:00-10:00pm**
- ▶ **Livestock Department meeting Tuesday August 23rd at 6:30pm**
- ▶ **Horse Department Meeting Wednesday August 24th at 6:00pm**
- ▶ **CPR Training for Staff and Volunteers Thursday August 25th at 5:30pm**

July 19, 2022



CEO Report on Facilities, Maintenance and Administration

Grounds, Maintenance and Equipment: It has been a busy month for us. Since our last meeting we have had events every weekend. It has been a lot of work for our Maintenance crew and Dan, Reiney, and Danny are doing an outstanding job working with our guests and renters to keep their events running smoothly. They spent a couple weeks worth of time preparing and repairing the grounds for the Saddle Horse Show events. Many areas they use are only used once a year so they need a refresh. We have hired a cleaning lady for Mondays to take some of the clean up work off of the Maintenance team. This allows them a whole day to get other clean up and set up tasks accomplished. They have repaired a hole punched into the wall in the Pavilion Restroom. They have painted the trim and top deck floor inside the Pavilion. Hillyard has put a second coat of sealer on the Pavilion Floor. This was planned for 2020 and got waylaid by COVID. They also filled and stained the fill to repair some deep gouges in the floor. It looks Amazing, we should take field trip before you leave. The fire extinguishers have been serviced and the stove hoods are current. I met with Hollister Fire and we ordered Knox locks for the perimeter gates. This allows them to open the lock with their key instead of cutting our locks if they need emergency access. There is already a knox box on the wall of the main office. That has been updated with keys to the buildings, again for emergency access. We are being overwhelmed by squirrels and hope to have some time early in August to work with a PCA to find a solution. We are composting the shavings and manure removed from the animal barns on the top level of the Golf Course property. This removes it from the grounds and helps reduce the flies and gets it away from the river to prevent runoff.

Office and Administrative: We are in full Fair planning mode, and getting the Entry office started for the year. We are enjoying working with our NEW events coordinator Felicia Bisceglia! Felicia joined us just in time to get our first Roller Skate night off the ground and will be planning the Wine Tasting and Beer Stroll Friday and Sunday during the Fair weekend. She is putting together a list of ideas to continue adding some new self promoted events throughout the year next year. She is also reaching out to her extensive network and working to bring new interim events to the grounds. Welcome Felicia, we are excited to work with you.

Events: California Gymkhana Association State Finals are here now through the weekend. California's Richest All Girl Roping will be here August 5th and 6th for their expanded two day event. Multiple family reunions and picnics are scheduled for the rest of the summer and Camping will be open again for the month of August through September 15th. The Pavilion and many buildings are booked with additional private events.

Board News: Welcome to our Newest Board member Clark Stone. Clark S. Stone, of Paicines, has been appointed to the 33rd District Agricultural Association. Stone earned a Juris Doctor degree from the Santa Clara University School of Law in 1998 and has been an Attorney at Law Offices of Clark Stone since 2017. Stone is a member of the Santa Clara County Bar Association, San Benito County Amateur Radio Association, and the San Benito County Democratic Central Committee. We are looking forward to working with you!

Saddle Horse Association: The Saddle Horse Show event was great! They had two days of roping events and the Downtown Parade the weekend before the event. The three days of the event went very smoothly from a facilities POV. I had a few concerns and suggestions that I shared with their Board, mostly some Grandstand security and emergency safety concerns. I will work with them on better signage and help if needed on creating policy to eliminate large strollers from blocking the walkways, dogs in the grandstand and large ice chests carried into the grandstand. The crowd barrier panels we loaned them for their event worked very well to define the event area and keep all vehicles but a few ATVs out of the walking area. CHP required 2 officers and a Sergeant for their event. There is hopefully room to work with them on that number for future events as there was very little activity requiring that many officers. We need to set up time with them to review and discuss their future agreement.

Fair time: Still working on several fronts. We have secured a new admissions manager and sponsors are climbing up. The Parking team is secured, see the included vendor contact list and I will email a Fair Budget update by the end of the week, I did not finish recapping it for tonight's meeting.

Reminders:

- ▶ **Stills Department Meeting July 20, 2022 at 6:00pm in the Board Room**
- ▶ **Livestock Meeting July 26, 2022 at 6:30pm in the Board Room**
- ▶ **Horse Department Meeting July 27, 2022 in the Board Room at 6:00pm.**
- ▶ **Roller Skate Night July 28, 6:00pm – 10:00pm**
- ▶ **Next Board Meeting: August 9, 2022 at 6:00 pm**
- ▶ **Dara out August 11 for WFA event.**
- ▶ **Heritage Foundation Meeting August 16, 2022 at 6:00pm**